



OPEN MEETING

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

**Thursday, March 15, 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 Agenda
4. Approval of Meeting Report for February 15, 2018
5. Committee 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.

None

Items for Discussion and Consideration:

8. Review Legal Opinion regarding Soffits and Common Area
9. 442-B (Cordoba 1A4R) - Room Repurposing, Window Resizing and Wall Revisions
10. 503-A (Cordoba 1A4) - Room Repurposing and Wall Revisions
11. Review and Discuss a Proposed General Requirements Standard
12. Review Architectural Standard 6 – Air Conditioning

Reports:

13. Review the Maintenance & Construction Report on Pushmatic Electrical Panels
(Report Only)

Items for Future Agendas

Concluding Business:

14. Committee Member Comments

15. Date of Next Meeting - April 19, 2018

16. Adjournment

Janey Dorrell, Chair
Kurt Wiemann, Staff Officer
Eve Morton, Alterations Coordinator: 949-268-2565



OPEN MEETING

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

**Thursday, February 15, 2018 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

REPORT

MEMBERS PRESENT: Janey Dorrell - Chair, Don Tibbetts, Pat English, and Juanita Skillman, Cash Achrekar, and Reza Bastani

MEMBERS ABSENT: Advisor Kay Anderson and Advisor Walt Ridley

ADVISORS PRESENT: Mike Mehrair and Ken Deppe

STAFF PRESENT: Kurt Wiemann, Gavin Fogg, and Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

Director Achrekar made a motion to approve the agenda. Director Tibbetts seconded. The Committee was in unanimous support.

4. Approval of the Report for January 17, 2018

Director Tibbetts made a motion to approve the report. President Skillman seconded. The Committee was in unanimous support.

5. Committee Chair Remarks

Chair Dorrell reported that contractors have some questions regarding atrium common area air space or attic space.

Mr. Wiemann spoke about the definition of Common Area in attics and atriums as defined in Davis Sterling.

Discussion ensued regarding if enclosing atriums should be allowed; active versus passive use of Common Area.

The Committee requested that Staff locate the tract plans for United Mutual.

The Committee agreed that contractors must be made aware that asbestos and lead-based paint testing needs to be done before they start work on a unit. Mr. Wiemann reported that Staff always assumes a unit is "hot" until testing is done to show otherwise; Members have the option of testing before they have alterations work on their unit.

6. Member Comments

(306-A) Ken Benson reported he want to remove the soffit in his Sebastian model since it makes the ceiling in his bathroom very low. His contractor came in to pull permits to do this but was told that soffits may not be removed.

(442-B) Mr. March's Variance Request is on the agenda. He was present and commented that he wanted to remove his soffit.

Mr. Wiemann reported that Staff will inventory the standard plans and models and look at the ceiling heights in each to determine how much of a problem low ceilings are in the United units.

The Committee requested that the Mutual attorney, Jeff Beaumont, write a legal opinion on soffits for the next meeting. Mr. Wiemann stated he will provide some information to Mr. Beaumont on the soffits for his use when writing his opinion. Discussion ensued that perhaps the supporting beam could be the limit of use by the Member.

7. Department Head Update

Mr. Wiemann reported that he was asked to revisit the issue of the plumbing plans available to the Members. The Committee requested that Staff convert the existing plumbing plans into .pdf format and then post them on the website for Members' use. Mr. Wiemann said Staff will track if any complaints are made from Members regarding the quality or readability of these plans. Director Bastani will provide a symbol list to post with the plans.

Mr. Wiemann asked the Committee if they would like him to draft a policy requiring Members to upgrade their Pushmatic electrical panels as part of an alteration Condition of Approval when they have electrical work done. The Committee requested that this issue be continued to the next meeting. The Committee requested Mr. Wiemann confers with Rodger Richter, who is in charge of the Mutual-wide Pushmatic replacement program, and to present a report on the Pushmatic panel topic, including the City policy on them, at the next meeting.

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. 312-F (Cordoba 1A6) - Install Windows in Existing Patio Wall Openings

Director Achrekar moved to accept Staff's recommendation. Director Tibbets seconded. The Committee was in unanimous support.

9. 442-B (Cordoba 1A4R) - Room Repurposing, Window Resizing and Wall Revisions

President Skillman moved to continue this request to next month's agenda so the Committee may review attorney Jeff Beaumont's opinion letter on soffits. Director Achrekar seconded. The Committee was in unanimous support.

10.765-A (La Corona, Plan 3B) - Request to Retain Patio Enclosure

President Skillman moved to accept Staff's recommendation. Director Achrekar seconded. The Committee was in unanimous support. The Committee requested that the unit not be rented until the Mutual Consent was finalized.

11. Discuss a Future Contractor Forum

The Committee discussed the importance of inviting Village contractors to a meeting to inform them of Village policy regarding alterations, parking, how to dispose of construction trash, etc. Mr. Wiemann reported that Staff is gathering contact information from contractors via a sign-up sheet at the Alterations window.

Reports:

None

Items for Future Agendas

Begin Review and Updates to Existing Standards

Concluding Business:

12. Committee Member Comments

Chair Dorrell is glad the Committee will be reviewing the existing architectural Standards in future meetings.

Director Achrekar stated that Mr. Wiemann is doing an excellent job.

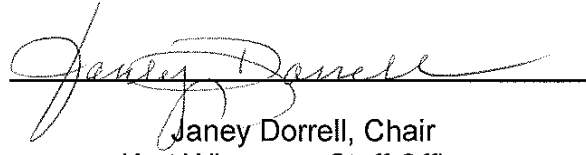
Chair Dorrell said Staff is doing a tremendous job and she is proud of the Committee and the advisors.

UACSC
February 15, 2018
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Mr. Benson from 306-A thanked the Committee for enabling him to express his opinion on allowing the removal of soffits. He said educating the contractors on the current policy would be a good idea.

13. Date of Next Meeting - March 15, 2018

14. Adjournment at 11:37 a.m.

A handwritten signature in cursive script, reading "Janey Dorrell", is written over a solid horizontal line.

Janey Dorrell, Chair
Kurt Wiemann, Staff Officer
Eve Morton – Alterations Coordinator 268-2565

Agenda Item #8 – Review Legal Opinion
Regarding Soffits and Common Area

A proposed policy is being reviewed by Counsel.

This will be provided to the Committee as soon as it is available.



STAFF REPORT

DATE: March 15, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. William Marsh of 442-B (Cordoba 1A4R)
Room Repurposing, Window Resizing, Raising Ceiling, and Wall Revisions

RECOMMENDATION

Staff recommends the Board approve the request for repurposing rooms, resizing the kitchen window and wall revisions with the conditions as stated in Appendix A.

BACKGROUND

Mr. Marsh of 442-B Avenida Sevilla, a Cordoba style unit, requests Board approval of a variance to remove an existing half bathroom to increase the dining room footprint, remove the existing wall between kitchen and living room, resize the kitchen window, repurpose the existing enclosed atrium into an en suite bathroom and walk-in closet for the master bedroom and replace the closet in the second bedroom with a built-in Murphy bed with side closets. As part of the remodel, Mr. Marsh proposes to raise the ceilings in the kitchen, existing bathrooms and atrium.

Due to the request involving the repurposing of rooms and raising ceilings past the interior surface boundary, a variance is required.

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

DISCUSSION

Mr. Marsh proposes to remodel the kitchen and dining room by removing the existing interior wall between the kitchen and living room as well as removing half of the existing Jack and Jill bathroom to create a larger dining area. A new recessed beam will be installed to bear the load previously supported by the atrium wall. A requirement to provide a wet-stamped structural plan is included with the Conditions of Approval (Appendix A). A new bathtub will be installed in the remaining bathroom and new closets will be located in the hallway for an air handling unit and general storage. The ceiling in both the kitchen and existing bathroom area, which are currently 7' 6" high, would be raised to 8' as part of creating a more open plan kitchen and dining room area.

As part of the kitchen remodel, Mr. Marsh is also proposing to replace the kitchen window with a smaller window and relocate it to align with a new sink location. The dimensions of the window would be reduced from 48" wide by 48" tall, to 35" wide by 44" tall. Due to the window being within an enclosed front patio, the window is not visible from the walkway.

The existing enclosed atrium will be divided using drywall over wood stud construction to create a walk-in closet for the master bedroom and an en suite bathroom. The bathroom will include a toilet, shower, sink and two closets for storage and a stacked washer and dryer. Access from the master bedroom to the bathroom and closet will be achieved by installing two new 32" wide pocket doors. The ceiling of the atrium, which is currently 7' 10" high, would be raised to 8' high to match the adjoining bedroom. The proposal also calls to remove the existing closets in both bedrooms and relocate the partition wall.

Finally, Mr. Marsh proposes to remove the existing closet in the second bedroom and replace with a Murphy bed and custom-built closets that fill the same space (see Attachment 2).

All ceilings heights proposed to be raised will remain under the existing structural member supporting the roof.

Currently, there are no open Mutual Consents for Unit 442-B.

A Neighbor Awareness Notice was sent to Units 442-A, 442-C and 442-D on February 5, 2018 due to sharing common walls or being potentially affected during construction. The original notice listed February 15, 2018 as the Committee meeting, however due to the request for ceilings to be raised, the request was postponed for a month. Since no responses against the proposed work have been received, no additional notices have been sent.

A similar enclosed atrium conversion to closet and bathroom in a Cordoba style unit was approved for 396-B in May 2017. There are no variance requests on file for installing a Murphy bed in a bedroom.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 442-B.

