



OPEN MEETING

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

**Thursday, June 21, 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 May 17, 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. 44-H (Barcelona, 10B) Window to Door in Kitchen
9. 607-A (Valencia, 9) Window/Door Modifications, Bathroom Split and Vaulted Ceiling
10. 956-G (Coronado, PP08) Patio Enclosure and Trellis
11. Re-Review Architectural Standard 11: Doors; Exterior
12. Review Architectural Standard 13: Lifts
13. Review Architectural Standard 14: Exhaust Fans

Reports:

14. Review and Discuss an Unauthorized Alteration Fee
15. Review and Discuss Updated Damage Restoration Policy

Items for Future Agendas

Concluding Business:

- 16. Committee Member Comments
- 17. Date of Next Meeting - July 19, 2018
- 18. 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, May 17, 2018 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Janey Dorrell - Chair, Don Tibbetts, Gary Morrison, Cash Achrekar

DIRECTORS PRESENT: Carl Randazzo, Manny Armendariz

COMMITTEE MEMBERS ABSENT: Advisors Kay Anderson, Mike Mehrain

ADVISORS PRESENT: Walt Ridley, Ken Deppe

STAFF PRESENT: Kurt Wiemann, Gavin Fogg, 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 English made a motion to approve the agenda. Director Achrekar seconded. The Committee was in unanimous support.

4. Approval of the Report for April 19, 2018

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

5. Committee Chair Remarks

None.

6. Member Comments

None.

7. Department Head Update

Mr. Wiemann reported that Staff is being more proactive at stopping unpermitted work. Demolition permits are now required when performing alterations, enabling Staff to verify when a building abatement has been completed and is clear. Building permits won't be granted until the demolition permit has been signed off.

Staff will be sending out information on the demolition permits to contractors and will also be using many outlets to inform residents about this new step in the alteration process.

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. 704-B (Valencia, 9) - Non-Standard Entry Door, Bathroom Split and Enclose Atrium

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

The committee requested that the installation of the type of door in this variance request be drafted into a Standard for committee review.

9. 707-B (Granada, 10A) - Room Addition on Front Patio

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

10. Review Architectural Standard 10 – Dishwasher

The committee made some minor changes to the proposed revisions.

Director Morrison made motion to approve the revised Standard, with the new updates, and forward to the Board. Director English seconded. The motion passed with a unanimous vote.

11. Review Architectural Standard 11 – Doors (Exterior)

The committee requested this agenda item be withdrawn until next month to incorporate the type of door which was discussed earlier which will now be part of the Standard.

12. Review and Discuss Rescinding Architectural Standard 21: Patio Covers, Wood and Discuss Alternative Materials

Director Achrekar made a motion to accept Staff's recommendation to approve a resolution to rescind Alterations Standard 21: Patio Covers; Wood and forward to the Board. Director Morrison seconded. The motion passed with a unanimous vote.

13. Review and Discuss Dumpster Policy

Various questions and comments were discussed.

Discussion ensued regarding the possibility of providing a staging area for contractors.

Director English made a motion to approve the proposed Dumpster Policy and forward to the Board. Director Tibbets seconded. The motion passed with a unanimous vote.

14. Review and Discuss Updated Resale Inspections Policy

Mr. Wiemann stated that the proposed updates to this policy mandates that the seller be held responsible for fixing all corrections prior to the close of escrow for any Mutual owned or maintained items which were listed on the First Inspection Correction Report.

This proposed change will eliminate the current process of deposit funds being held for an unnecessarily long period of time following the close of escrow. It will also reduce the administrative time spent processing reimbursements.

He reported that if this update to the Policy is approved, there will be a large effort put into a marketing campaign to get the information about this change to the realtors and residents.

Director Morrison made a motion to approve the proposed Updated Resale Policy and forward to the Board. Director Achrekar seconded. The motion passed with a unanimous vote.

Reports:

None.

Items for Future Agendas

None.

Concluding Business:

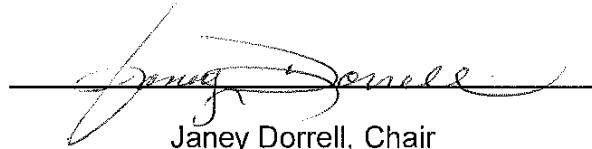
None.

15. Committee Member Comments

None.

16. Date of Next Meeting - Thursday, June 21, 2018

17. Adjournment at 11:07 a.m.

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

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



STAFF REPORT

DATE: June 21, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Mark Milker of 44-H (Barcelona, 10B)
Window to Door in Kitchen

RECOMMENDATION

Staff recommends the Board approve the request to convert the kitchen window to a door with the conditions stated in Appendix A.

BACKGROUND

Mr. Milker of 44-H Calle Aragon, a Barcelona style unit, requests Board approval of a variance to replace the kitchen window of the unit with a door.

There is no Standard Plan on file for such an alteration, therefore a variance is required.

Mr. Milker's proposal would be within the original unit footprint. At present the front patio is open, however Mr. Milker is intending to construct a patio enclosure using an over-the-count Mutual Consent. Once the patio enclosure is complete, the proposed door from this variance would be internal to the unit.

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

DISCUSSION

Mr. Milker is requesting to replace the existing 48" wide by 48" tall kitchen window and replace with a 48" wide by 88" tall French door.

The proposed doors will fit below the existing header and therefore would not require any structural modifications to the wall. The proposed doors are white French doors and will swing to the exterior.

At the time of writing this report, there are four open items on one Mutual Consent for unit 44-H as part of a patio enclosure that involves relocating the water heater and adding a sliding glass door from the bedroom to the patio. These Mutual consents are processed as an over-the-counter Mutual Consent.

Description	Date Issued	Mutual Permit
Patio Enclosure	5/17/2018	180820
Water Heater Relocation	5/17/2018	180820
Patio Slab Revision	5/17/2018	180820
New Construction Sliding Glass Door in Bedroom	5/17/2018	180820

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

No Neighbor Awareness Notices were sent out due to the alteration taking place within what will be an enclosed room, and not having any line of sight to another unit.

There are not any window-to-door conversions on Barcelona model units on file. Previous requests to convert kitchen windows to doors for similar Valencia style units have been approved.

Since this alteration will be within an enclosed patio (once completed) and not visible from the exterior, Staff does not believe the proposed window-to- door conversion would create a negative imbalance to the unit or the surrounding area.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 44-H.

Prepared By: Gavin Fogg, Alterations Inspector

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

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request, May 8, 2018
Attachment 3: Photos
Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **44-H**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholder s ("Shareholder ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Alterations has been granted at 44-H for **Replace Kitchen Window with Door**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Shareholder.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at 44-H and all future Mutual Shareholders at 44-H.
4. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
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. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
7. Prior to the Issuance of a Mutual Consent for Alternations, the Shareholder shall

request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

8. Prior to the issuance of a Mutual Consent for Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
9. Shareholder hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
10. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
11. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
12. Shareholder's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
13. 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.
14. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
15. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Shareholder or the Property, to cover

and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Shareholder; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Shareholder's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

16. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Shareholder agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
17. Any remaining Conformance Deposit is refundable if the Shareholder notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Shareholder's address of record with the Mutual. Under no circumstances shall Shareholder be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Shareholder within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
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 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. Any dumpster must be covered and locked at the end of each day. 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 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, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
26. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.

SITE PLAN

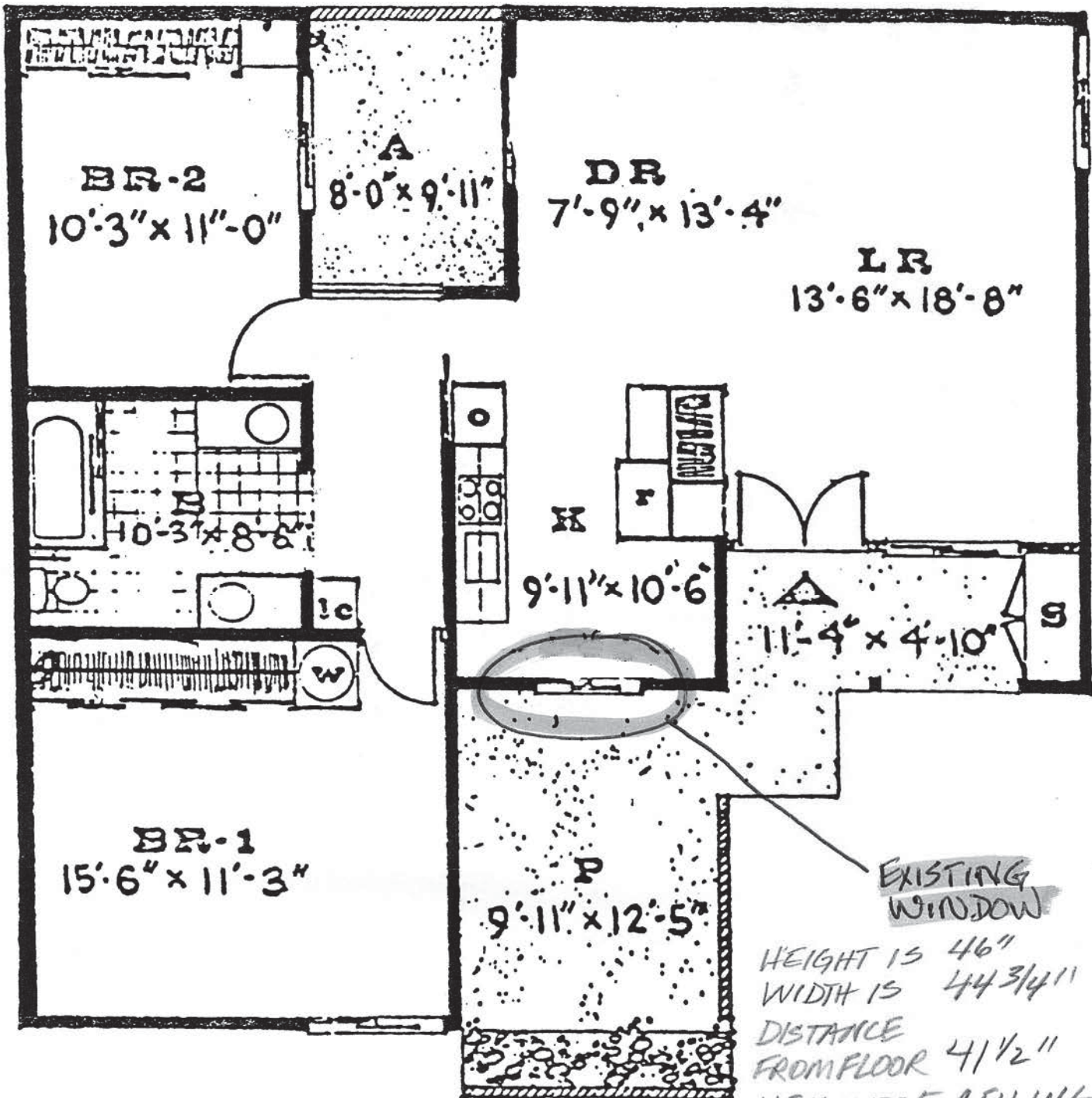
Attachment: 1

MILKER RES
44 CALLE ARAGON
UNIT H

GRANADA(10A)

BARCELONA(10B)

EXISTING



EXISTING
WINDOW

HEIGHT IS 46"
WIDTH IS 44 3/4"
DISTANCE
FROM FLOOR 4 1/2"
HEIGHT OF CEILING IS
88"

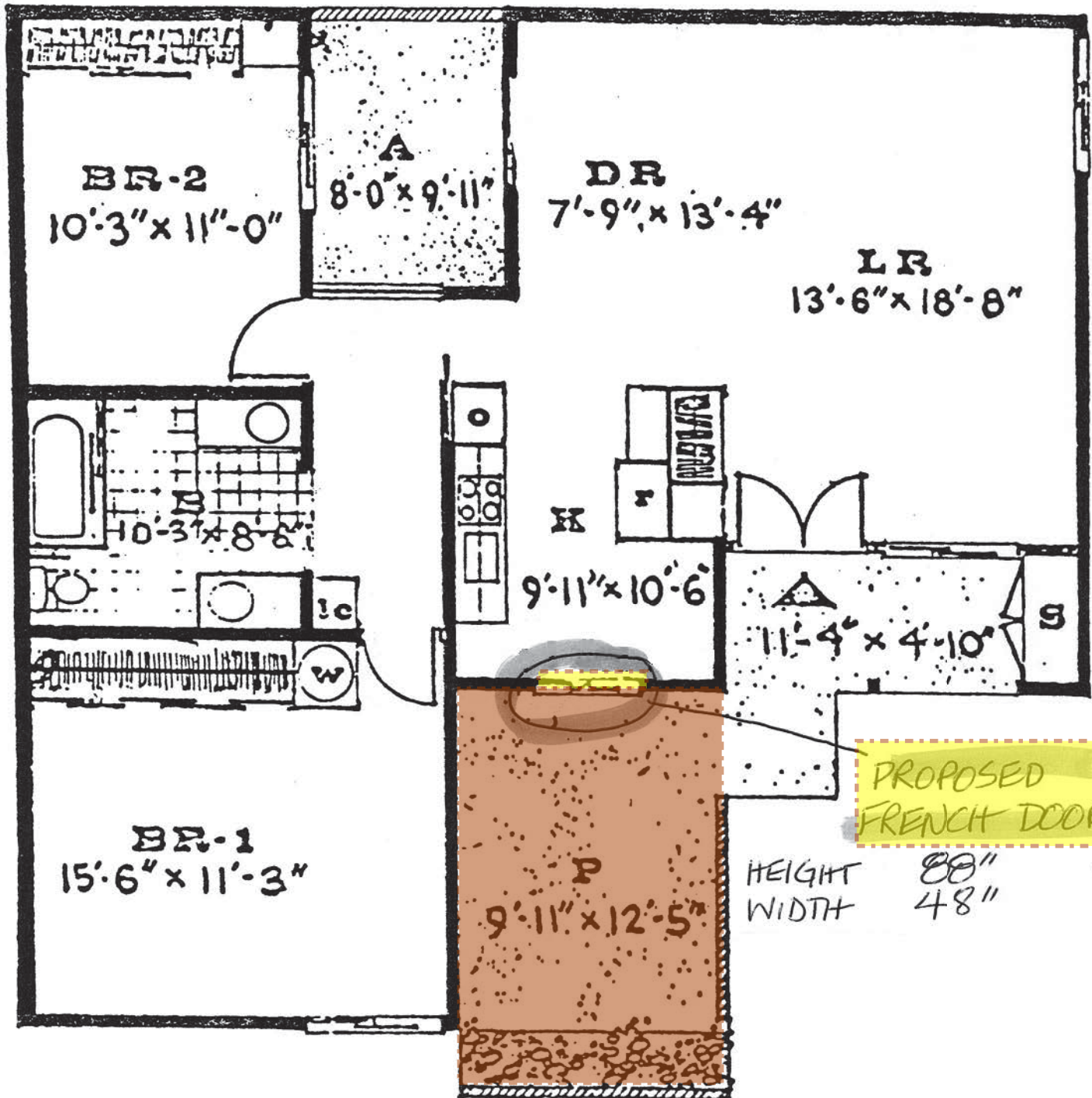
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SITE PLAN

