



OPEN MEETING

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

**Monday, September 24, 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 August 27, 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:

8. 2231-P (Casa Linda, II06_1) - Retain Veneer Wall Coverings within Original Patio Footprint.

Reports:

None.

Items for Future Agendas

Concluding Business:

9. Committee Member Comments
10. Date of next meeting – Monday, October 22, 2018
11. Adjourn

Bill Walsh, Chair
Kurt Wiemann, Staff Officer
Eve Morton, Alterations Coordinator: 949-268-2565



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**Monday, August 27, 2018 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Bill Walsh, Roy Bruninghaus, Rosemarie diLorenzo, Steve Parsons, John Frankel

COMMITTEE MEMBERS ABSENT: None

ADVISORS PRESENT: Bob Hatch, Mike Butler, Michael Plean

STAFF PRESENT: Kurt Wiemann, Gavin Fogg, Eve Morton

1. Call to Order

Chair Walsh called the meeting to order at 9:35 a.m.

2. Acknowledgement of Media

No media were present.

3. Approval of July 23, 2018 Report

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

4. Approval of the Agenda

Director Bruninghaus moved to approve the Agenda. Director Parsons seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

None.

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

Resident at 5191 thanked Chair Walsh for all his hard work on this committee. Advisor Plean thanked Chair Walsh also.

Several other comments were made.

7. Department Head Update

Mr. Wiemann reported that the new Alteration office is coming along and should be up and running by the end of September. President diLorenzo stated it is important to inform residents where the new office will be and that they will be able to take appointments.

Consent:

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

None.

Items for Discussion and Consideration:

8. 3140-C (La Princesa, PL203C, 41) - Room Expansion onto Front Walled Patio (Original Footprint)

Director Bruninghaus made a motion to accept Staff's recommendation to approve this request. Director Frankel seconded. The motion passed with a unanimous vote.

9. Review Updates to Architectural Standard 30: Storage Cabinets

President diLorenzo made a motion to accept Staff's recommendation. Director Bruninghaus seconded.

Staff was asked to add a requirement that new cabinets be labeled with the carport number on them.

Staff was asked to make separate sections of the Standard; one for breezeways and one for balconies.

Other updates were requested. Staff asked to make the additional updates and bring the proposed changes back to the next committee meeting for review.

10. Review Updates to Architectural Standard 31: Washer/Dryer Installations

Director Parsons made a motion to accept Staff's recommendation. Director Bruninghaus seconded. The motion passed with a unanimous vote.

The committee discussed whether the cost of retrofitting three-story buildings for washer/dryers has ever been done or should be done.

Mr. Krantz from 3499-3B was present at the committee meeting and offered to pay for the plumbing upgrades to his building to allow him to install a washer/dryer in his manor. He asked if the committee would consider allowing him to do so. The committee informed him that they don't have the data needed to give him an answer at this time. Advisor Walsh informed him the potential for damage to surrounding units when there is a leak from a washing machine is the main purpose of not allowing washing machines in three-story buildings.

The committee decided there are two main issues regarding allowing washer/dryers in three-story buildings:

- Can plumbing in three-story buildings handle waste water?
- Is there too much liability with flooding of neighboring units to start allowing washer/dryers?

Chair Walsh stated he will ask Mr. Munoz to write a Staff Report for the next Board meeting regarding conducting a study on the feasibility and cost of retrofitting a Garden Villa building for washer/dryers.

Reports:

11. Discuss and Review the Proposed Key Policy

Director Bruninghaus moved to accept Staff's recommendation. Advisor Hatch seconded. The motion passed with a unanimous vote.

Mr. Wiemann recommended Staff do more advertising of the Key Policy to residents so the remaining one-third of residents not participating may opt to do so. It is important to stress how safe the keys are kept and also that if their manor is re-keyed, is their responsibility to submit the new key to Resident Services.

The committee made some changes to Security's key SOP which Staff will pass on to them.