Prepared By: Gavin Fogg, Alterations Inspector

Reviewed By: Kurt Wiemann, Permits, Inspections & Restoration Manager

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, December 29, 2017

Attachment 3: Photos

Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. A Mutual Consent for Unit Alterations has been granted at **442-B** for **Room Repurposing, Window Resizing and Wall Revisions**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
2. 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.
3. Prior to the Issuance of a Mutual Consent for Unit Alterations, **the Member 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. 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.
4. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing construction methods or materials such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
5. All piping in Bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
6. No improvement shall be installed, constructed, modified or altered at Unit **442-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor 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 s ("Member ") 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.

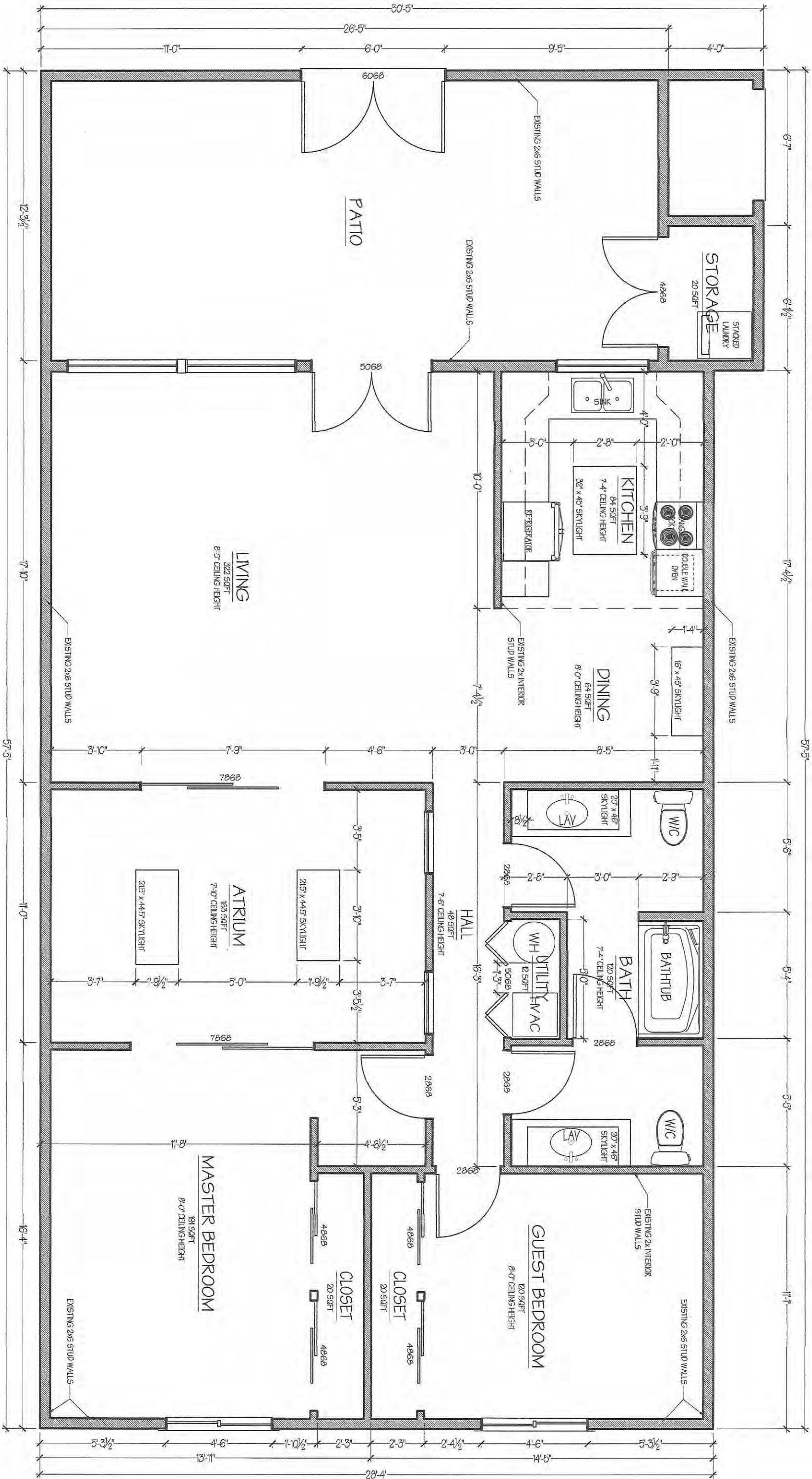
7. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any 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.
8. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 442-B and all future Mutual Members at 442-B.
9. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
10. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
11. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
12. 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.
13. 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.
14. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
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 both a Final Mutual Consent for Unit Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.

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 or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member'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 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 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's address of record with the Mutual. Under no circumstances shall Member 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 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. 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.
24. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
25. Mutual Member shall indemnify, defend and hold harmless United 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.

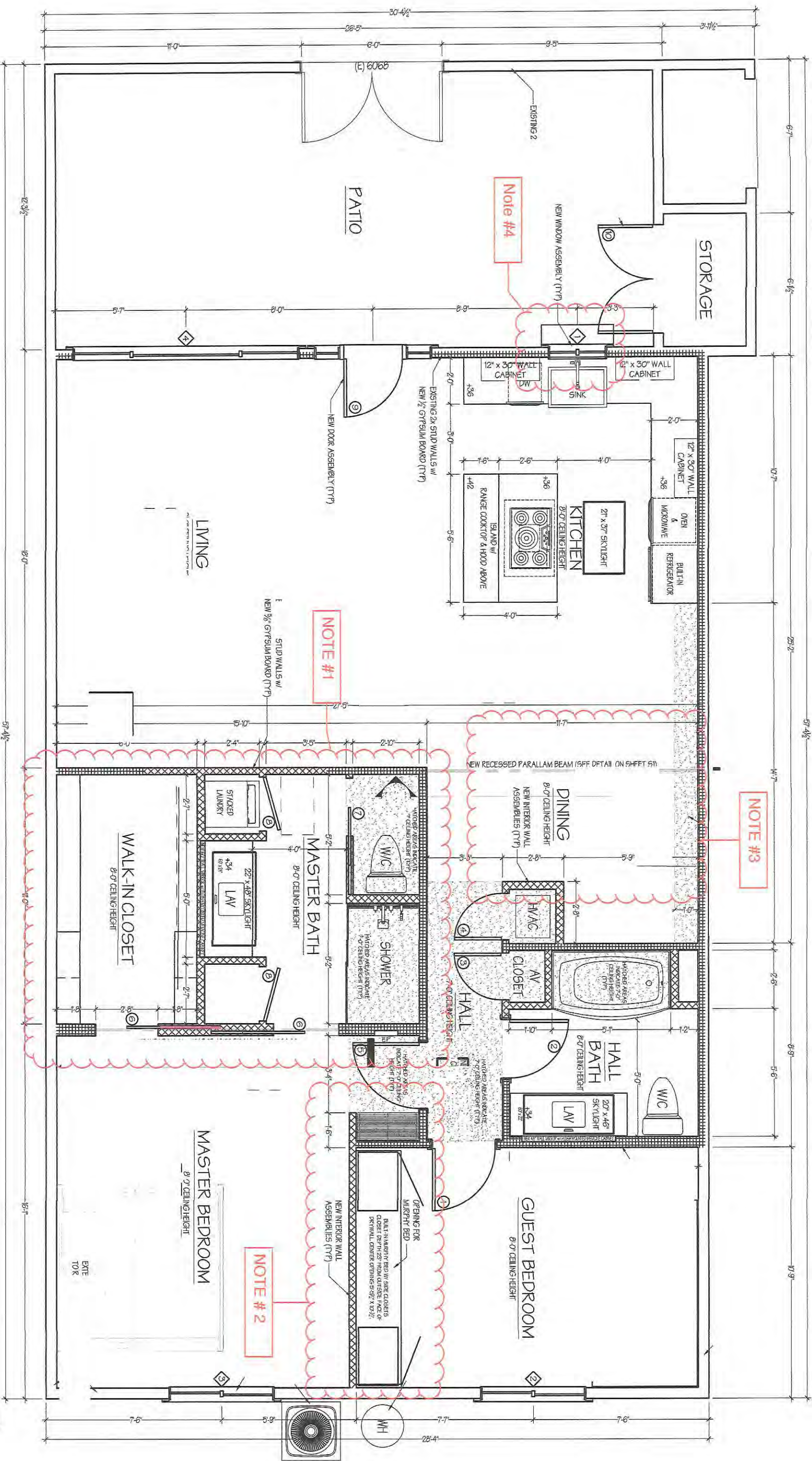


EXISTING FLOOR PLAN

MANOR # 442-B AVENDIA SEVILLA

Model: Cordoba
Member: William Marsh
Applicant: William Marsh

Date: December 27, 2017
Phone: [REDACTED]