MILKER RES
44 CALLE ARAGON
UNIT H

GRANADA(10A)
BARCELONA(10B)

PROPOSED



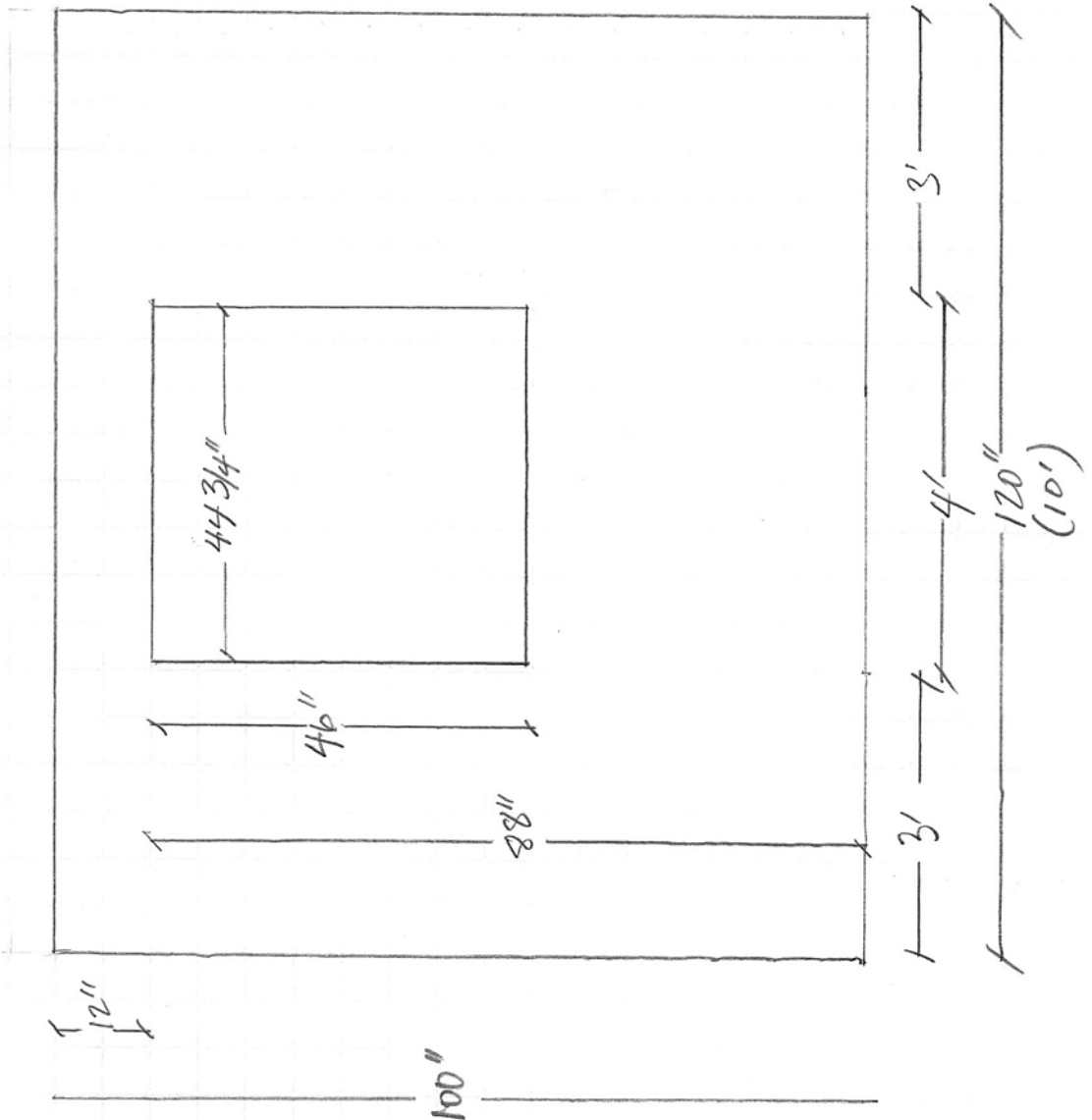
PROPOSED
FRENCH DOORS

HEIGHT 88"
WIDTH 48"

Proposed room addition (Mutual Consent)

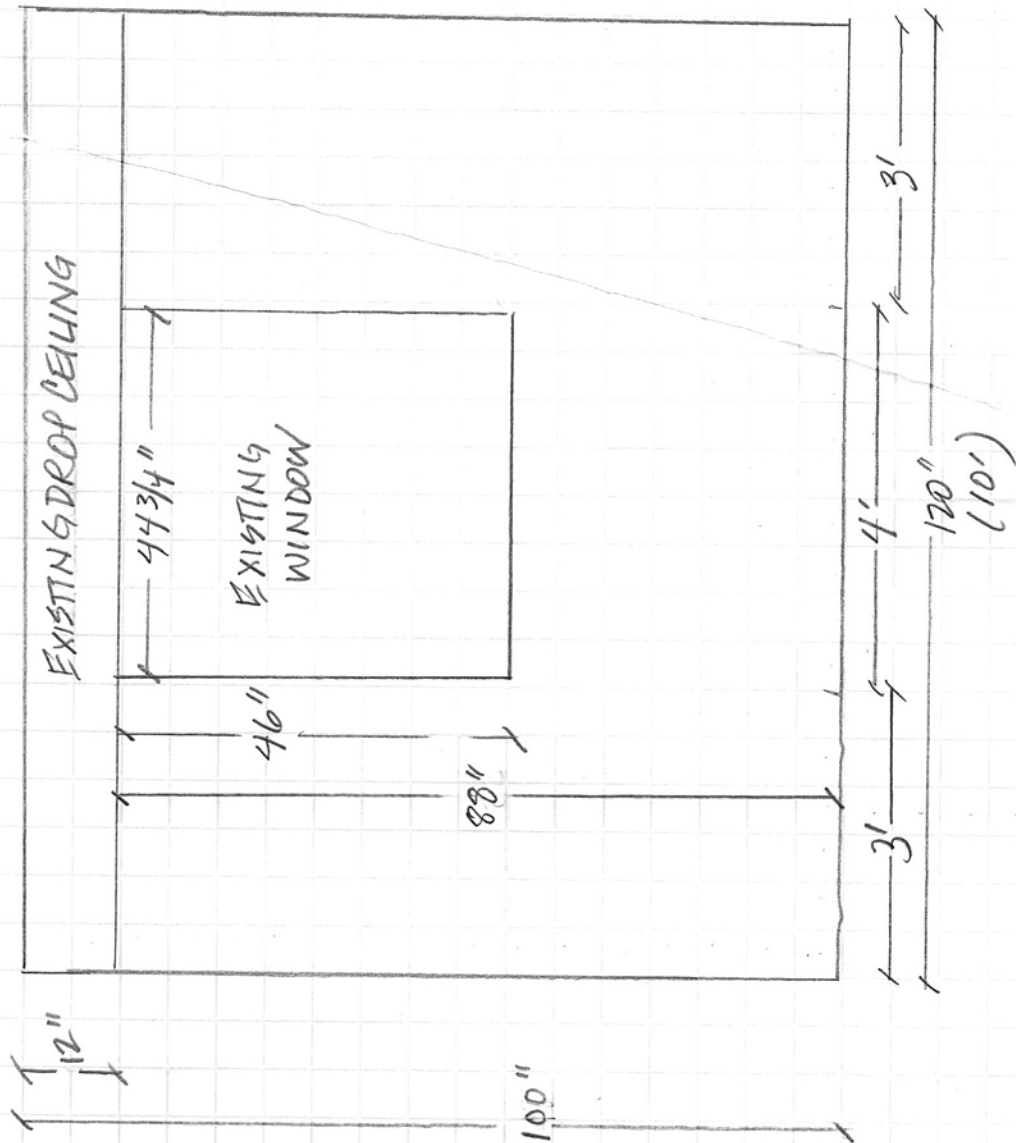
MILNER RES
44 CALLE ARAGON
UNIT H

ELEVATION
EXISTING KITCHEN WINDOW FROM EXTERIOR



MIKER RES
44 CALLE ARAGON
UNIT H

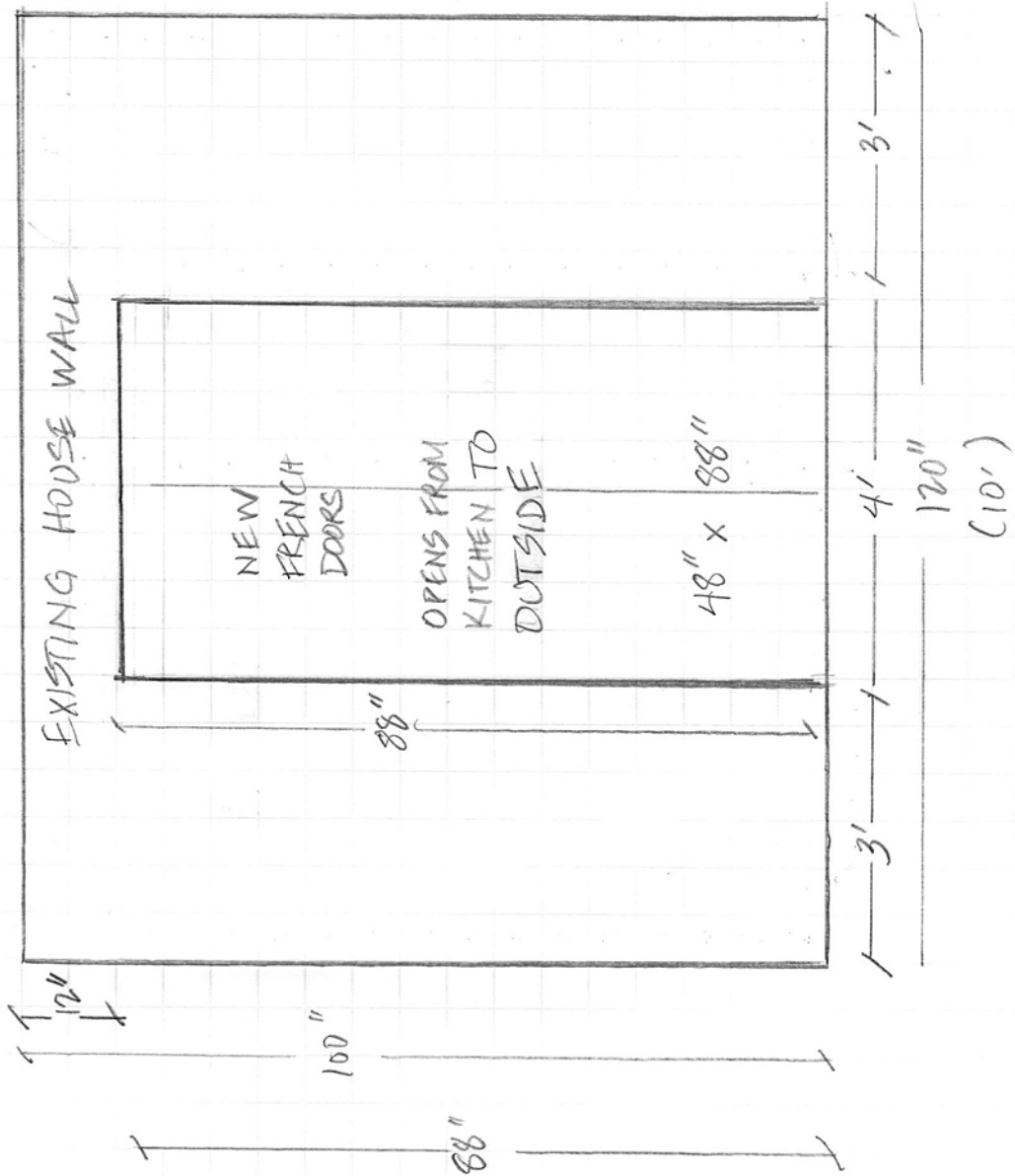
ELEVATION
EXISTING KITCHEN WINDOW FROM INTERIOR



MILKERE
44 CAULE PRAGON
UNIT H

ELEVATION

PROPOSED KITCHEN DOORS FROM EXTERIOR



NOTE:

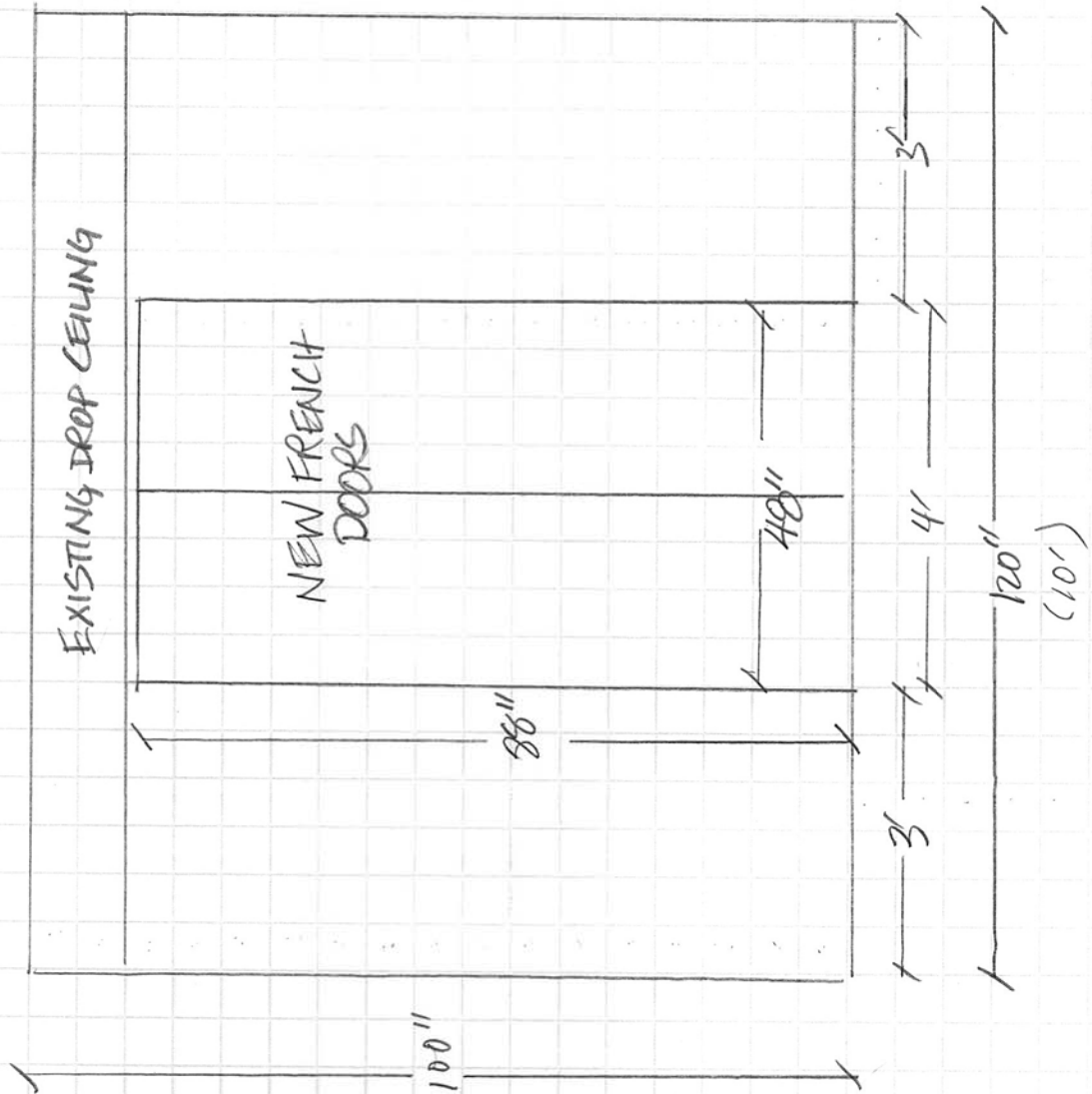
NO NEED TO
RAISE STRUCTURAL
SUPPORT.
PROPOSED DOORS
ARE AT SAME
HEIGHT AS
EXISTING WINDOW.
THEREFORE
ALREADY CONSIDERED
AND ACCOUNTED
FOR.

MILKER RES
44 CALLE DRAGON
UNIT #

NOTE;

NO NEED TO
RAISE STRUCTURAL
SUPPORT.
PROPOSED DOORS
ARE AT SAME
HEIGHT AS
EXISTING WINDOW,
THEREFORE,
ALREADY CONSIDERED
AND ACCOUNTED
FOR.

ELEVATION
PROPOSED KITCHEN DOORS FROM INTERIOR



☒ ULWM☐ TLHM

21254235

SA 007

Variance Request Form

Manor No: 44 ARAGON, UNIT H	Model: BARCELONA	Plan: 10B	Date: 5/7/18
Member Name: MILKER	Phone: [REDACTED]	Email: [REDACTED]	
Applicant Name/Co: CAPISTRANO SUNROOMS / LAURA	[REDACTED]	[REDACTED]	

Description of Proposed Variance Request ONLY:

INSTALL 48" X 88" FRENCH DOORS IN PLACE OF WINDOW (EXISTING) IN KITCHEN AREA. (A PATIO ENCLOSURE IS ON SEPARATE MUTUAL CONSENT TERMS)

THIS DIFFERS FROM THE STANDARD PLAN WHICH ALLOWS FOR A 60" X 82" SLIDING GLASS DOOR. IT WILL NOT BE SEEN FROM THE EXTERIOR OF THE HOUSE.

Dimensions of Proposed Variance Alterations ONLY:

DIMENSIONS OF THE FRENCH DOOR WOULD BE 48" WIDE X 88" IN HEIGHT. MEMBER WOULD LIKE TO BE ABLE TO GET MORE LIGHT THAN A STANDARD HEIGHT WOULD ALLOW.

FOR OFFICE USE ONLY

RECEIVED BY: JOEL DATE RECEIVED: 5/8/18 PAYMENT BY: C#458 LAURA FROESE

Alteration Variance Request:

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): 5/18/18

United M&C Committee: 6/21/18

Board Meeting: 7/10/18

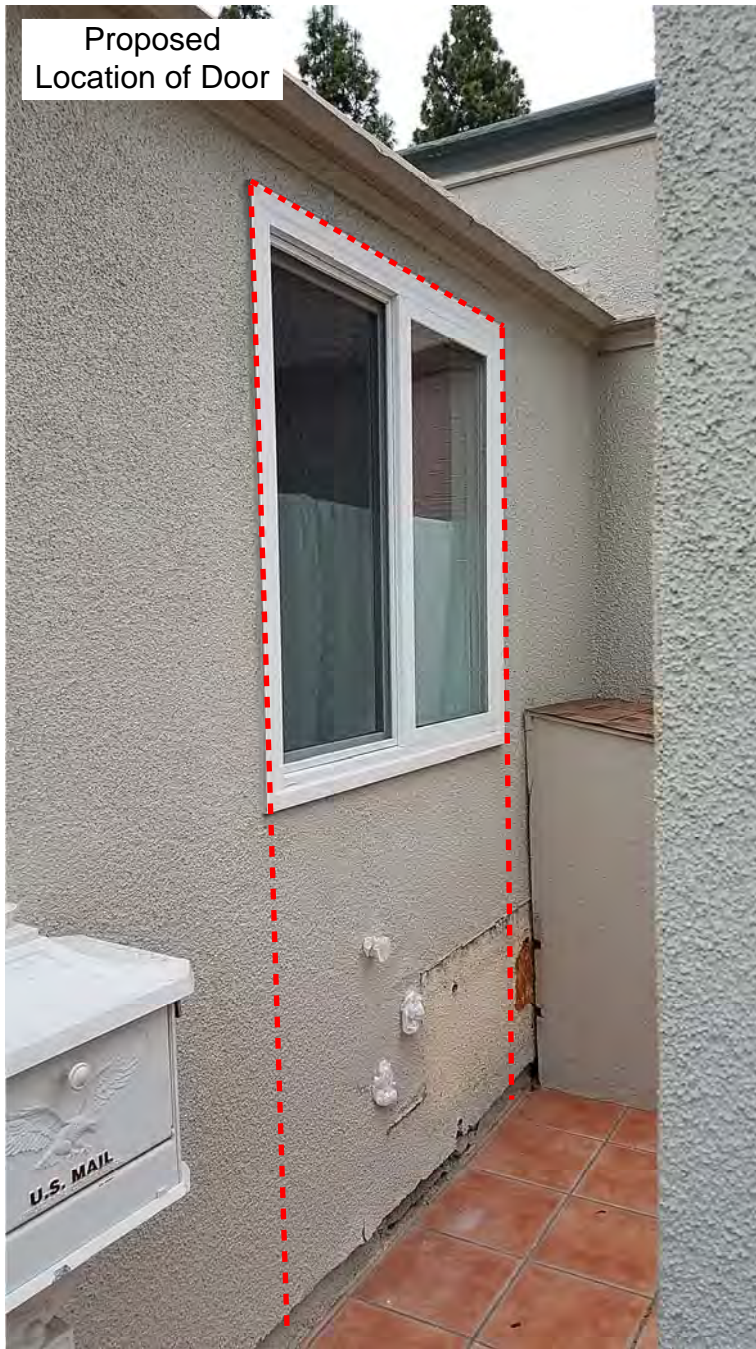
☐ Denied☐ Approved☐ _____☐ _____



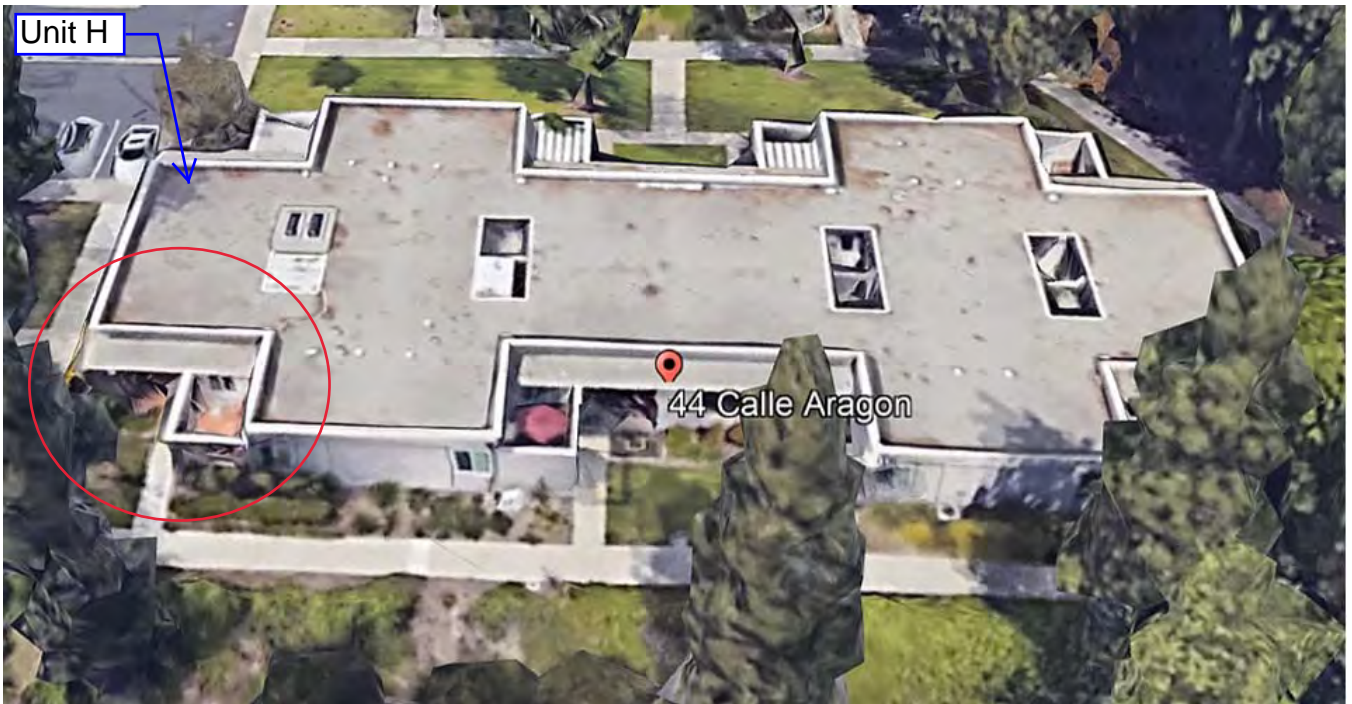
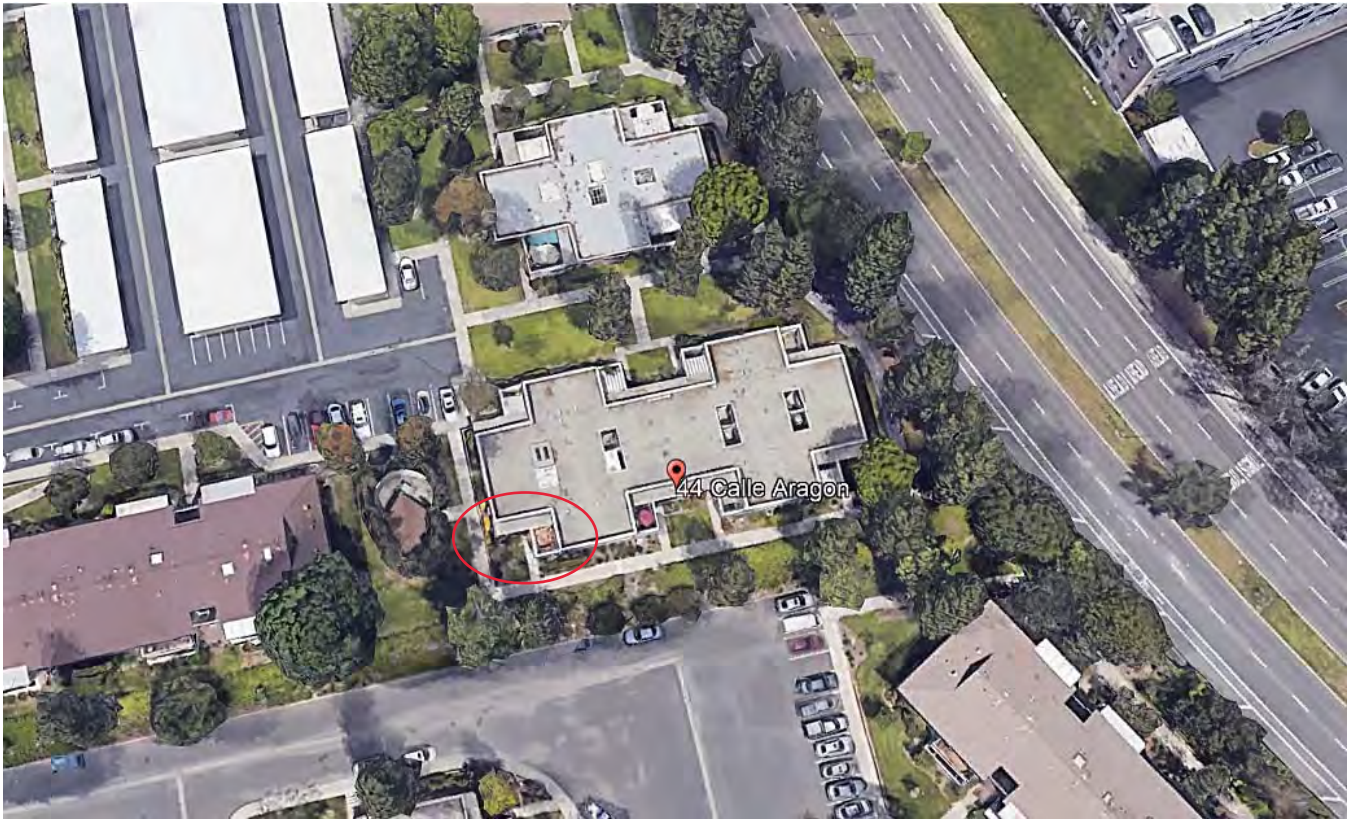
Attachment: 3



Proposed
Location of Door



Attachment 4





STAFF REPORT

DATE: June 21, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Michael Francis of 607-A (Valencia, 9)
Window/Door Modifications, Bathroom Split, and Vaulted Ceiling

RECOMMENDATION

Staff recommends the Board approve items 1, 3, 4 and 5 and deny items 2 and 6 with the conditions as stated in Appendix A.