Advisor Butler suggested referencing the Unoccupied Unit Policy in the Key Policy since they are linked.

12. Discuss and Review the Permanent Version of the Unoccupied Unit Policy

Director Parsons made motion to accept Staff's recommendation. Director Bruninghaus seconded. The motion passed with a unanimous vote.

13. Discuss Revisions to the Common Area Use Policy

The committee requested come changes to the Policy.

Discussion ensued.

Director Parsons made a motion to accept Staff's recommendation with the committee's minor changes to the Policy. Director Bruninghaus seconded. With the exception of Advisor Hatch, all were in favor as amended.

Advisor Hatch expressed concern on wording of the resolution that states that absolutely no common area expansion will be allowed.

Items for Future Agendas

None.

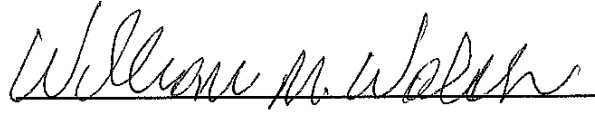
Concluding Business:

14. Committee Member Comments

None.

15. Date of next meeting – Monday, September 24, 2018

16. Adjourned at 12:25 p.m.

A handwritten signature in cursive script, appearing to read "William M. Walsh", is written over a horizontal line.

Chair, Bill Walsh

Kurt Wiemann, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565



STAFF REPORT

DATE: September 24, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request
Ms. Pao Chow Randall of 2231-P (Casa Linda, II06_1)
Retain Veneer Wall Coverings within Original Patio Footprint.

RECOMMENDATION

Staff recommends the Board deny 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.

Ms. Randall of 2231-P Via Puerta, a Casa Linda style unit, is requesting Board approval to retain the veneer wood coverings located in the front patio of the unit.

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.

Due to no existing Standards on file for this alteration, Staff 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 is pending.

DISCUSSION

The decorative wood covering spans the inside of the original patio wall; the rear wall measuring 26' linear and the side section is 8' linear feet, the height ranges between 4'7" and 5'9" tall 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 banning 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. 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.

16. 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.
17. 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.
18. 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>.
19. 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.
20. 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.
21. 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.
22. 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.
23. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
24. 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.
25. 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.

26. 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

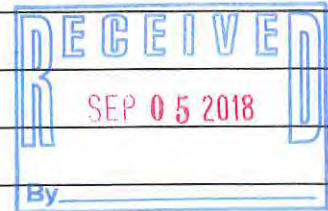
Model: <u>CASA LINDA</u>	Plan: <u>1106-1</u>	Date: <u>09-05-18</u>
Member Name: <u>Pao Randall</u>	Signature: <u>Pao Randall</u>	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co: <u>SELF</u>	Phone: <u>N/A</u>	Email: <u>N/A</u>

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: _____

<p>Alteration Variance Request</p> <p>Check Items Received:</p> <p><input type="checkbox"/> Drawing of Existing Floor Plan</p> <p><input type="checkbox"/> Drawing of Proposed Variance</p> <p><input type="checkbox"/> Dimensions of Proposed Variance</p> <p><input type="checkbox"/> Before and After Pictures</p> <p><input type="checkbox"/> Other: _____</p>	<p>Complete Submittal Cut Off Date:</p> <p>Meetings Scheduled:</p> <p>Third AC&S Committee : _____</p> <p>United AC&S Committee: _____</p> <p>Board Meeting: _____</p> <p><input type="checkbox"/> Denied <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Tabled <input type="checkbox"/> Other</p>
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Attachment: 2

Interior Patio
Wall Covering



Mutual Consent
obtained for
synthetic grass

Interior Patio
Wall Covering



Interior Patio
Wall Covering



Interior Patio
Wall Covering



Interior Patio
Wall Covering



Wooden
Shelf



Street View
(Front)



Street View
(Left)



Street View
(Right)



Attachment: 3