NEW FLOOR PLAN

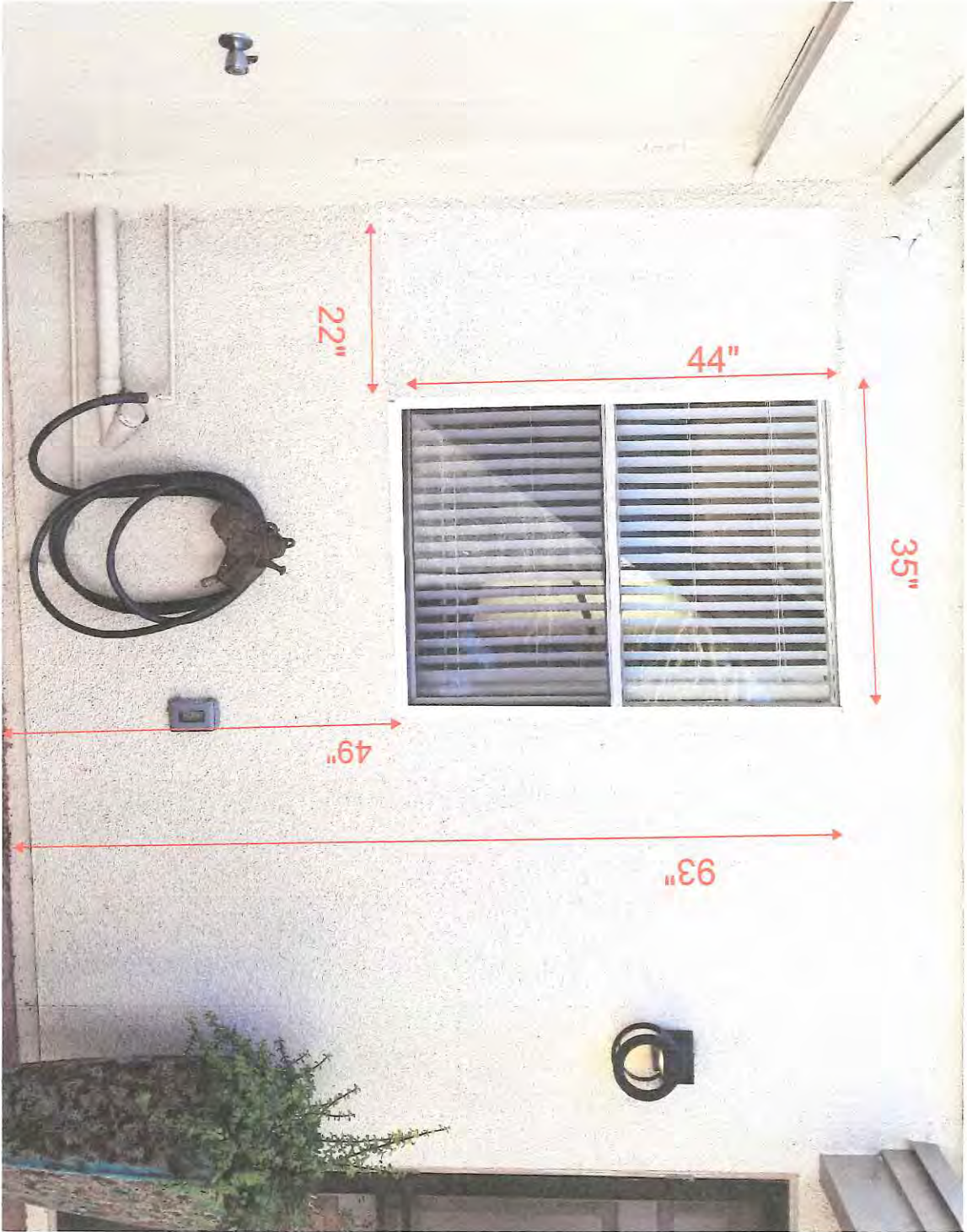
MANOR # 442-B AVENDIA SEVILLA

Model: Cordoba
Member: William Marsh
Applicant: William Marsh

Date: December 27, 2017
Phone: [REDACTED]



EXISTING KITCHEN WINDOW
Located within Enclosed Patio



PROPOSED KITCHEN WINDOW
Located within Enclosed Patio

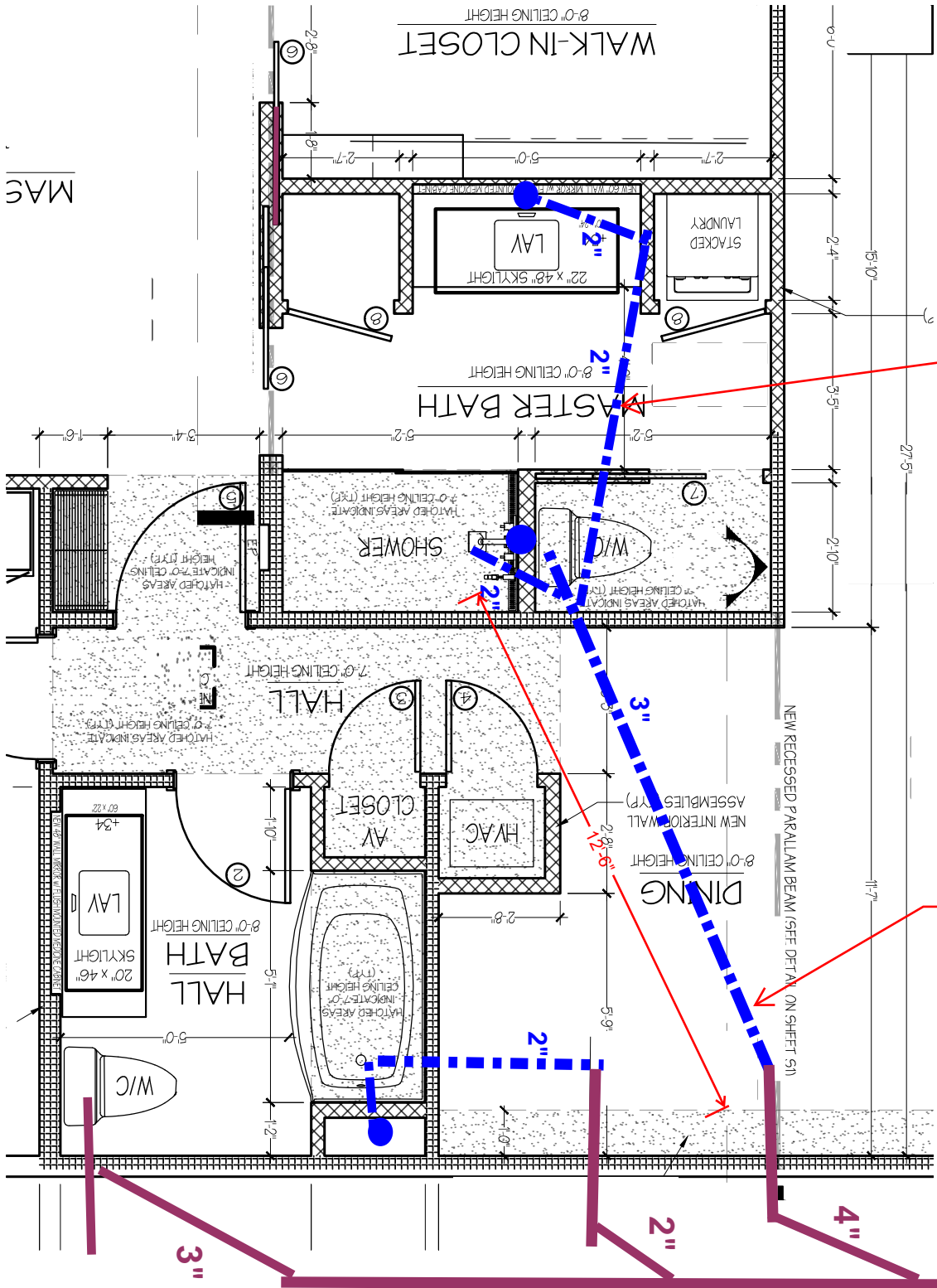
● New Vent Line

--- New Cast Iron Waste Line

New 2" Cast Iron Waste Line

New 3" Cast Iron waste tied into existing 4"

Existing Plumbing Lines



Proposed Waste & Vent Layout

As - Built Condition



MANOR # **442-B**☒ ULWM ☐ TLHMSA 21211775

Variance Request Form

Model: Cordova	Plan: <u>1A4R</u>	Date: 12/28/2017
Member Name: William Marsh	Phone: [REDACTED]	Email: [REDACTED]
Applicant Name/Co: William Marsh	Phone: [REDACTED]	Email: [REDACTED]

Description of Proposed Variance Request ONLY:

NOTE #1 Construct Master Bath & Closet

Construct a new Master Bath and Walk-in Closet within the existing enclosed Atrium space. Bath room will include new tiled shower, toilet, vanity, stacked washer dryer closet, linen closet, skylight.

NOTE #2 Realign Bedroom Demising Wall

Remove existing plywood demising Bedroom closet walls and storage cabinet. Construct new re-aligned 2x4 demising wall to accommodate new built-in Murphy Bed with side closets in Guest Room. Master Bedroom to have entry alcove, small increased floor area.

NOTE #3 Removal 1/2 Bath

Removal of 1/2 bath and existing partitions to create a dining area. Utility closets to be reconfigured. Removal of existing partition wall will be accomplished by concealing a new beam in existing ceiling space.

NOTE #4 Kitchen Window Realignment

Change out existing kitchen window and reposition to center on sink in new kitchen layout. This window is not visible from outside the Manor. New window will be single hung approx. 35" w X 44" h.