BACKGROUND

Mr. Francis of 607-A Avenida Sevilla, a Valencia style unit, requests Board approval of a variance to make the modifications to his doors and windows as listed below:

1. Install new front window in living room by entry door.
2. Install new side window in living room by existing living room window.
3. Install window in master bedroom.
4. Replace kitchen window with door.
5. Bathroom Split.
6. Replace existing ceiling with vaulted ceiling in dining room and hallway to match living room.

Due to the size and locations of windows and with no existing standards matching the request for the bathroom split or vaulted ceiling, Board approval via a variance request is required.

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

A variance request was approved for Mr. Francis in June 2017, and revisions to that request were approved in September 2017. Mr. Francis has requested those approvals be withdrawn and these requests be reviewed in their stead.

DISCUSSION

(1) Install New Window in Living Room (front) by Entry Door: Mr. Francis is proposing to install a new 7' wide by 4'9" tall white vinyl window on the living room wall facing the front of the unit. An Alteration Standard exists to place a 5' wide by 4' wide window in this same location. Due to the location of the window staff does not feel this item would affect the unit negatively.

(2) Install New Window in Living Room (side) Adjacent to Existing Living Room Window: Mr. Francis proposes to install a 5'3" wide by 4'9" tall window on the north facing

living room wall adjacent to the entry door of the unit. The header and sill would match the existing living room window on the same wall. Due to the location of the window being on the same wall as the neighbor's living room window, Staff feel adding a window here would cause an imbalance to the building's aesthetics and recommend denial for this item.

(3) Install Window in Master Bedroom: The variance request also proposes to install a matching second window in the bedroom that would measure 4'11" wide, and consist of a 1'6" tall fixed window with a 5' tall sliding window above to match the existing. Since the wall in question does not face any other building, Staff feels the visual impact would be minimal.

(4) Replace Kitchen Window with Door: Mr. Francis proposes to replace the existing 4' wide by 4' tall kitchen window with a door measuring 3' wide by 6'8" tall. Due to the existing header being taller and wider than the proposed door, no structural changes would be needed to accommodate this alteration. Staff does not see any negative effects of approving the alterations due to the door's location within an enclosed patio.

(5) Bathroom Split: The variance request also proposes to split the existing single bathroom into an en suite for both the master bedroom and second bathroom. The closet in the master bedroom would be extended to include the space previously used by the water heater that will be relocated outside. The entry to the Master bedroom will be brought forward so the original bathroom entrance will be within the master bedroom footprint. A washer and dryer will be installed in the remaining hallway. A new door will be installed from the second bedroom to the split bathroom that shares a common wall with unit D. As shown on the request, a jetted bath tub is being proposed for the second bathroom. Conditions have been added for acoustical insulation on all common walls where alterations take place. This is a common alteration for Valencia floor plans for which Staff recommends approval.

(6) Vault Ceiling in Dining Room and Hallway: Mr. Francis proposes to replace the existing trusses in the kitchen, dining room and hallway with a rafter system to raise the ceiling to extend the vaulted ceiling from the living room into the dining room and hallway area. The kitchen's ceiling would also be raised from 7'6" to 8' as part of the alteration. Due to there being an existing ceiling policy that prohibits the modification of a units roof structural members, Staff recommend denial of this requested item.

Also shown on the site plans are a central HVAC system installation, washer and dryer installation, bedroom closet modifications and a water heater installation; all can be processed as over-the-counter Mutual Consents.

Currently, there are no open Mutual Consents for Unit 607-A.

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

A Neighbor Awareness Notice was sent to Units 607-B, 607-C, 607-D and 608-D on June 11, 2018 due to sharing common walls, having line of sight or being potentially affected during construction.

Standard plan Mutual Consents have been previously issued for front living room windows at 602-C in September 2011, 739-D in November 2016 and 602-A in September 2017.

Staff was unable to find any similar requests for the side living room window or the master bedroom window additions on file.

Variances for replacing the kitchen window with a door have been previously approved at 703-B in June 2003 (which was never completed), 407-A in January 2008 and 602-A in November 2017.

Bathroom splits have been approved previously in Valencia style units at 703-B in January 2018 and 704-B in June 2018. Both requests involved increasing the bathroom into the adjacent hallway.

There are no previous examples on file for a vaulted ceiling request.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 607-A.

Prepared By: Gavin Fogg, Alterations Inspector

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

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request, May 18, 2018
Attachment 3: Truss Framing Plan
Attachment 4: Photos
Attachment 5: Map

REVISIONS



GENERAL NOTES:

1. PROJECT SHALL COMPLY WITH THE 2016 CRC, CMG, CPC, CEC, CAL ENERGY CODE, CDBG AND LOCAL ORDINANCES.
2. OCCUPANCY R-2, MULTI-FAMILY YD GARAGE. ALTERATION.
3. CONTRACTOR IS RESPONSIBLE TO FOLLOW BEST MANAGEMENT PRACTICES. POLLUTANTS= THE DISCHARGE OF POLLUTANTS TO ANY STORM DRAINAGE SYSTEM IS PROHIBITED. NO SOLID WASTE, PETROLEUM WASTE WATER GENERATED ON CONSTRUCTION SITES OR BY CONSTRUCTION ACTIVITIES SHALL BE PLACED, CONVEYED OR DISCHARGED INTO THE STREET, GUTTER OR STORM DRAIN SYSTEM.
4. SOIL BEARING VALUE 1,000 LBS.
5. 2" MIN. REBAR-60, E=1:6X10 TO 6TH
6. POWER, UTILITY NOTES AND SPECIFICATIONS FOR POWER
7. CONCRETE, 2,500 PSI @ 28 DAYS. PROVIDE 4,500 PSI TYPE V CONC IN CONTACT WITH SOIL AS REQUIRED BY CITY
8. INSTALLATION, BATT PAPER, R-13 AT WALLS AND R-30 AT ROOF
9. FINISHING SHALL COMPLY WITH CDR TALK 2204.91
10. WINDOWS: VINYL DUAL GLAZED TO MATCH EXISTING
11. EXTERIOR LATH: PROVIDE 2 LAYERS OF GRADE D PAPER OVER ALL EXISTING SHEATHING. PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING
12. MECHANICAL CONTRACTOR TO PROVIDE DUCTING AND DIFFUSOR FOR NEW VENTILATION MECH EQUIPMENT TO NEW SPACE
13. ALL VERTICAL MECH EQUIPMENT TO NEW SPACE
14. ACTIVE PLAN CHECKS WILL EXPIRE IF PERMIT IS NOT FILLED WITHIN ONE YEAR OR AN INSPECTION OCCURS EVERY 180 DAYS OF PLAN APPROVAL. FOR BUILDING AND SAFETY. UTILITY/AN EXTENSION IS REQUIRED TO BE APPROVED BY THE CITY. APPROVAL FROM LOCAL DEPT. SHALL BE OBTAINED TO START SURFACE. A MIN OF 6" IN THE FIRST 10'.
15. CONSTRUCTION AND DEMOLITION (C&D) PLAN IS REQUIRED PRIOR TO ISSUANCE OF PERMIT.

ELEVATION NOTES

- | | |
|---|---|
| 1 | EXTERIOR PLASTER (STUCCO) WITH FINISH MATCH EXISTING—7/8" MIN THICK 3-C-C PORTLAND CEMENT OVER PAPER BACKED METAL LATH PER 2508 CBC |
| 2 | WINDOW PER PLAN TO MATCH EXISTING |
| 3 | 26 GAUGE (MIN) GALV WEEP SCREED |
| 4 | WOOD TRIM—EXISTING |

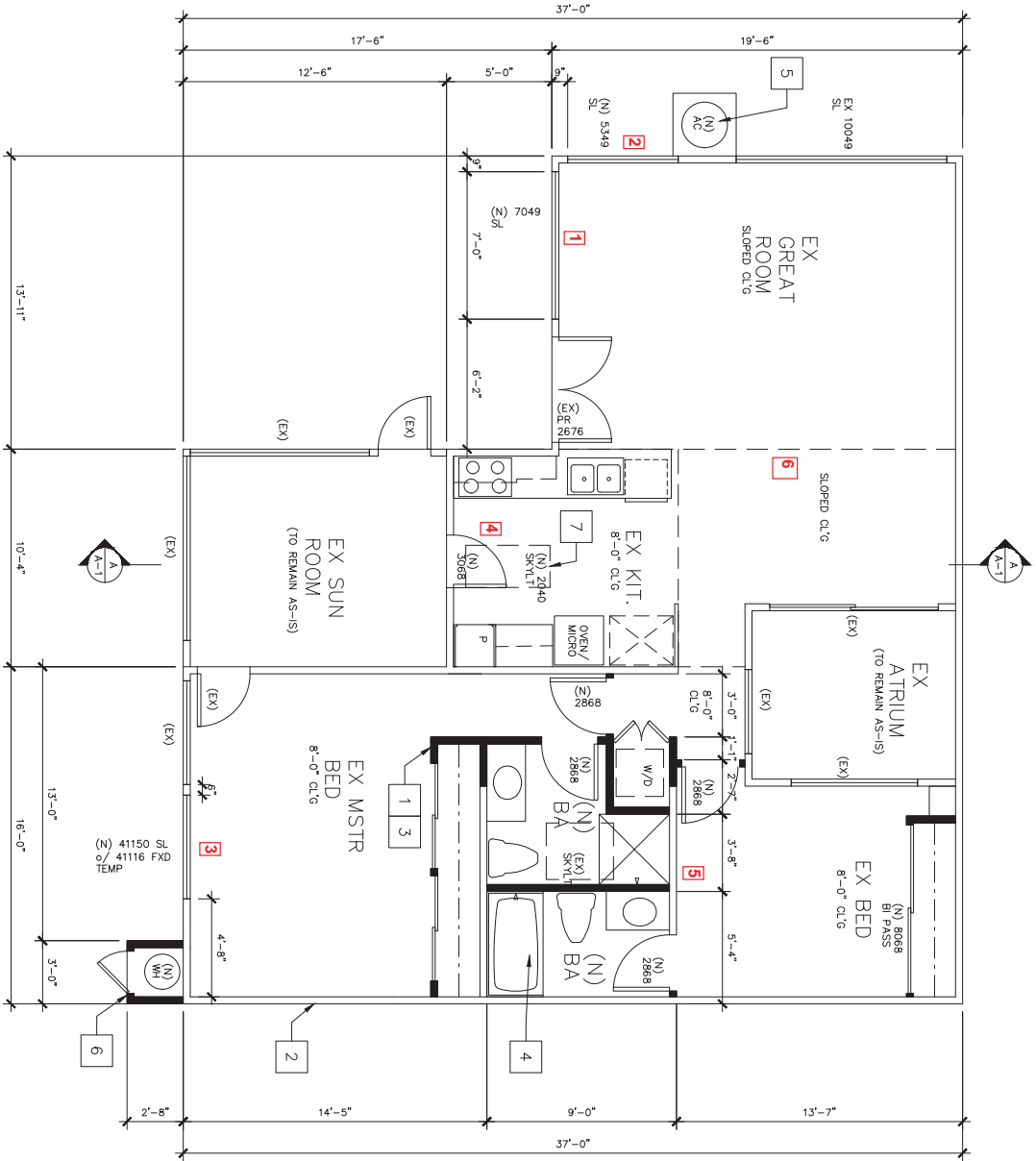
FLOOR PLAN NOTES:

1. SQUARE FOOTAGE:
TOTAL SQUARE FOOTAGE
2. ALL BEDROOMS SHALL HAVE AT LEAST ONE
EMERGENCY ESCAPE, EGRESS WINDOW FOR
FLOOR AREA OF ROOM
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS
AND CONDITIONS SHOWN AND BRING ANY
CONFLICTS OR CLARIFICATIONS TO THE ATTENTION
OF THE ARCHITECT IMMEDIATELY
4. WINDOW SIZE - 30x40 SIZE, 3'-0" WIDE X
4'-0" HIGH SLIDING WINDOW
1. 2 X 4 STUD WALL, UNLESS NOTED OTHERWISE
2. LINE OF EXISTING HOUSE
3. NEW WALLS SHOWN SHADED
4. TUB WITH E.T.S
5. AIR CONDITIONING CONDENSER
ON 3 SQUARE CONC PAD
WITH 2" DIA. VENT PIPE TO ROOF AND
ENCLOSURE WITH SHIELD ROOF
6. NEW 2'-0" DIA. X 10' OPERABLE SKYLIGHT
"BRIQUETTE" (CC NO. REF-2469) ROUGH OPENING
22.25'x44'x9", INSTALL BETWEEN PATIERS

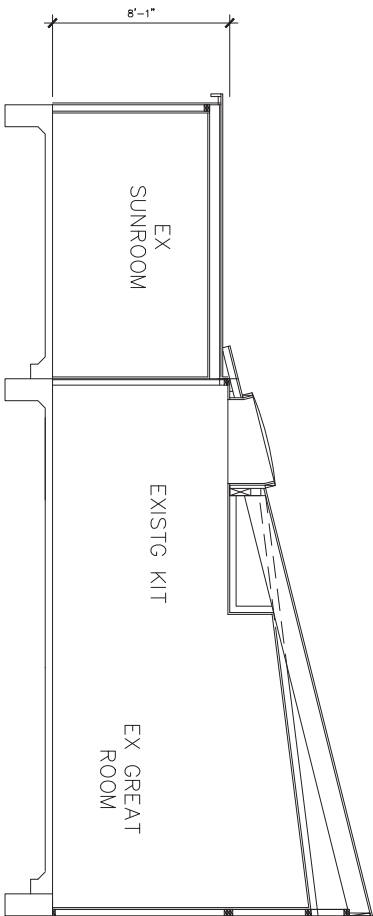
ROOF NOTES

- 1 ROOF MATERIAL-CLASS A BUILT-UP ROOF PER ASSOCIATION STANDARDS
- 2 PROVIDE MINIMUM 26 GA GALV METAL FLASHING AT ALL EDGES, VALLEYS AND ROOF TO WALL CONDITIONS.

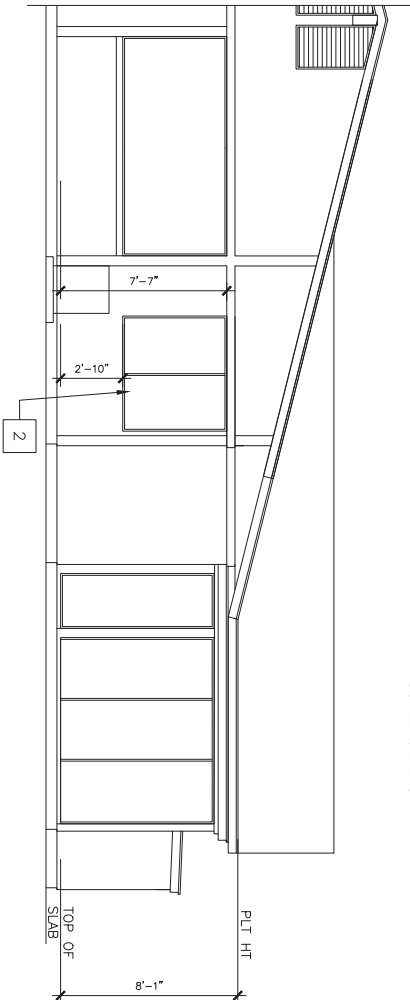
1 EDGE OF ROOF



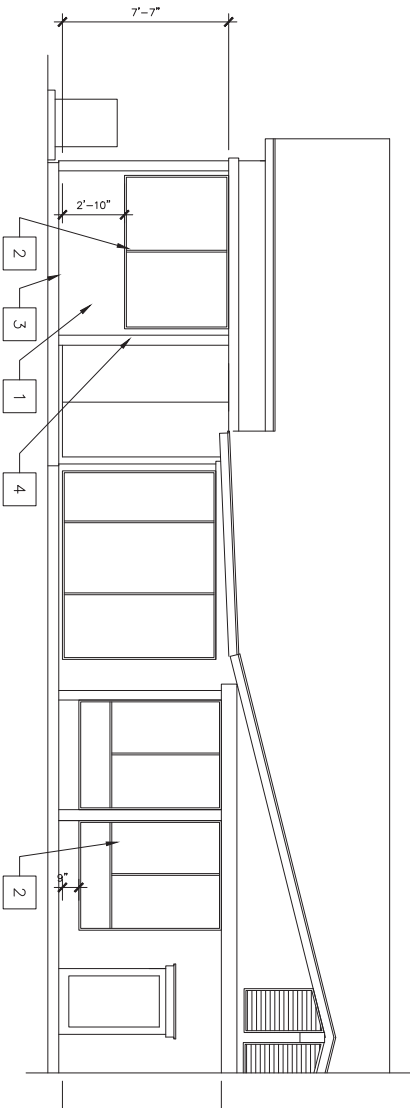
FLOOR PLAN
SCALE 1/4"=1'-0"



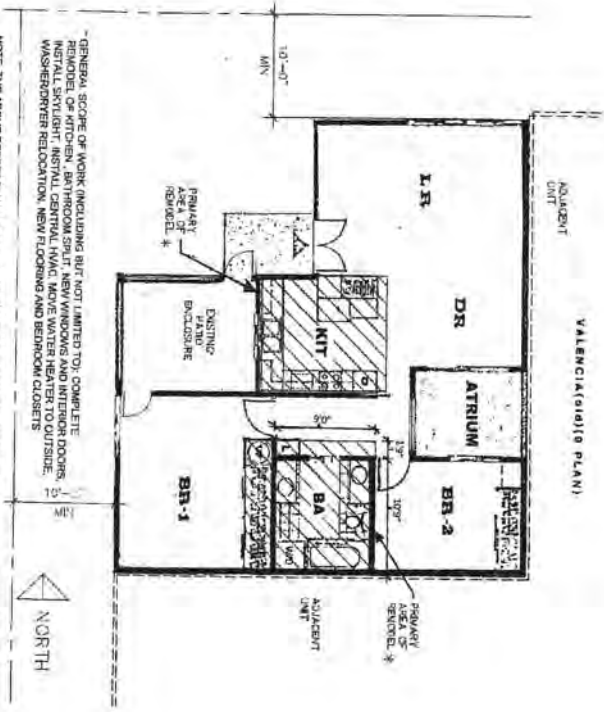
SECTION A
SCALE 1/4"=1'-0"



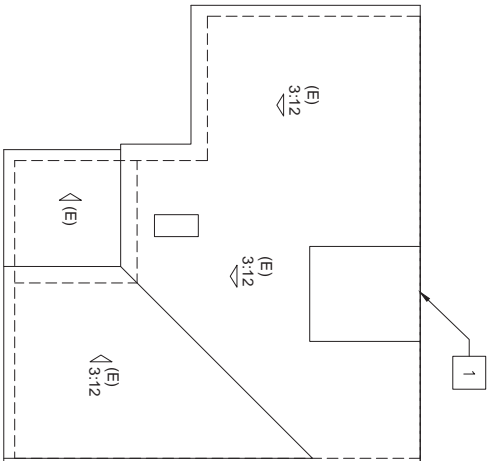
LEFT ELEVATION



FRONT ELEVATION



EXISTING FLOOR PLAN



ROOF PLAN
SCALE 1/8"=1'-0"



FRAMING PLAN NOTES:

- 1. PROVIDE 4X POSTS AT EACH END OF 4X10 OR LARGER MEMBERS, DOUBLE STUDS AT 4X6, SINGLE STUD FOR 4X6 OR SMALLER MEMBERS
- 2. 7" EMBEDMENT- 2X4 PDIF SILL PLATES WITH 5/8" DIA ANCHOR BOLTS X 3"X3"X1/4" PLATE WASHERS @ 60" O.C. AND 12" FROM ENDS
- 3. ROOF SHEATHING- 1/2" CDX PLYWOOD WITH RADIANT BARRIER, UNBLOCKED WITH 100 @ 6" O.C. SUPPORTED ENDS AND BOUNDARY, 100 @ 12" O.C. FIELD NAILING (USE 1X6 SOLID T&G AT OVERHANGS)

CALCULATIONS

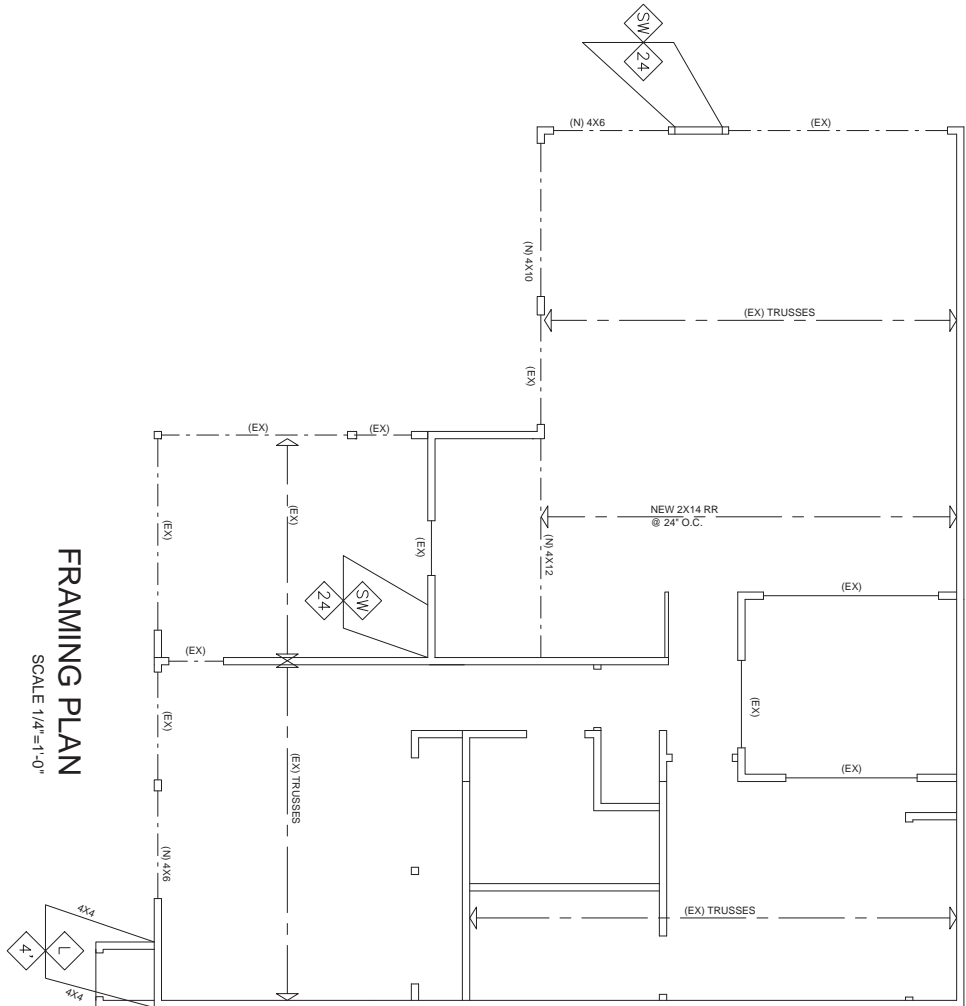
L=3.2' W=55(24.5/2)=429 #/FT
HOR AT LIVING
SILL PLATE= 2X4 @ 4.2)=429 #/FT
M=2.6X S=29 L=62 USE 4X6 NO. 2
HOR AT BED
SILL PLATE= 2X4 @ 5.2)=219 #/FT
M=964 S=103 L=13 USE 4X6 NO. 2
WIND ANALYSIS
WIND EXPOSURE: "B" SITE CLASS: D
WIND SPEED: 110 MPH SEISMIC DESIGN CAT.: D
KZ=1.0 KZ=65 W=1.0 IMPORTANCE FACTOR: 1.0
F=1.088 F=1.649
Ss= 1.029 Ss=0.375
Sps= 0.746 Sps= 0.412
LATERAL
SEISMIC
REPLACE EX DIAGONAL CORNER BRACES WITH PLYWD SHEAR WALLS