Dimensions of Proposed Variance Alterations ONLY:

NOTE #1 Master Bath: Size 10.5 X 9.2 Area 97.5 sqft Within existing enclosed Atrium

Master Closet: Size 10.5 X 6 Area 64 sqft Within existing enclosed Atrium

NOTE #2 Guest Bedroom: Ordinal size: 10.3 X 12.5 Area: 128 sqft Revised: No Change in size or area

Master Bedroom: Ordinal size: 15.5 X 10.9 Area: 192 sqft Revised: 15.5 X 12.5 Area: 205 sqft

NOTE #3 Approx. 54 sqft of former 1/2 bath to be repurposed to increase Dining Area

NOTE #4 Existing Window is 48" X 48" Proposed Window 35w X 44h No change is floor area

FOR OFFICE USE ONLY

RECEIVED BY: [Signature] DATE RECEIVED: 12/29/17 Check# 5007 BY: William Marsh

Alteration Variance Request

Complete Submittal Cut Off Date: 01-19-18

Check Items Received:

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

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: 2-21-18Board Meeting: 3-13-18☐ Denied☐ Approved☐ Tabled☐ Other

Agenda Item #9 Page 11 of 14

The Newport Murphy Bed



Features

- No Particle Board
- All wood construction
- Bead Board Panels
- Crown Molding
- Commercial Grade Mechanism

	Oak, Alder	Cherry, Maple, Mahogany
King	\$2599	\$3049
Queen	\$2209	\$2419
Full	\$2209	\$2419
Twin	\$1949	\$2149

Price as shown \$3,167, price includes Queen size Newport Murphy Bed in Knotty Alder Wood / Autumn Haze Finish, One 16" Deluxe Door & Drawer side cabinet and One 16" Deluxe Three Drawer side cabinet. Add \$249 for shipping within the Contiguous U.S.

[Buy As Shown](#)

Attachment: 3



Attachment: 4





STAFF REPORT

DATE: March 21, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Nakju Lee of 503-A (Cordoba 1A4)
Room Repurposing and Wall Revisions

RECOMMENDATION

Staff recommends the Board approve the request for repurposing rooms and wall revisions with the conditions as stated in Appendix A.

BACKGROUND

Ms. Nakju of 503-A Avenida Sevilla, a Cordoba style unit, requests Board approval of a variance to repurpose the existing half bathroom to create a laundry room, remove the existing wall between kitchen and living room, install a sliding door between the patio room addition and kitchen and repurpose the existing enclosed atrium (approved via Mutual Consent 172379 in 2017) into an en suite bathroom and walk-in closet for the master bedroom.

Due to the request involving the repurposing of rooms, a Variance is required.

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

DISCUSSION

Ms. Nakju proposes to move the existing wall between the second bedroom and the adjacent bathroom back two feet towards the bathroom to create a closet. The remainder of the bathroom will be repurposed into a laundry room with a counter, sink, washer and dryer. The original guest bathroom will remain unchanged.

The proposed plan indicates removal of the existing closets in both the master and second bedrooms along with the common wall between the rooms. A new partition wall will be constructed in line with the hallway walls, increasing the size of the master bedroom by almost two feet.

The existing enclosed atrium will be repurposed and split into a walk-in closet and an en suite bathroom for the master bedroom. The existing opening from the living room into the atrium will be closed up along with the two fixed windows in the hallway. A new three foot wide opening will be cut into the partition wall to allow access from the master bedroom into the new en suite bathroom. Partition walls and doorways will be constructed to enclose the walk-in closet and divide the new bathroom between the new toilet, shower and linen closet.

Plumbing plans have been provided, that show the new en suite waste lines will tie in to the existing waste line beneath the original bathroom. The Condition of Approval requiring waste line inspection is included with this Variance Request.

The unit has an existing room addition on the front patio located in front of the kitchen area that was approved via Mutual Consent in 1989. As part of the kitchen remodel, a new wall with 3' wide, 6' 8" tall barn style door will be installed to separate the room addition and turn it into a dining room. The existing wall between kitchen and living room will be removed in order to create an open plan and give space for a kitchen island.

Currently, there are no open Mutual Consents for Unit 503-A.

A Neighbor Awareness Notice was sent to Unit 503-B on February 27, 2018 due to sharing common walls or being potentially affected during construction.

A similar enclosed atrium conversion to closet and bathroom in a Cordoba style unit was approved for 396-B in May 2017.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 503-A.

Prepared By: Gavin Fogg, Alterations Inspector II

Reviewed By: Kurt Wiemann, Permits, Inspections & Restoration Manager

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, February 20, 2018

Attachment 3: Photos

Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. A Mutual Consent for Unit Alterations has been granted at **503-A** for **Room Repurposing and Wall Revisions**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
2. 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.
3. Prior to the Issuance of a Mutual Consent for Unit Alterations, **the Member 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. 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.
4. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing construction methods or materials such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
5. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
6. No improvement shall be installed, constructed, modified or altered at Unit **503-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor 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 s ("Member ") 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.

7. Member 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.
8. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 503-A and all future Mutual Members at 503-A.
9. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
10. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
11. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
12. 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.
13. 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.
14. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered

exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.

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 both a Final Mutual Consent for Unit Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
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 or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member'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 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 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's address of record with the Mutual. Under no circumstances shall Member 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 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. 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.
24. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
25. Mutual Member shall indemnify, defend and hold harmless United 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.

SCOPE OF WORK

- INTERIOR REMODEL
- NO CHANGE TO EXTERIOR, USE, OR BUILDING AREA

GENERAL NOTES

1. CONSTRUCTION, WORKMANSHIP, AND MATERIALS SHALL CONFORM TO: NOTES IN THIS SET OF CONSTRUCTION DOCUMENTS, ALL APPLICABLE LOCAL AND STATE CODES INCLUDING:
 - 2016 CALIFORNIA RESIDENTIAL CODE
 - 2016 CALIFORNIA BUILDING CODE
 - 2016 CALIFORNIA PLUMBING CODE
 - 2016 CALIFORNIA ELECTRICAL CODE
 - 2016 CALIFORNIA MECHANICAL CODE
 - 2016 CALIFORNIA ENERGY CODE

2. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY APPROVALS AND PERMITS PRIOR TO COMMENCING CONSTRUCTION.

3. DRAWINGS SHALL NOT BE SCALED TO DETERMINE ANY DIMENSIONS. REFER ONLY TO WRITTEN INFORMATION, OR USE FIGURED DIMENSIONS. DIMENSIONAL DISCREPANCIES SHALL BE CALLED TO THE ATTENTION OF THE ARCHITECT PRIOR TO CONSTRUCTION.

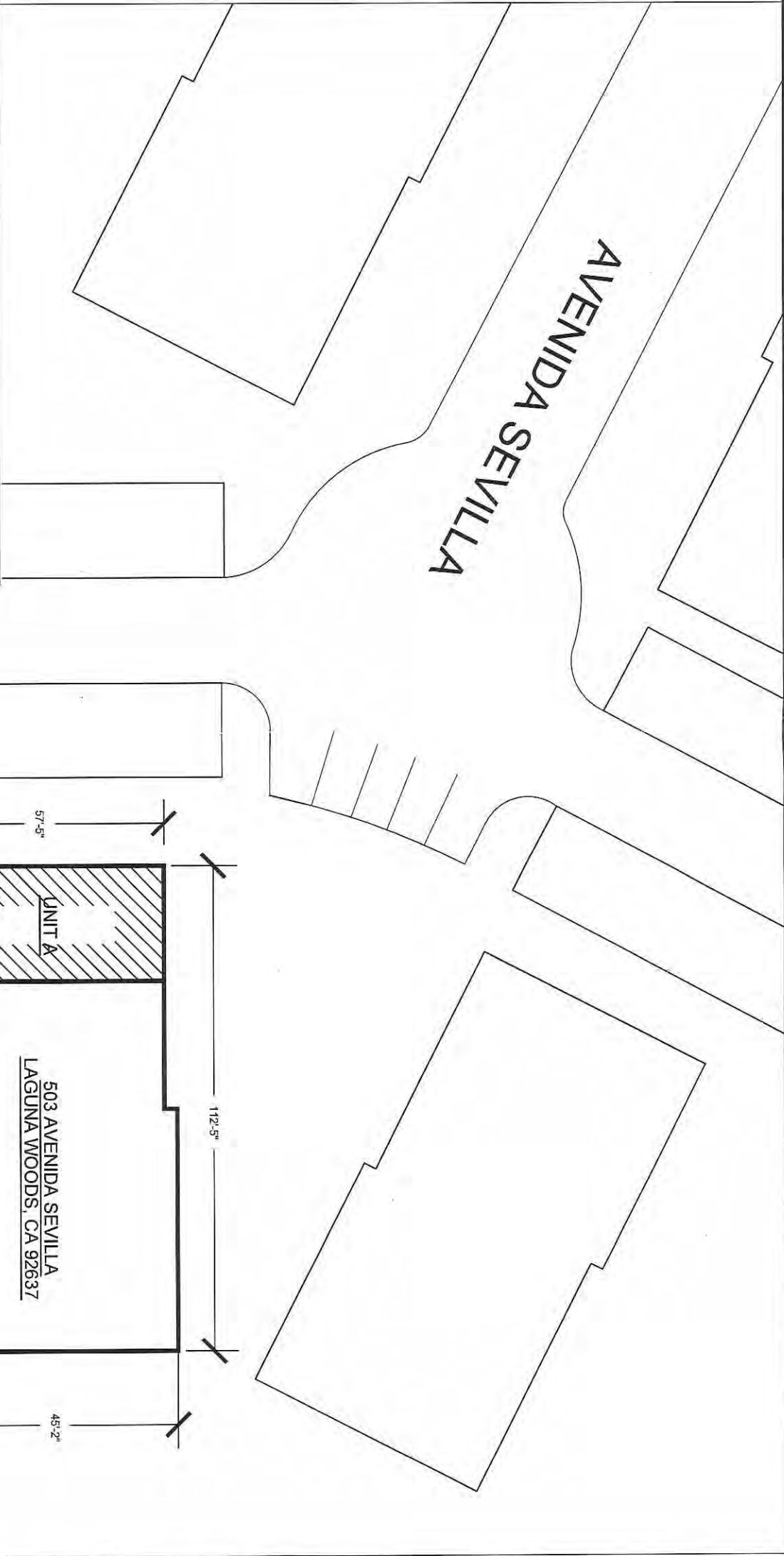
4. APPROVALS BY BUILDING INSPECTORS SHALL NOT CONSTITUTE AUTHORITY TO DEVIATE FROM THESE CONSTRUCTIONS DOCUMENTS.