SHEAR WALL SCHEDULE

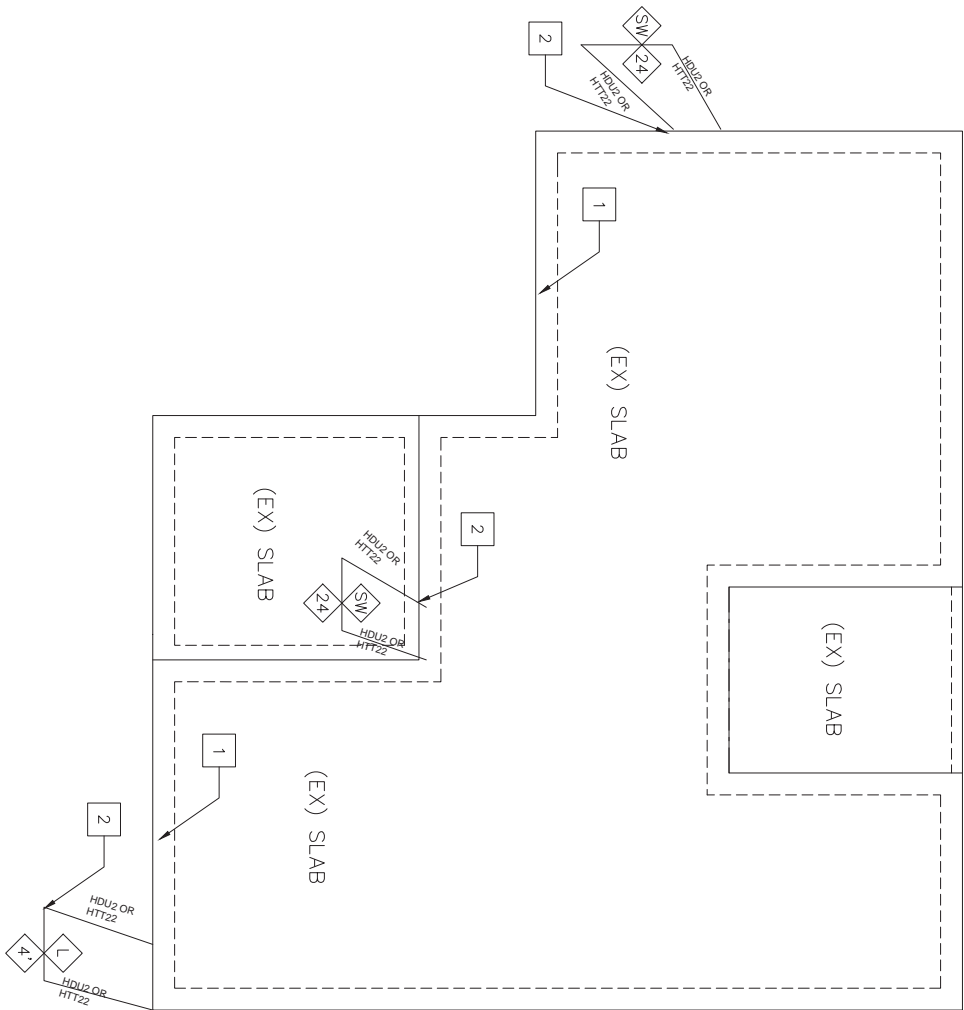
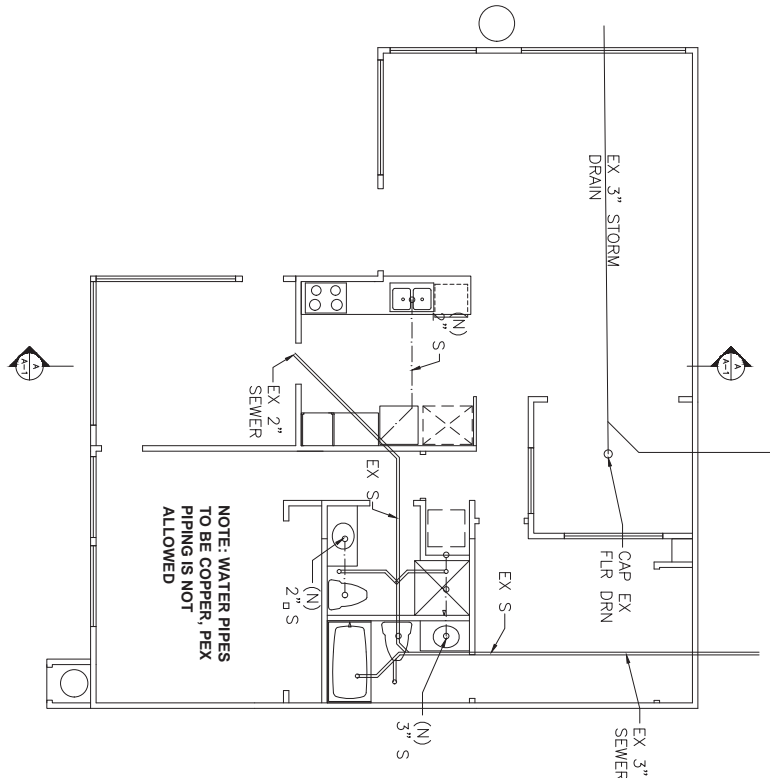
NUMBER INDICATES LENGTH OF SHEAR WALL
LETTER INDICATES SHEAR PANEL NAILING PER BELOW
(360 #/FT)
1 3/8" CDX PLYWOOD (BLOCK ALL EDGES) WITH 80 COMMON NAILS @ 4" O.C. END NAIL/BOUNDARY NAIL 12" O.C. FIELD NAIL @ 12" O.C. SILL PLATE TO JOIST/BLOCK 5/8" ANCHOR BOLTS @ 6" O.C. 1X6 T&G AT OVERHANGS
SIMPSON RBC (ROOF BOUNDARY CLIPS) @ 12" O.C. ROOF RAFTER/FLOOR JOIST TO TOP PLATE.
SW24X8 SIMPSON STRONGTALL SW24X8 WITH (12) 1/4"x6"x5 SPS (15X) 4X6 SEISMIC SIPS (12) 1/4"x6"x5 SPS
SW67/8 AB TO CONCRETE. PROVIDE (4) A35 OR RBC CLIPS 200# WIND)
RR TO TOP PLT. PER ICC-ES ESR-1267; SEE DETAIL SHEET.

SLAB PLAN NOTES:

- 1 EXIST'G FOOTING
- 2 NEW HDU2 OR HTT22 HOLDOWN TO EX FOOTING, 5/8" DIA THREADED ROD INTO 3/4" DIA X 6" D HOLE WITH SNIP EPOXY SEP-XP, ICC-ES ESR 2206, SPECTRAL INSPECTION REQ'D.



PLUMBING PLAN



SLAB PLAN

SCALE 1/4"=1'-0"

FRANCIS RESIDENCE
607-A AVE SEVILLA
LAGUNA WOODS, CA

DATE
17 MAY 2018

REVISIONS



A2



Laguna Woods Village

MANOR # 607-A☒ ULWM ☐ TLHM

Variance Request Form

SA 21246429

Model: <u>VALENCIA (OLD)</u>	Plan:	Date: <u>5-18-18</u>
Member Name: <u>MICHAEL J. FRANCIS</u>	Signature <u>[Signature]</u>	
Phone: <u>[Redacted]</u>	E-mail: <u>[Redacted]</u>	
Contractor Name/Co: <u>Robert Nikolas</u> <u>All Home Improvement, Inc.</u>		
Owner Mailing Address: (to be used for official correspondence) <u>[Redacted]</u>		

Description of Proposed Variance Request ONLY:

(Note: Listed below are only those items in my unit remodel that I understand will require a Variance Request – other items (i.e. - such as the installation of a new HVAC system, etc.) are reportedly handled over the counter and have not been included in this Variance Request. A Variance Request was approved for this unit last year, but the work was never begun. The scope of the remodel has since been significantly reduced and simplified.)

- 1) In living room, install a new window next to existing main front entry double door.
- 2) In living room, install a new window on adjacent wall (i.e. – on the same wall as the existing window)
- 3) In master bedroom, install a new window next to the existing adjacent window.
- 4) Replace the existing window between the kitchen and the sunroom with a door.
- 5) Split the existing single bathroom into two bathrooms and a laundry room. Master bathroom to have a shower and the guest bathroom to have a jetted tub.
- 6) Vault ceiling in the dining room and a tiny portion of the hallway area to match the existing vaulted ceiling in the adjacent living room.

(Note: All new windows will be white vinyl, dual pane glass & will meet or exceed Title 24. All the below dimensions are approximate.)

Dimensions of Proposed Variance Alterations ONLY:

- 1) Living room new window next to entry door to be 7'0" wide x 4'9" high.
- 2) Living room new window on same wall as existing window to be 5'3" wide x 4'9" high.
- 3) Master bedroom new window to be 4'11" wide x 6'6" high (to match the same approximate size as the existing adjacent window.)
- 4) The new door to be 3'0" wide x 6'8" high (which is less wide and less high from the floor than the existing window it is replacing which is 3'11" wide and it is 7'5" above the floor - to wall-in the difference).
- 5) Existing single bathroom (10'9" long by 9'0" wide) to be replaced by a guest bathroom (5'4" wide by 9'0" long) and a master bathroom and laundry room area (7'2" long by 9'0" wide). The bathroom split will extend 1'9" into the adjacent 4'9" wide hallway, reducing the new adjacent hallway to a normal width of 3'. Other than this, all floor plan dimensions to remain the same as currently existing.
- 6) Vaulted ceiling height to match the existing vaulted ceiling height in the adjacent living room which is approximately 12'6" at the high end and slopes down to approximately 9'3" at the other end where the front entry door is located. New vaulted ceiling area to be 7'2" wide by 13'7" long (in dining room area) and 3' wide by 3' 2" long (in adjacent hallway area).

FOR OFFICE USE ONLY

RECEIVED BY: Joel DATE RECEIVED: 5/18/18 Check# 11801 BY: Michael Francis

Alteration Variance Request	Complete Submittal Cut Off Date: <u>5/18/18</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>6/21/18</u> Board Meeting: <u>7/10/18</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other: _____

SCOPE OF WORK for my VARIANCE REQUEST

Address: 607-A Avenida Sevilla (Full Remodel)

Date of Variance Request Submission: 5/18/18

Owner: Michael J. Francis; phone number: [REDACTED] email: [REDACTED]

Scope of Work

I propose to perform a major remodel of my above referenced co-op unit which I expect to take approximately 3 to 4 months to complete once I receive all necessary building approvals. Please note that my proposed remodel will leave alone (and not involve or affect in any way) any common areas, pathways, etc. around the unit. Please note that my one story unit is situated in an extremely unique, quiet and secluded end location which backs to the creek about 30 feet below it. There is absolutely no foot traffic in front or sides of my unit. The below requested Variance Request items will not be visible by my neighbors.

Description of Proposed Variance Alterations

(Note: Listed below are only those items in my unit remodel that I understand will require a Variance Request – other items (i.e. – such as the installation of a new HVAC system, etc.) are reportedly handled over the counter and have not been included in this Variance Request. A Variance Request was approved for this unit last year, but the work was never begun. The scope of the remodel has since been significantly reduced and simplified.)

- 1 In living room, install a new window next to existing main front entry double door.
- 2 In living room, install a new window on adjacent wall (i.e. – on the same wall as the existing window)
- 3 In master bedroom, install a new window next to the existing adjacent window.
- 4 Replace the existing window between the kitchen and the sunroom with a door.
- 5 Split the existing single bathroom into two bathrooms and a laundry room. Master bathroom to have a shower and the guest bathroom to have a jetted tub.
- 6 Vault ceiling in the dining room and a tiny portion of the hallway area to match the existing vaulted ceiling in the adjacent living room.

(Note: All new windows will be white vinyl, dual pane glass & will meet or exceed Title 24.)

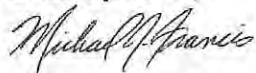
Dimensions of Proposed Variance Alterations

- 1) Living room new window next to entry door to be 7'0" wide x 4'9" high.
- 2) Living room new window on same wall as existing window to be 5'3" wide x 4'9" high.
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- 4) The new door to be 3'0" wide x 6'8" high (which is less wide and less high from the floor than the existing window it is replacing which is 3'11" wide and it is 7'5" above the floor - to wall-in the difference).
- 5) Existing single bathroom (10'9" long by 9'0" wide) to be replaced by a guest bathroom (5'4" wide by 9'0" long) and a master bathroom and laundry room area (7'2" long by 9'0" wide). The bathroom split will extend 1'9" into the adjacent 4'9" wide hallway, reducing the new adjacent hallway to a normal width of 3'. Other than this, all floor plan dimensions to remain the same as currently existing.
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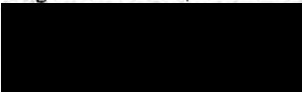
(All of the above dimensions are approximate.)

Please refer to my attached floorplans and elevational plans for more information relative to my proposed remodel. Please feel free to call me should you have any questions or need any more information. Thank you.

Sincerely Yours,



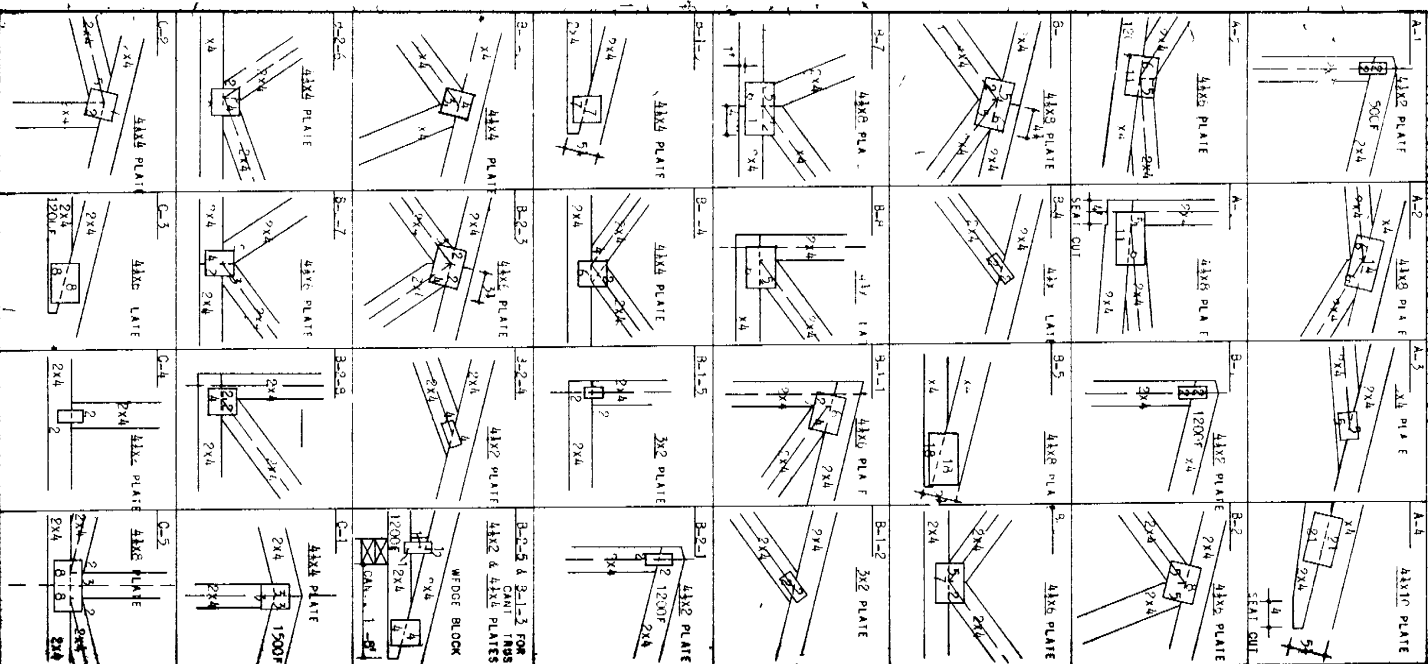
Michael J. Francis
607-A Avenida Sevilla
Laguna Woods, CA 92637



SPECIFICATIONS

MEMBER TO BE COAST REGION INDUSTRIAL BUILDINGS FIRM OR WEST COAST INDUSTRIAL
BUILDER FOR GARAGES AS MARKED ON TOP AND BOTTOM CHORD WEAR MEMBERS TO BE CONVEY-
OR STANDARD GABLE, 2X6 AND LARGE SIZE MEMBERS TO BE CONTRIBUTION GRADE
MAXIMUM MOISTURE CONTENT TO BE 19% CONNECTIONS TO BE INSULATED AS ABOVE
FURNISHED BY THIS POINTS ON 7/2 CA 10393 CALVERTON STEEL W. H. MALL
LOCATIONS INDICATED AT APPROX 7' IN X 2' TAPERED SPACING TOP FLANGE HEAD
-THICKNESS OF 11/8 DIAMETER BY 1/2 LONG OFFICIAL SIAGRA PLATES @ SIDE

- 1 TRUSSES SPACED APPROX 24" O.C.
- 2 TRUSSES TO BE CRIMPED OVER JOINT AND APPLIED TO EACH FACT TO PROVIDE NUMBER OF NAIL AS INDICATED WITH APPROX MIN EDGE DISTANCES OF 1" COMP. END OF 1" AND TENSION END OF 1"
- 3 TRUSSES TO BE BUILT TO APPROX 1/2" TOLERANCE UNIFORMITY AND TIGHT FIT UP OF JOINTS - EXISTING MINIMUM COVER.