5. IN THE EVENT CERTAIN FEATURES OF THE CONSTRUCTION ARE NOT FULLY SHOWN ON THE DRAWINGS, THEIR CONSTRUCTION SHALL BE OF THE SAME CHARACTER AS FOR SIMILAR CONDITIONS THAT ARE SHOWN. IF FEATURES ARE STILL UNCLEAR, CONTACT THE ARCHITECT FOR CLARIFICATION.

6. CONTRACTOR IS RESPONSIBLE TO SUPERVISE AND COORDINATE CONSTRUCTION AT ALL TIMES WHILE WORK IS IN PROGRESS.

7. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR FINAL DIMENSIONS, QUANTITIES, AND COORDINATION OF THE WORK OF ALL TRADES, QUALITY CONTROL, AND CONSTRUCTION STANDARDS FOR THIS PROJECT.

8. CONDITIONS SHOWN OR NOTED AS EXISTING ARE BASED ON THE BEST INFORMATION AVAILABLE AT THE TIME OF THE PREPARATION OF THESE DRAWINGS. NO WARRANTY IS IMPLIED AS TO THE ACCURACY OF EXISTING CONDITIONS. THE CONTRACTOR SHALL REFER TO THE ORIGINAL CONSTRUCTION DOCUMENT, IF ANY, FOR INFORMATION REGARDING EXISTING CONSTRUCTION AND SHALL FIELD VERIFY ALL CONDITIONS. IF CONDITIONS BECOME APPARENT WHICH DIFFER FROM THE CONDITIONS SHOWN HEREIN, THEY SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT. DIMENSIONS TAKE PRECEDENCE OVER SCALE OF DRAWING. HOWEVER, SIGNIFICANT CONFLICTS SHALL BE RESOLVED AS NOTED.
9. THE CONTRACTOR SHALL SUPERVISE, DIRECT THE WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES. THE SUPPORTING SERVICES BY THE ARCHITECT, WHETHER PERFORMED PRIOR TO, DURING, OR AFTER CONSTRUCTION, ARE PERFORMED SOLELY FOR THE PURPOSE OF ASSISTING IN QUALITY CONTROL AND IN ACHIEVING CONFORMANCE WITH CONTRACT DRAWINGS AND PROJECT SPECIFICATIONS; BUT THEY DO NOT GUARANTEE THE CONTRACTOR'S PERFORMANCE AND SHALL NOT BE CONSIDERED AS SUPERVISION OF CONSTRUCTION.
10. WORK SHOWN IN THIS DRAWING SHALL BE LIMITED TO NON-STRUCTURAL ELEMENT; ANY WORK ON STRUCTURAL ELEMENT, I.E. LOADING BEARING STUD WALL, SHALL BE DONE PER STRUCTURAL DRAWING.



SITE PLAN

1

SCALE : 1/32" = 1'-0"

choo architects

architecture, planning & interiors

THESE PLANS WERE DEVELOPED RESTRICTIVELY FOR USE ON THE STRUCTURES AND BY PERSONS COMPANY AS SPECIFIED IN THE TITLE BLOCK. ANY OTHER USE, INCLUDING, BUT NOT LIMITED TO, REPRODUCTION, TRANSMISSION, THESE AS ANY USE OF THE PLANS BY ANY PARTY OR PARTIES OTHER THAN THE ONES SPECIFIED IN THE TITLE BLOCK, ARE STRICTLY PROHIBITED UNLESS UNDER A WRITTEN PERMISSION BY CHOO ARCHITECTS.

PROJECT (#02701)

503 AVENIDA SEVILLA UNIT A
MANOR ALTERATION PERMIT

LOCATION

503 AVENIDA SEVILLA UNIT A
LAGUNA WOODS, CA 92637

REVISIONS	
REV.	DATE

DATE : February 2, 2018

TOTAL 2 SHEETS

COVERSHEET /
DEMOLITION

A0.0

PROJECT (#02701)

503 AVENIDA SEVILLA UNIT A
MANOR ALTERATION PERMIT

LOCATION

503 AVENIDA SEVILLA UNIT A
LAGUNA WOODS, CA 92637

REVISIONS

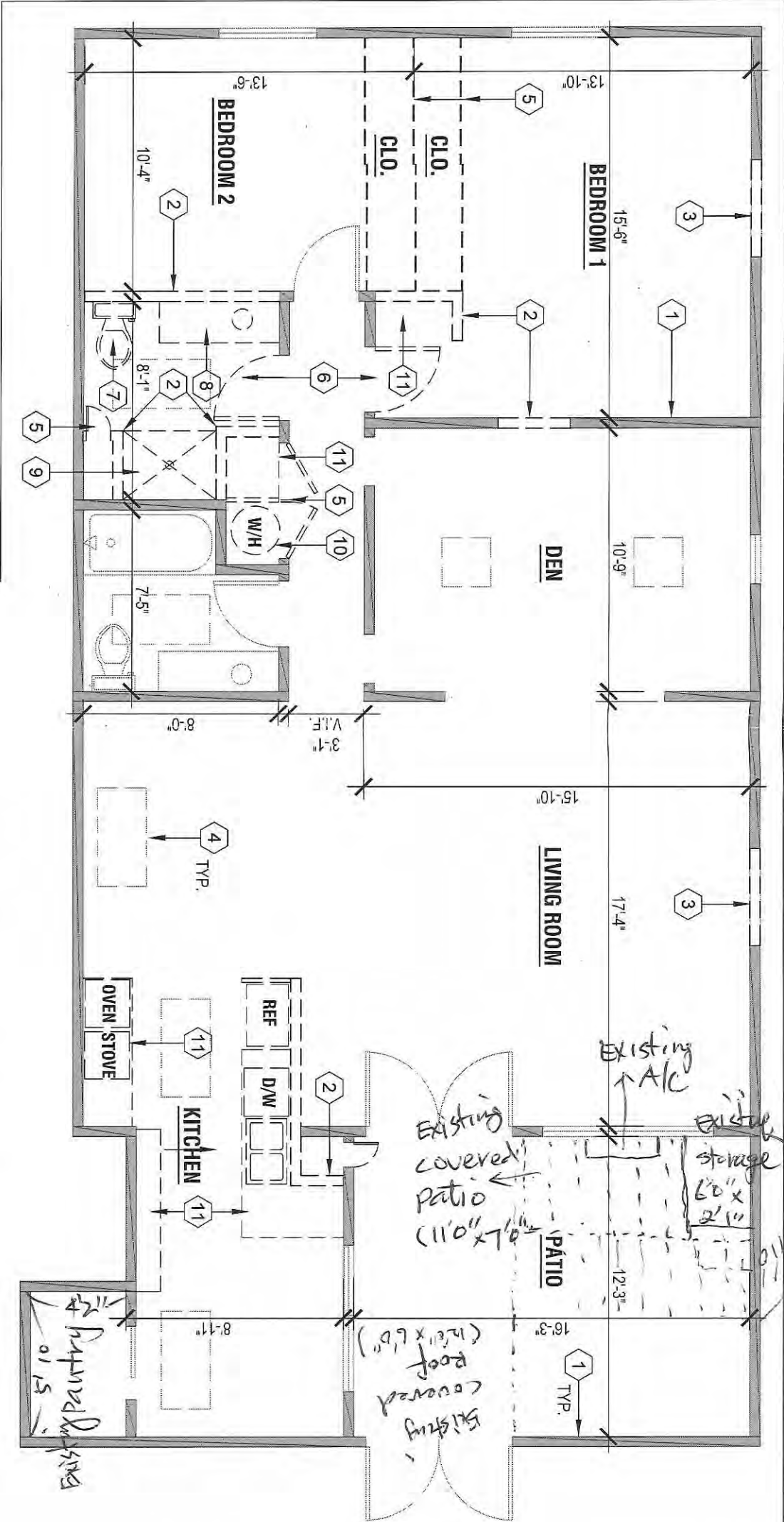
REV.	DATE	DESCRIPTION

DATE : February 2, 2018

TOTAL 2 SHEETS

EXISTING /
DEMOLITION

A1.0



X KEYNOTES		X KEYNOTES	
1	EXISTING WALL TO REMAIN	6	RECONFIGURE DOOR SWING
2	REMOVE EXISTING PARTITION; GC TO VERIFY WHETHER PARTITION IS LOAD BEARING PRIOR TO DEMOLITION; GC TO PROVIDE STRUCTURAL DESIGN IF THE PARTITION IS LOAD-BEARING	7	REMOVE EX. TOILET
3	PROVIDE OPENING FOR NEW WINDOW; GC TO PROVIDE STRUCTURAL DESIGN AS NEEDED	8	REMOVE EX. VANITY & SINK
4	EXISTING SKYLIGHT TO REMAIN	9	REMOVE EX. SHOWER
5	REMOVE EXISTING CLOSET; CLOSET DOOR AND WING PARTITION	10	RELOCATE WATER HEATER TO OUTSIDE
		11	REMOVE EX. ENTIRE MILLWORK IN KITCHEN

EXISTING & DEMOLITION
FLOOR PLAN

1
SCALE : 3/16" = 1'-0"

THESE PLANS WERE DEVELOPED RESTRICTIVELY FOR USE ON THE STRUCTURES AND BY PERSONS/COMPANY AS SPECIFIED IN THE TITLE BLOCK. ANY OTHER USE, INCLUDING, BUT NOT LIMITED TO, DISSEMINATION AND COPYING, OF THESE AS ANY USE OF THE PLANS BY ANY PARTY OR PARTIES OTHER THAN THE ONES SPECIFIED IN THE TITLE BLOCK, ARE STRICTLY PROHIBITED UNLESS UNDER A WRITTEN PERMISSION BY CHOO ARCHITECTS.

PROJECT (#02701)

503 AVENIDA SEVILLA UNIT A
MANOR ALTERATION PERMIT

LOCATION

503 AVENIDA SEVILLA UNIT A
LAGUNA WOODS, CA 92637

REVISIONS

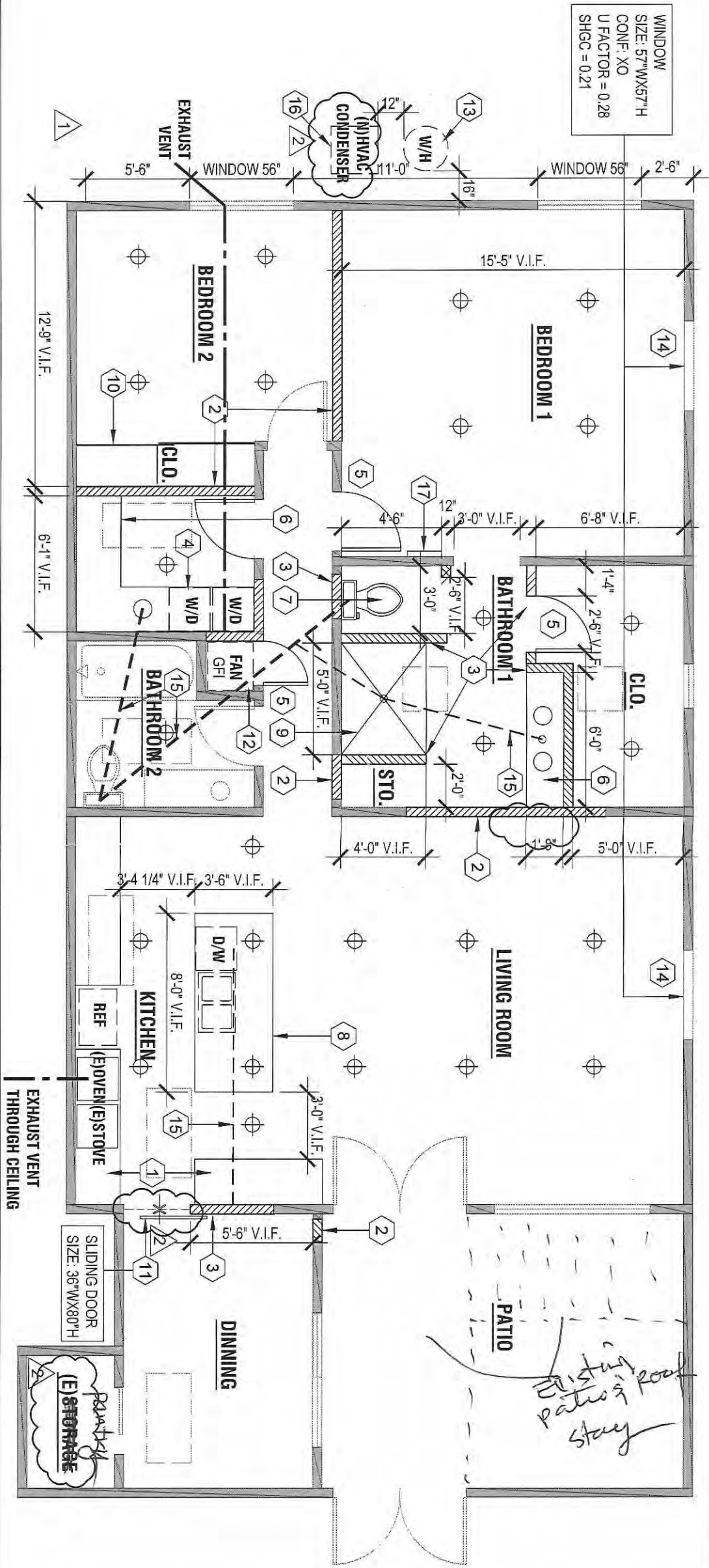
2	2/15/18	RESUBMITTAL
1	2/13/18	RESUBMITTAL
REV.	DATE	DESCRIPTION

DATE : February 13, 2018

TOTAL 2 SHEETS

NEW WORK

A2.0



PLUMBING NOTES

1. CONTRACTOR SHALL VERIFY ON PROJECT SITE ALL EXISTING CONDITIONS AND COORDINATE ALL WORK, ASSOCIATED TRADES, AND UTILITY COMPANIES.
2. ALL WORK SHALL COMPLY WITH 2016 CALIFORNIA PLUMBING CODE AND 2016 CALIFORNIA RESIDENTIAL CODE.
3. ALL EQUIPMENT CLEARANCES AND INSTALLATION GUIDELINES SHALL BE DIRECTED BY THE MANUFACTURER'S MANUAL AND SPECIFICATIONS.
4. ANNULAR SPACES AROUND PIPES, ELECTRIC CABLE, CONDUITS, OR OTHER OPENINGS IN PLATES AT EXTERIOR WALLS SHALL BE PROTECTED AGAINST THE PASSAGE OF RODENTS BY CLOSING SUCH OPENINGS.
5. IN SHOWER AND TUB COMBOS, CONTROL VALVES MUST BE PRESSURE BALANCED OR THERMOSTATIC MIXING VALVES.
6. WATER EFFICIENCY AND MAXIMUM FLOW RATES SET BY 2016 CGC.
WATER CLOSET: 1.28 GALLONS PER FLUSH
SHOWER HEAD: 2.0 GALLONS PER MINUTE @ 80PSI
KITCHEN FAUCETS: 1.8 GALLONS PER MINUTE @ 60PSI

LAVATORY SINK FAUCETS: 1.2 GALLONS PER MINUTES @ 60 PSI

AT THE TIME OF FINAL INSPECTION, AN OPERATION AND MAINTENANCE MANUAL, ACCEPTABLE TO THE ENFORCING AGENCY SHALL BE PROVIDED TO THE BUILDING OCCUPANT OR OWNER.

ALL NEW HOT WATER & COLD WATER PIPING TO BE 1/2" COPPER PIPING, U.O.N.

KEYNOTES

1	NEW MILLWORK; BASE CABINET, UPPER CABINET
2	NEW PARTITION, 1/2" GYP BD. BOTH SIDES ON 2X4 WD. STUD @ 24" O.C., TYP.
3	NEW INFILL WALL TO MATCH CONSTRUCTION OF EXISTING ADJACENT 2X STUD WALL
4	NEW WASHER/DRYER CLOSET; PROVIDE ADEQUATE POWER/GAS/VENTILATION/ EXHAUST AS NEEDED
5	NEW 3'-0" W 6'-8" H DOOR ASSEMBLY
6	NEW VANITY W/SINK; PROVIDE 2" DIA. ASTM F628 ANSI 14 COEXTRUDED ABS CELLULAR CORE PIPE AND DWV FITTINGS TO CONNECT TO EXISTING SANITARY SEWER
7	NEW TOILET; PROVIDE 3" DIA. ASTM F628 ANSI 14 COEXTRUDED ABS CELLULAR CORE PIPE AND DWV FITTINGS TO CONNECT TO EXISTING SANITARY SEWER
8	NEW ISLAND WITH SINK & DISH WASHER; PROVIDE POWER

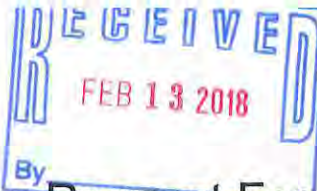
KEYNOTES

9	NEW SHOWER; INSTALL NEW PRE-FAB SHOWER PAN; PROVIDE HARDI TILE BACKER BOARD AT ALL WALLS; PROVIDE 2" DIA. ASTM F628 ANSI 14 COEXTRUDED ABS CELLULAR CORE PIPE AND DWV FITTINGS TO CONNECT TO EXISTING SANITARY SEWER
10	NEW CLOSET DOOR
11	NEW BARN DOOR
12	RELOCATED AIR HANDLER; PROVIDE NEW POWER
13	RELOCATED WATER HEATER
14	NEW RETROFIT WINDOW
15	4" PVC PIPE --- 2.5" PVC PIPE; SANITARY SEWER LINE DIAGRAM, ACTUAL LOCATION TO BE DETERMINED BY GC AND COMPLANT W/ 2016 CPC
16	HVAC CONDENSER AWAY FROM 10" FROM THE BUILDING
17	UTILITY BOX

NEW WORK
FLOOR PLAN

1

SCALE : 3/16" = 1'-0"

MANOR # 503-A☒ ULWM☐ TLHM

Variance Request Form

SA 21222031

Model: <u>Corboba</u>	Plan: <u>1A4</u>	Date: <u>2/12/2018</u>
Member Name: <u>Nakju Lee</u>	Signature:	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Golden Pacific Builders</u>	P: [REDACTED]	E: [REDACTED]
Mailing Address: (to be used for official correspondence)	[REDACTED]	

Description of Proposed Variance Request ONLY:

Kitchen, walkin closet, small bedroom, Hallway Bathroom
Remodeling, closet wall remove, Laundry room.