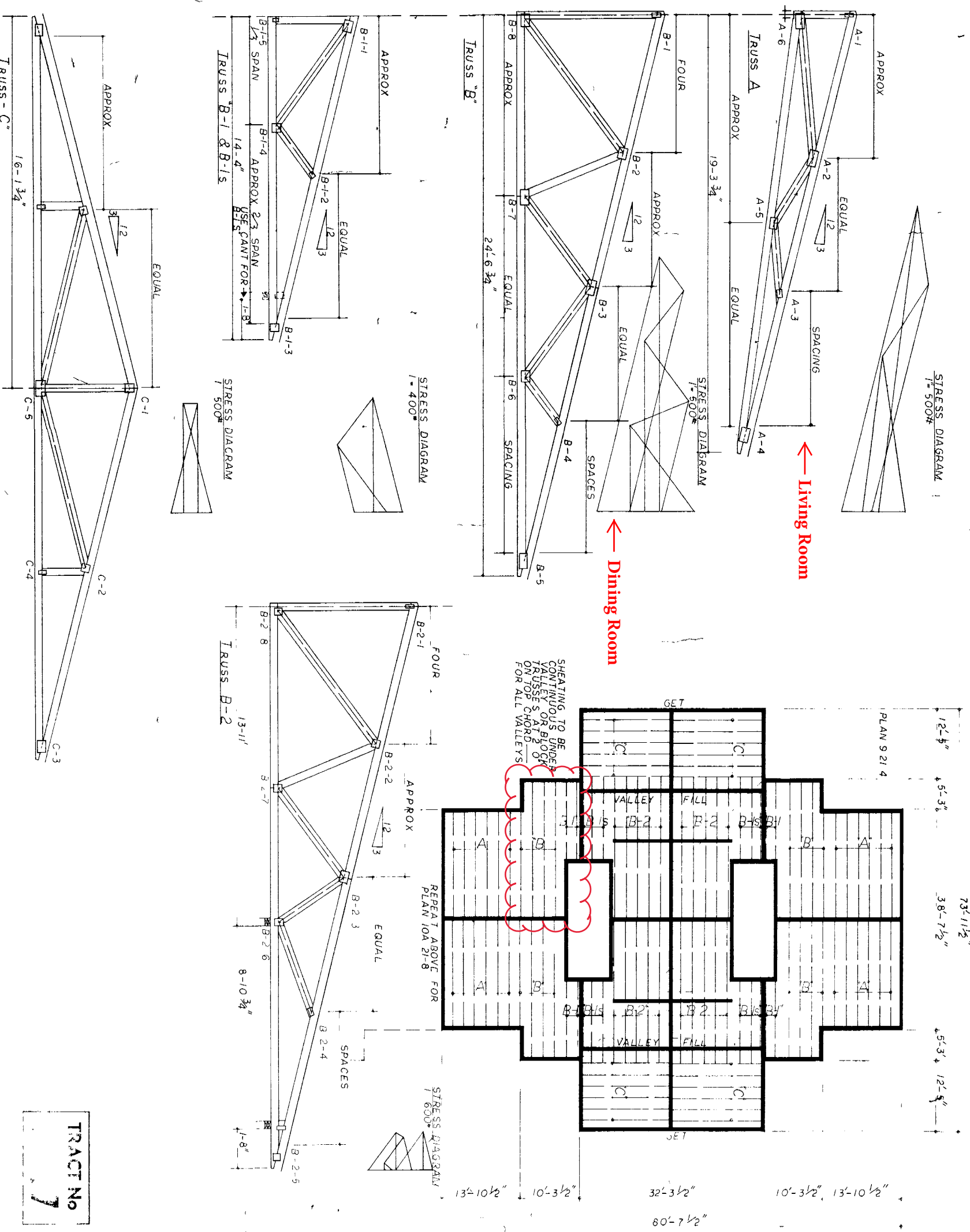
RESTRICTIVE NOTICE—ARCHITECTURAL DRAWINGS

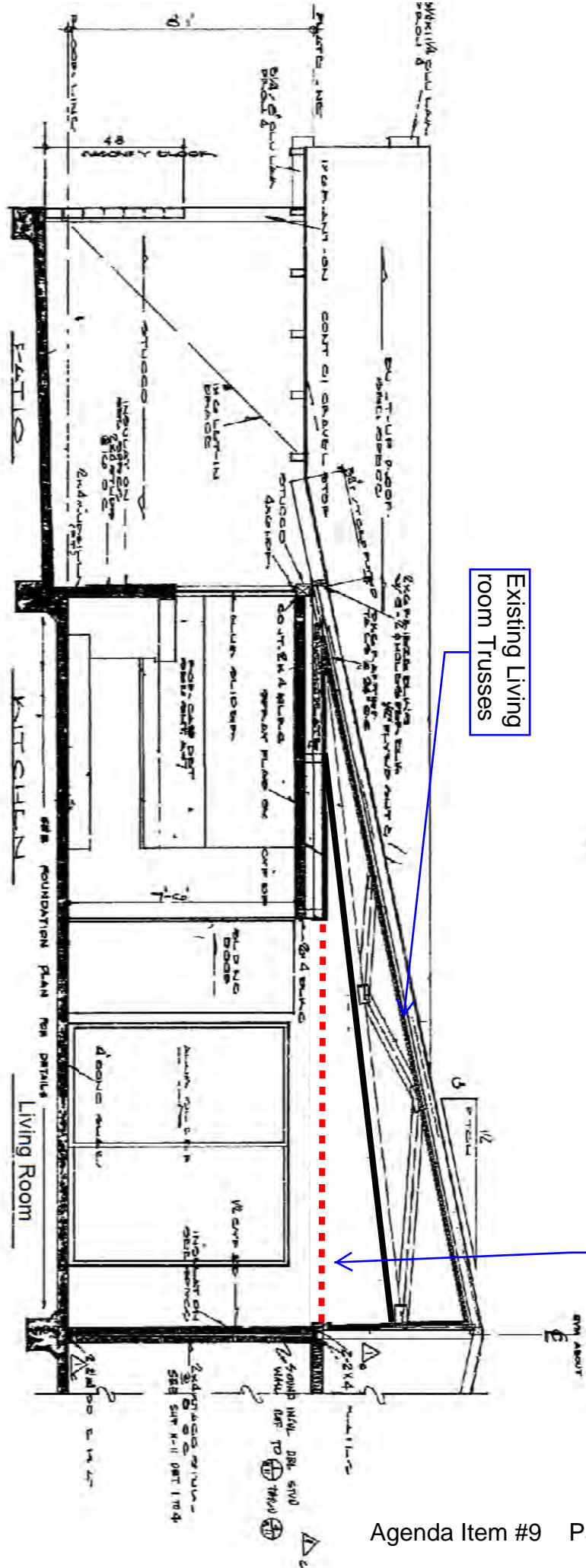
THE INFORMATION, IDEAS, SPECIFICATIONS AND DESIGNS CONTAINED IN THIS DRAWING ARE CONFIDENTIAL. THE RECIPIENT ACKNOWLEDGES THAT THE DRAWING AND ITS CONTENTS ARE THE PROPERTY OF ROSS W. COITSEE AND THAT THEY SHALL NOT BE DISCLOSED TO OTHERS, USED OR REPRODUCED IN WHOLE OR IN PART FOR ANY PURPOSE WITHOUT THE PRIOR WRITTEN CONSENT OF ROSS W. COITSEE.

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CLUNA HILLS





Existing Living
room Trusses

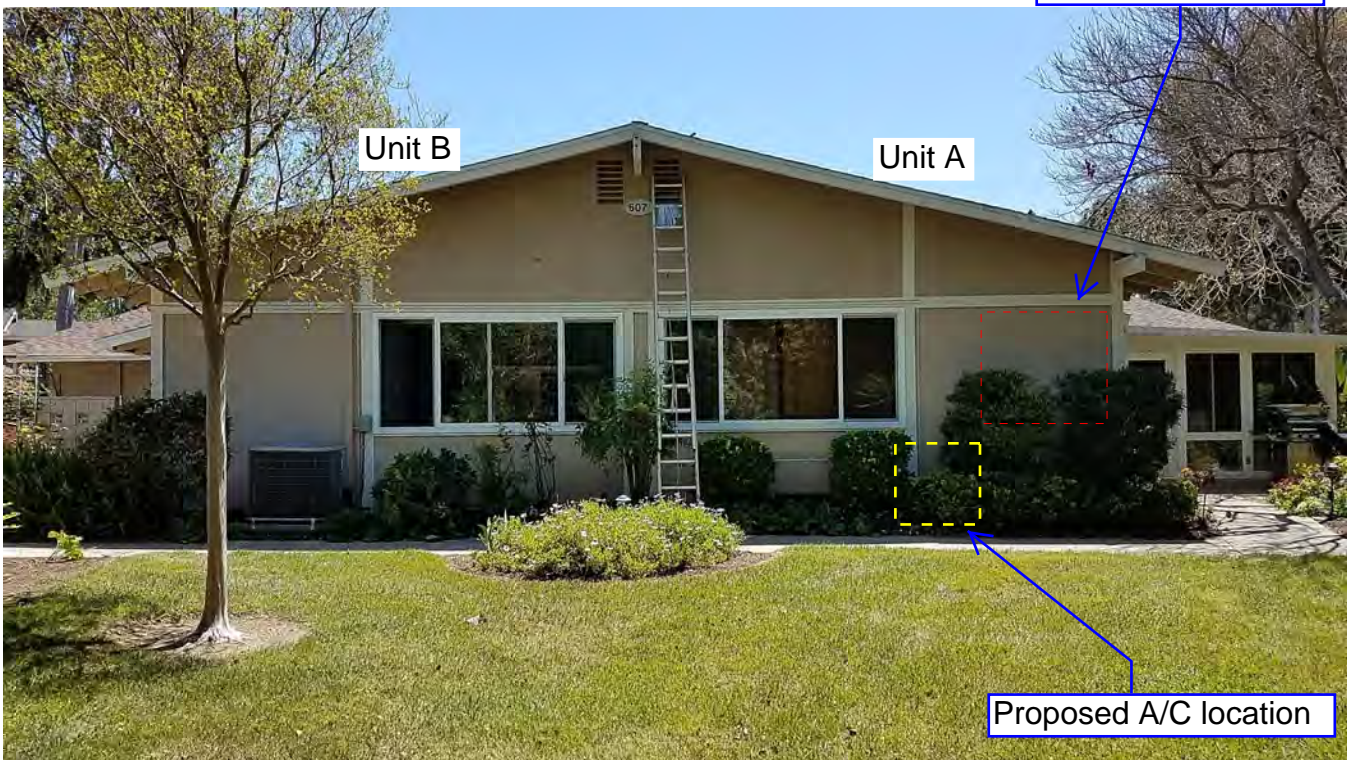
Existing Dining
Room ceiling

Attachment 4

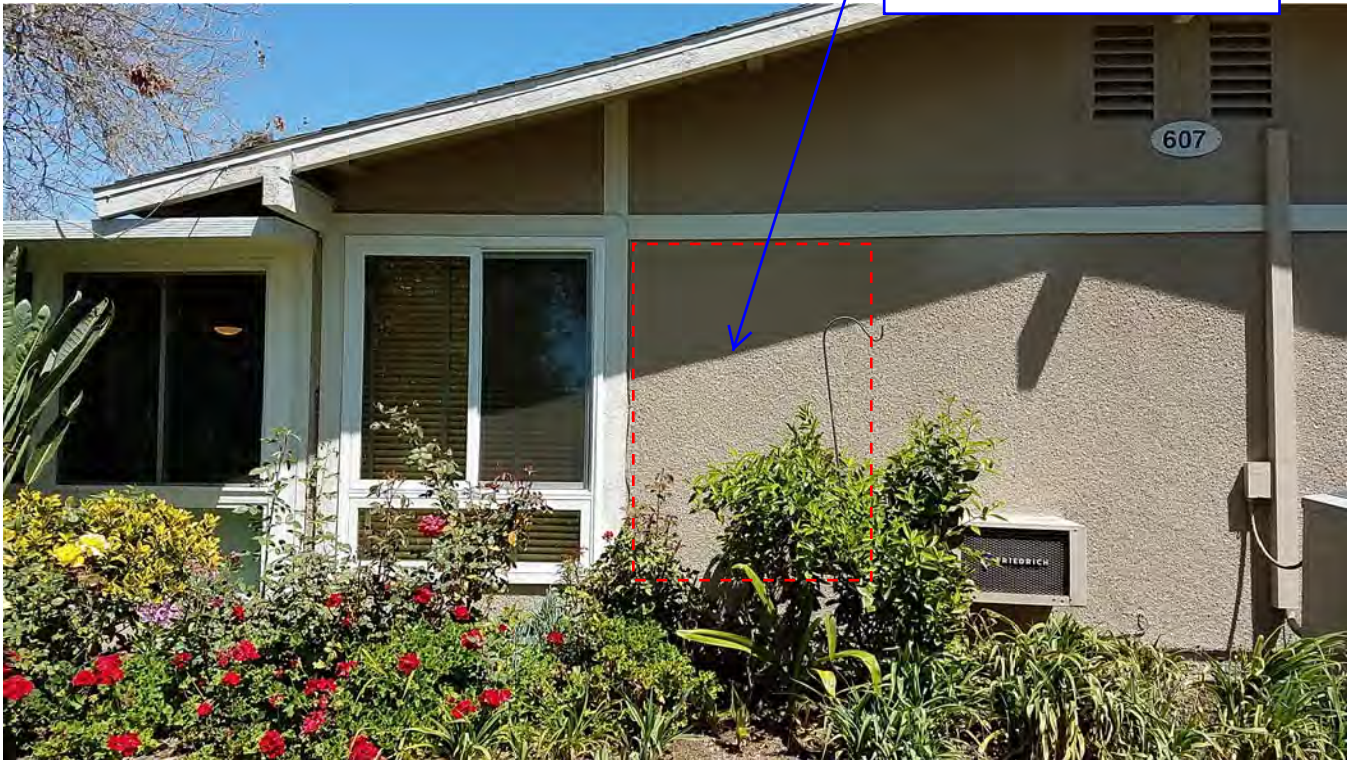
(1) Proposed front living room window location