Dimensions of Proposed Variance Alterations ONLY:

Kitchen - 5'6" wall
walkin closet & Bathroom (M) 10'4" x 12'
Bathroom (2) Hallway - 8' x 13'
closet 12' remove
Laundry room

FOR OFFICE USE ONLY

RECEIVED BY: DATE RECEIVED: 1/25/18 Check# 788 BY: Nakju Lee

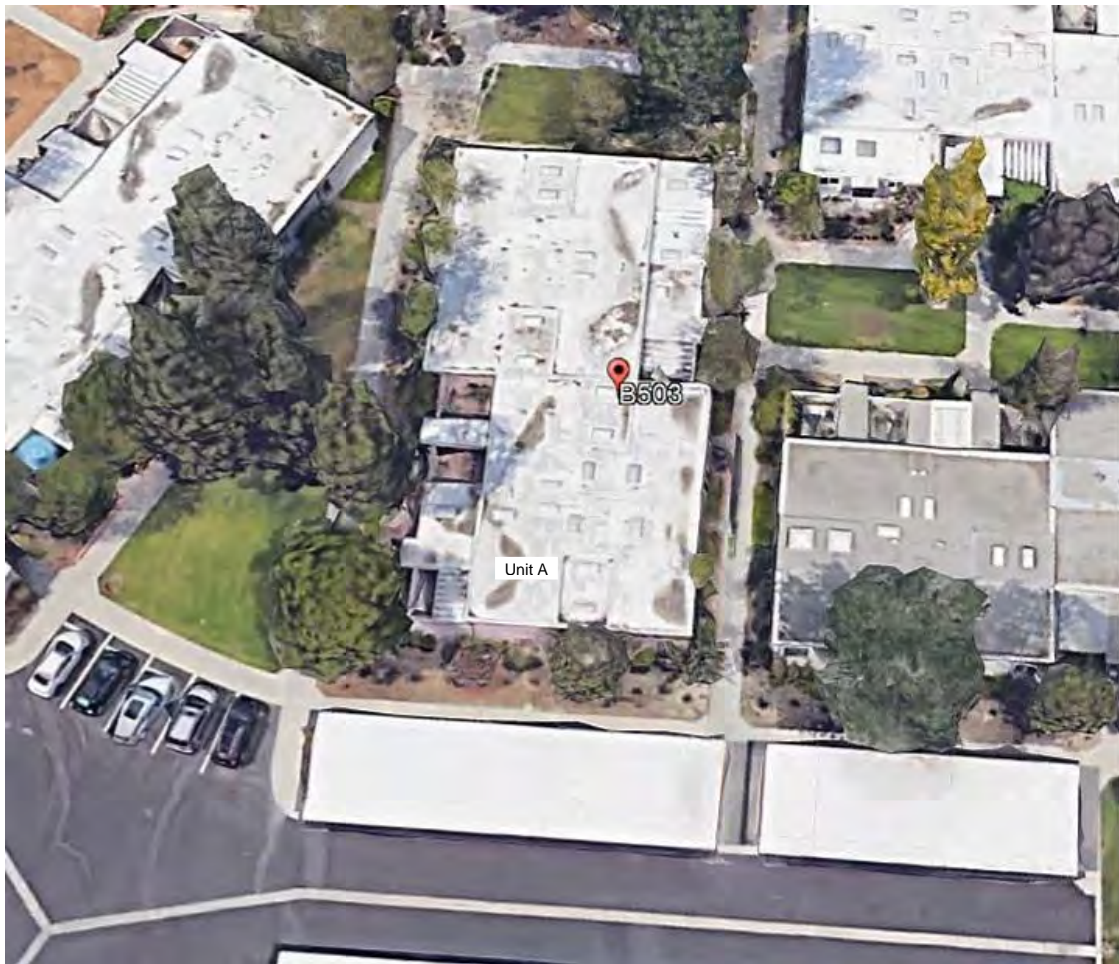
Alteration Variance Request	Complete Submittal Cut Off Date: <u>2/16/18</u>
Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>03-21-18</u> Board Meeting: <u>04-10-18</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

Attachment: 3





Attachment: 4





STAFF REPORT

DATE: March 15, 2018
FOR: Architectural Controls and Standards Committee
SUBJECT: Introduction of Alteration Standard Section 1 - General Requirements

RECOMMENDATION

Approve a resolution to introduce Alteration Standard 1 - General Requirements.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 33 Alteration Standards available for Members to use to perform alterations to their Unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

DISCUSSION

The content of the proposed Alteration Standard Section 1, is currently shown on all of the Alteration Standards as §1.0 General Requirements. The purpose of creating a separate Standard for these requirements is twofold; to facilitate future revisions to the General Requirements without necessitating the revision of every Standard, and to highlight the General Requirements by making them a separate and required Standard with every Mutual Consent granted.

FINANCIAL ANALYSIS

None

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-18-XXX Alteration Standard Section 1



RESOLUTION 03-18-XX

Section 1: General Requirement for all Alteration Standards

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the General Requirements are and should remain the same for all Alteration Standards and amending the General Requirements requires amending every individual Alteration Standard;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to remove the General Requirements from each individual Alteration Standard and create a new Alteration Standard for the General Requirements, eliminating the need to revise all the Alteration Standards for a revision to the General Requirements,

NOW THEREFORE BE IT RESOLVED, April 10, 2018, that the Board of Directors of this Corporation hereby adopts the following Standard Section 1 for the General Requirements of all Alteration Standards;

SECTION 1: GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

- 1.1 PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Alterations Division with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS:** No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am– 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am – 5:00 pm. No work whatsoever shall be permitted on Sunday or holidays.

- 1.5 **PLANS:** The Member applying for a permit shall provide to the Alterations Division a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by the Alteration Division.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- 1.9 **PARKING:** Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, 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.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; and

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



SECTION 6 AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59
REVISED MARCH 2001, RESOLUTION U-01-14
REVISED DECEMBER 2003, RESOLUTION 01-03-168
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
REVISED SEPTEMBER 2013, RESOLUTION 01-13-171
REVISED MAY 2014, RESOLUTION 01-14-57
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED MARCH 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

See Alteration Standard Section 1: General Requirements

~~1.1 PERMITS AND FEES: A Mutual Consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.~~

~~1.2 MEMBERS RESPONSIBILITY: The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.~~

~~1.3 CODES AND REGULATIONS: All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.~~

~~1.4 WORK HOURS: Contractors working for residents at individual manors and in carports are permitted to work from~~



~~9:00 AM — 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~

~~1.5 — PLANS: The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

~~1.6 — DUMPSITES: The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.~~

~~1.7 — CONTRACTOR: Installation must be performed by a California
—— licensed contractor of the appropriate trade.~~

~~1.8 — CONTRACTOR'S CONDUCT: Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.0 APPLICATIONS - 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 ~~Manor~~ Alterations ~~Department~~Division, ~~with due consideration given to the effect on adjoining manors.~~



- 2.2** Units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the ~~Manor~~ Alterations ~~Department~~ Division due to site conditions.
- 2.3** No unit may project directly into a walkway area or into a breezeway.
- 2.4** Window mounted units are prohibited.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** 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 from condensate lines.
- 2.7** In the absence of an approved alternate heat source, removal of the A/C-H/P unit and sleeve is prohibited.
- 2.8** Removal of sleeves in stucco walls require that the patch must 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.
- 2.9** 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.
- 2.10** Upon the installation of a central heating and air system, the A/C-H/P units and sleeves shall be removed.



3.0 APPLICATIONS - CENTRAL and DUCTLESS UNITS

- 3.1 The location of condensers must be approved by the ~~Manor~~ Alterations ~~Department~~Division. Prior to permit issuance, consideration will be given to any effected or adjoining ~~manor~~sunits. Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the ~~Manor~~ Alterations ~~Department~~Division.
- 3.2 The size of condensers must not exceed 48" high, 37" wide or 36" deep.
- 3.3 Only one outdoor condensing unit per manor is permitted.
- 3.4 All landscape and irrigation revisions to accommodate the location of a condenser must be made by the Mutual at the Mutual Member's expense. Member shall submit a Landscape Request Form with a copy of the site and floor plan with complete dimensions.
- 3.5 Condensation drain lines must be routed to an approved location.
- 3.6 Roof mounted condensers are prohibited.
- 3.7 Condensers must be installed at ground level and mounted on an approved concrete or plastic pad and must be located within 24" of the building wall and maintain a 36" clearance from bedroom windows, other equipment, utility boxes, vents, and walkways.
- 3.8 All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal or vinyl chase painted to match the color of the wall.



- 3.9** The metal chaseway must be of the two-piece type. Chaseways must be made rodent proof by using wiremesh at the bottom of the chaseways.
- 3.10** The length of the run(s) must be kept to a minimum and be as unobtrusive as possible.
- 3.11** Cutting of a cornice moulding to accommodate a chase-way 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.
- 3.12** Watertight seals must be provided around all penetrations.
- 3.13** Cutting or altering roof trusses for the installation of air handlers in attic spaces are strictly prohibited.
- 3.14** 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.
- 3.15** Electrical conduit and box must be painted to match the color of the wall.



STAFF REPORT

DATE: February 28, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Request for Information on the Pushmatic Panel Replacement Program

RECOMMENDATION

Receive and file report.

BACKGROUND

In February 2018, staff was forwarded a list of concerns by several Board Members, regarding the United Mutual Pushmatic Electrical Panel Replacement Program. Attached to the list of concerns was also a request for six informational items regarding the Board-adopted Replacement Program. The list of concerns and request for information is included herein as Attachment 1.

Program Background

In December, 2015, the City of Laguna Woods Building Department requested Laguna Woods Village staff to cease with the installation of new 110 volt receptacle outlets in Manors without arc-fault protection, citing the 2013 California Electrical Code section 210.12. An excerpt of the Code section is included herein as Attachment 2. To comply with this request, Staff conducted an investigation of the manor's electrical distribution system and consulted with the electrical engineering firm of IDS Electrical Engineers, Inc. Staff posed the various questions raised by the City, regarding code compliance; whether the Pushmatic panels should be replaced; whether they could be retrofitted; and questions regarding the use of arc-fault circuit-Interrupters. Staff also reached out to Connecticut Electric/Unique Breakers, - the only company world-wide which manufacturer's standard breakers for Pushmatic panels.

Mr. Hussein Boudiab, a registered electrical engineer in the State of California, and Associate Principal of IDS Electrical Engineers, Inc., **indicated in no uncertain terms that the Pushmatic panels installed in the United Mutual are obsolete, and were recommending the panels be replaced.** In his response to staff, Mr. Boudiab, also indicated **"It is recommended to gradually replace existing panel with new panel..."**

Staff also received correspondence from Connecticut Electric/Unique Breakers **indicating they had decided to not pursue the development of GFCI or AFCI options for Pushmatic panels, clearly rendering these panels obsolete and unsupported by any manufacturer.** Both of these correspondences are included herein as Attachment 3.

There are 6,323 manors in the United Mutual and approximately 2,750 original Pushmatic electric panels were installed, which are now 54 years old. Since the manufacturing company

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went out of business, the electric panels and internal parts are no longer available. Replacement breakers are being manufactured overseas by an exclusive company, Connecticut Electric/Unique Breakers, however; as reported above, arc-fault breakers are not being manufactured for the Pushmatic panels. On June 14, 2016, the ULWM Board approved the replacement of approximately 2,750 Pushmatic electric panels over a 10 year period as stated in Resolution 01-16-50 (Attachment 4).

A contract in the amount of \$371,250 per year, or \$1,856,250 for five years, was executed with Coastal Current Electric on June 2, 2016 to begin the panel replacement program (Attachment 5).

Subsequent to the contract award, the Board approved a change to the contract in the amount of \$167,750, (Attachment 6) which is \$33,184 per year for a total of five years, to increase the base cost per panel from \$1,350 to \$1,472 to account for a number of work items which were not included in the previously agreed contract base cost. These additional work items were found once the replacement work began. As described in the attached contract change order, some of these items included additional single and two pole breakers, extension of conduits, additional arc-fault breakers, among others.

As part of Resolution 01-16-50, the Board authorized staff to begin the Pushmatic Replacement Program in 2016 utilizing the 2016 Reserve Plan Electrical Upgrade Component fund in the amount of \$63,230, as well as, a Supplemental Appropriation in the amount of \$114,970 in order to adequately fund the balance of panel replacements for the 2016 fiscal year (Attachment 4).

Board Members Questions and Concerns

1. Directors Statement:

The information for this project is listed as item 7 on page 2 of the United Mutual Project Log and is described as a project dedicated to replacing approximately 2,750 Pushmatic electric panels over a 10 year period. The budget amount for this project is stated as \$2,138,970 which gives you a calculated average cost per Pushmatic panel of \$777.81.

1. Response from staff:

The December 2017 Project Log item 7 on page 2 describes this program being dedicated to replacing 2,750 Pushmatic panels over a 10 year period. However, the budget amount reported in the Project Log of \$2,138,970 is for a 5-year program, as the Board approved a 5-year contract, not covering the entire 10-year program. The \$2,138,970 is the sum of the 5-year contract, which includes the original contract amount of \$1,856,250, the 2016 supplemental appropriation of \$114,970 and the five-year panel cost increase in the amount of \$167,750. This sum represents a 5 year period, to replace a total of 1,375 panels of the 2,750 panels included in the 10 year program. For clarity staff has changed the budget figures in the Project Log for 2018 to only include the approved 2018 annual budget amount (\$371,250) and not the 5 year projection.

2. Directors Statement:

The report also states that two panels are being replaced per day and 258 electric panels have been completed through 12/19/17 at a cumulative cost of \$575,391. Based on this information the average cost per panel for the 258 electric panels completed through 12/19/17 is \$2,230.20.

2. Response from staff:

Two panels were scheduled to be replaced each working day. However, there were cancellations and other circumstances beyond staff's control where two panels per day could not be completed. The quantity of 258 panels reported on the Project Log December 19, 2017, did not include the 122 replaced in 2016 and the 7 panels replaced from that date to the end of the year. Therefore, the total panel replacements in 2016 and 2017 were 387. As such, the cumulative costs of \$575,391 reported in the 2017 Project Log represents the cost to replace a total of 380 Pushmatic panel for the years 2016 and 2017 ending on December 19, 2017, and not the reported 258, which yields an average cost per panel of \$1,514. It's important to note that the "per panel cost" fluctuates depending on the number of additional items required to complete the individual manor panel replacement.

3. Directors Statement:

Using the results for this project experienced through 12/19/17 as the basis for what the final cost could be for installing all 2,750 electric panels, it produces a total cost of \$6,133,044. This would be a total cost overrun for this project of \$3,994,044. And just on the 258 electric panels installed through 12/19/17 we have experienced a \$374,716 cost overrun (258 x [\$2,230.20-\$777.81]).

3. Response from staff:

The \$575,391 invoiced amount, reported in the December 2017 Project Log does not represent 258 panel installations, but rather 380 with a cost of \$1,514 per panel replacement. Based on this information 2,750 panels will cost approximately \$4,163,500 and not \$6,133,044 as indicated above in the Director's statement.

1. Directors Request:

Copy of the financial analysis and supporting documentation that was provided by VMS to the Maintenance and Construction Committee and Directors when this project was originally approved supporting the original budget of \$2,138,970.

1. Response from staff:

Staff has provided documentation from the inception of this program in the following attachments:

- A. A 5 year contract in the amount of \$1,856,250 was awarded to Coastal Current Electric to complete 275 panel installations each year beginning in 2016: (Attachment 5).
- B. On June 14, 2016, the Board authorized a Supplemental Appropriation in the amount of \$114,970 to continue replacing electric panels in 2016: (Attachment 4 Resolution No. 01-16-50).
- C. On November 8, 2016, the Board approved increasing the panel replacement base cost from \$1,350 to \$1,472 per manor at an additional cost of \$167,750 to reduce change orders: (Attachment 6).

No additional information is available in the project files.

2. Directors Request:

Copies of bids obtained from electrical contractors prior to approval of the project and after approval of the project.

2. Response from staff:

Copies of the requested bids are included as Attachment 7.

3. Directors Request:

Copies of contracts entered into for the installation of the electrical panels and at least two separate invoices (highest and lowest) for each model of unit from each contractor that performed an installation of electrical panels.

3. Response from staff:

Copies of the requested contract and invoices for each model including at least two separate invoices for the highest and lowest invoice are provided as Attachment 8.

4. Directors Request:

Any other information that would be helpful in explaining how the actual cost incurred to date could be so far off from the original budget.

4. Response from staff:

This was explained on staff's responses to Director's statement No. 3.

5. Directors Request:

Preparation of a better informed study is to be done before this project is to be reactivated, such as:

- a.) Determining if it might be more cost effective to just repair the existing electrical panel by replacing defective or underpowered circuit breakers.*
- b.) Adopting a program where electric panels are only replaced when it is determined that it would be more cost effective than repairing it.*
- b.) Repair or replace an electric panel based on a report from a unit owner of a problem with a circuit breaker or breakers.*
- d.) Obtain better and more reliable cost information and contractors for either repairs or replacement of electrical panels.*

5. Response from staff:

The Board may direct staff to retain an electrical engineering consultant to perform an analysis to determine the validity of the program.

6. Directors Request:

Determine where the budgeted amount of \$2,138,970 comes from since the Reserves Plan Expenditures for Electrical Panels is zero as contained in the 2017 Business Plan.

6. Response from staff:

Please refer to Response from staff, Number 1, A, B, and C.

In light of the information provided in this Staff report, the resolution in the Directors' list of concerns (01-18-XXX) is not supported by valid information provided in the Project Log and staff recommends that it not be entertained.

In closing, staff has provided the following information for the Committee's review.

Installations and cost:

- a. 2016 - 122 panels were replaced in the amount of \$182,050.
- b. 2017 - 265 panels were replaced in the amount of \$402,174.50.
- c. 2018 - 22 panels were replaced in the amount of \$31,284.
- d. Since February 5, 2018 the total number of panels replaced is 409 in the amount of \$615,508.50 and the average cost per panel is \$1,505.

FINANCIAL ANALYSIS

The Pushmatic Panel Replacement Program budget for 2018 in the amount of \$371,250 is funded from the Replacement Fund.

Prepared By:

Rodger Richter, Project Manager
Grace Shin, Assistant Project Manager

Reviewed By: Guy West, Projects Division Manager
Dan Hoxie, Purchasing Manager, Ernesto Munoz, P.E.,
Maintenance and Construction Director

ATTACHMENT(S):

Attachment 1 – List of Director’s Concerns and Request for Information
Attachment 2 – 2013 California Electrical Code 210.12
Attachment 3 – Supporting Documentation from Electrical Engineer/Breaker Mfr.
Attachment 4 – Resolution 01-16-50
Attachment 5 – Coastal Current 5-Year Contract
Attachment 6 – Change Order to Increase Base Cost
Attachment 7 – Bid Spread and Contractor Bids
Attachment 8 – High and Low Invoice for Each Model