(2) Proposed side living room window location

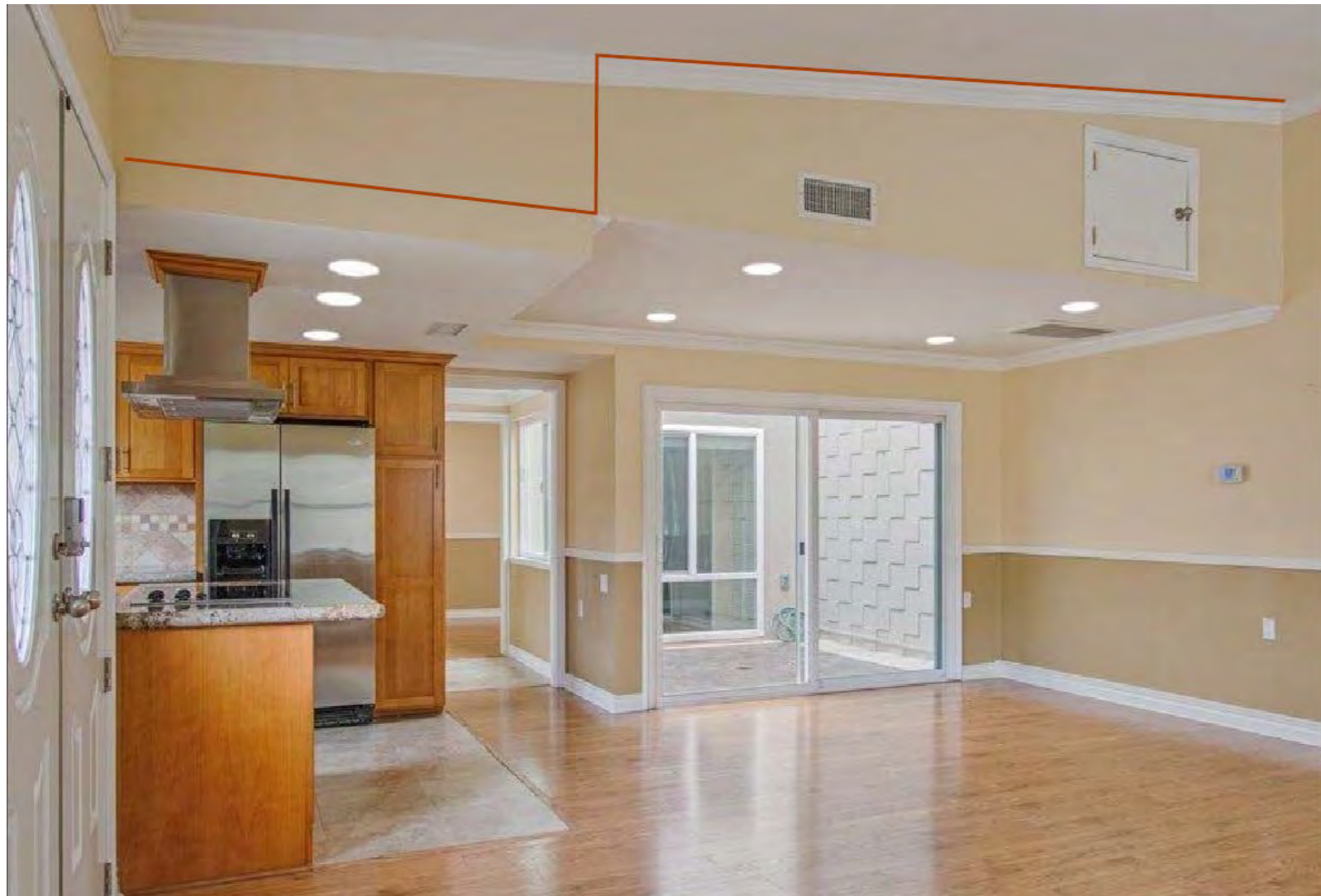


(3) Proposed master bedroom window location



(3) Proposed master bedroom window location





— Proposed finished surface

Attachment 5





STAFF REPORT

DATE: June 21, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Claudia Nelson of 956-G (Coronado, PP08)
Patio Enclosure and Trellis

RECOMMENDATION

Staff recommends the Board approve the request for an enclosure and trellis on the front patio with the conditions stated in Appendix A.

BACKGROUND

Ms. Nelson of 956-G Calle Aragon, a Coronado style unit, requests Board approval of a variance to construct a patio enclosure and trellis on the original front patio of the unit which is Exclusive Use Common Area.

No Standard Plan exists on file for such an alteration; a variance is required.

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

DISCUSSION

Ms. Nelson proposes to construct a 10' wide by 12' long patio enclosure within the existing front patio of the unit. This will be achieved by pouring a new concrete slab within the patio and lowering the existing 5'4" slump stone block wall to 32" with new footings along the front elevation of the enclosure. The enclosure would be accomplished by adding three 3' wide by 5' tall windows with white vinyl framing to the front view.

The left elevation of the enclosure, which is inside the patio, will have a 32" slump stone block wall with a brick veneer (see Attachment 2) and three additional 3' wide by 5' tall windows with white vinyl framing.

The exterior right elevation (viewed from neighbor's side) would have the original 5' 6" block wall, with simulated stucco panels installed on top to match the existing building color.

The flat roof being proposed is to be tied in at the original roof height by removing the existing decorative fascia, constructing the new roof, and reinstalling the fascia along the enclosure's front and side elevations to maintain consistency with the building aesthetics.

A condition of approval requiring wet stamped structural drawings from a licensed engineer or architect have been added to show building code will be met.

Ms. Nelson proposes to cover the remaining open patio area with an aluminum lattice cover that can be issued as an over-the-counter Mutual Consent with Standard 20: Patio Cover Aluminum.

As part of the alteration, Ms. Nelson intends to replace the existing patio tile and replace the existing gate with a new 6' tall wrought iron gate. Both of these alterations can be accomplished via an over-the-counter Mutual Consent.

At the time of writing this report, there are no open Mutual Consents for unit 956-G.

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

A Neighbor Awareness Notice was sent to Units 955-E, 956-E, 956-F, 956-H, 957-A, 957-B, 957-N and 957-O on June 11, 2018, due to sharing common walls, having line of sight or being potentially affected during construction.

A similar patio enclosure with lattice patio cover was approved at unit 950-B in April 2004, and a similar patio enclosure was approved at 956-B in January 2004.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 956-G.

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: Site Plans
Attachment 2: Variance Request, May 17, 2018
Attachment 3: Photos
Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **956-G**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholder s ("Shareholder ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Alterations has been granted at **956-G** for **Patio Enclosure and Trellis**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Shareholder.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at 956-G and all future Mutual Shareholders at 956-G.
4. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
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. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
7. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Shareholder

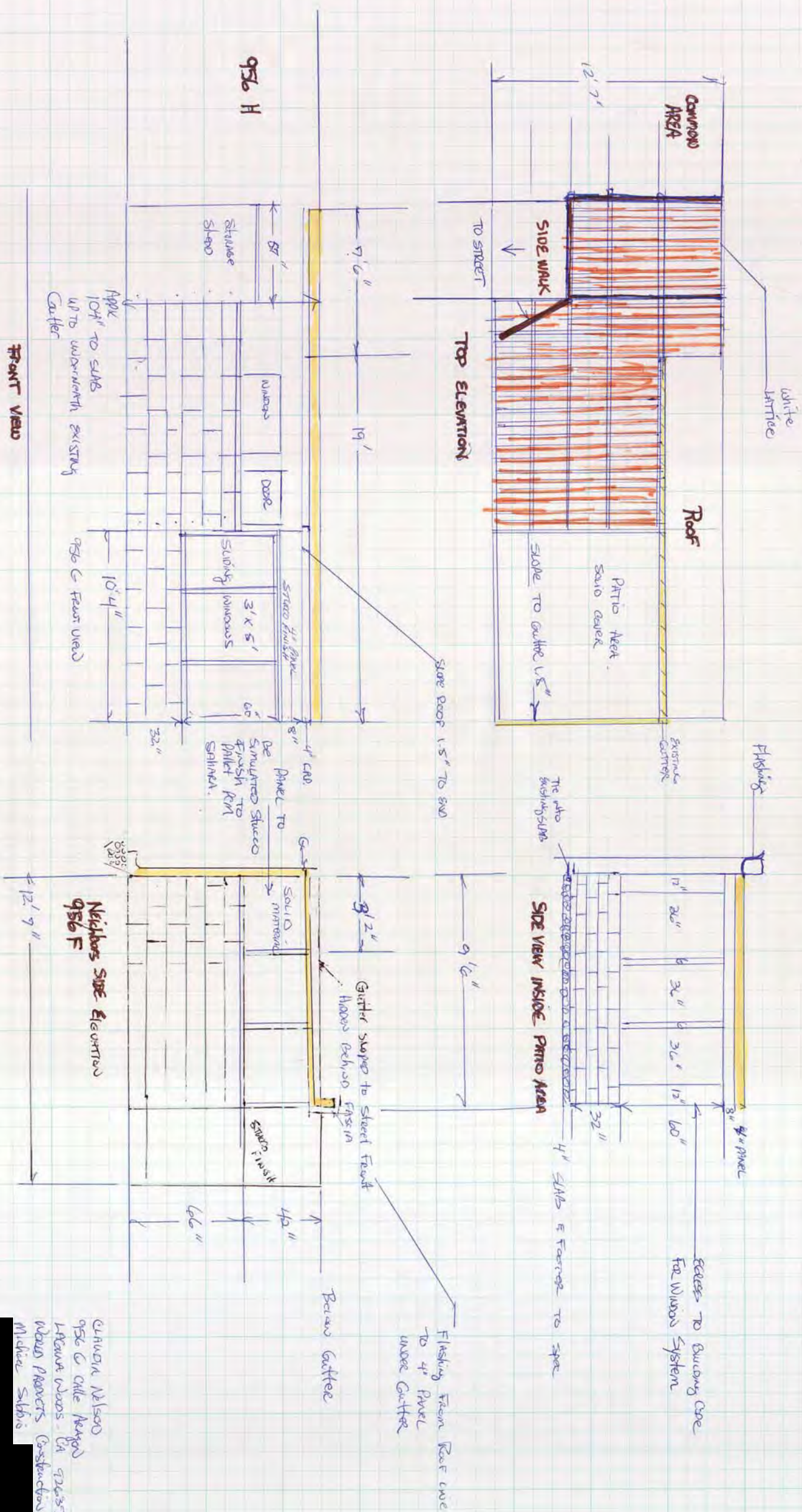
may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Shareholder's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.

8. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Shareholder. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
9. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing material such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
10. Prior to the issuance of a Mutual Consent for Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
11. Paver install must be set in compacted subgrade.
12. Shareholder hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
13. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
14. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.

15. Shareholder's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
16. 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.
17. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
18. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Shareholder or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Shareholder; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Shareholder's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
19. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Shareholder agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
20. Any remaining Conformance Deposit is refundable if the Shareholder notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Shareholder's address of record with the Mutual. Under no circumstances shall Shareholder be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Shareholder within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
21. 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>.

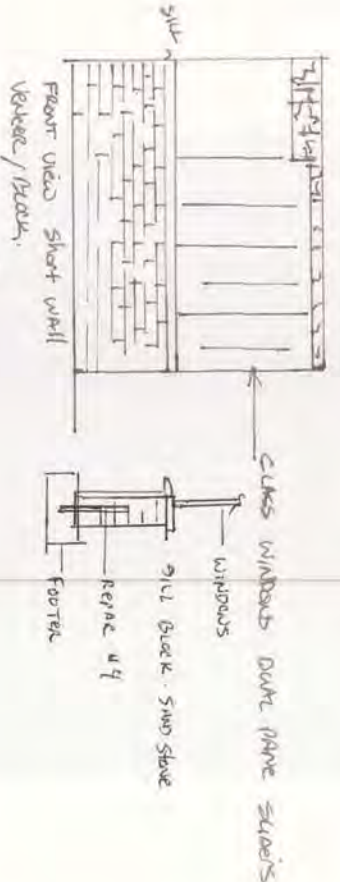
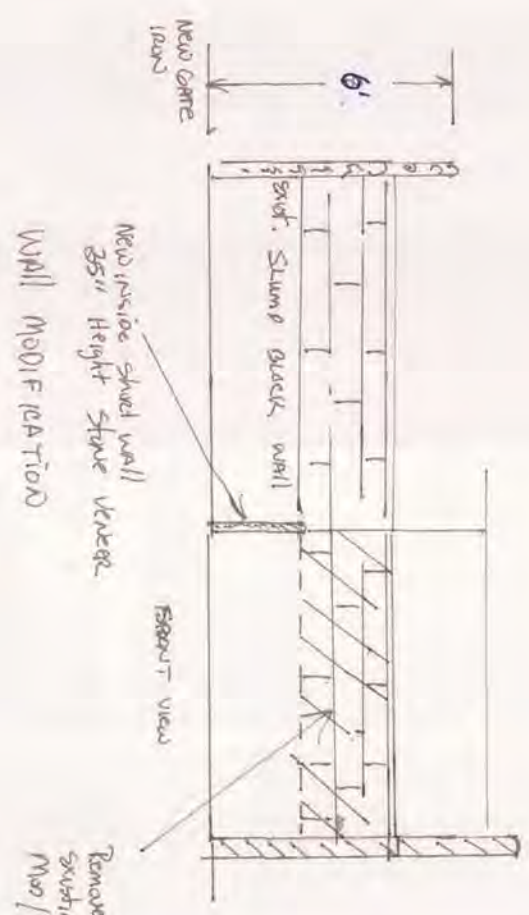
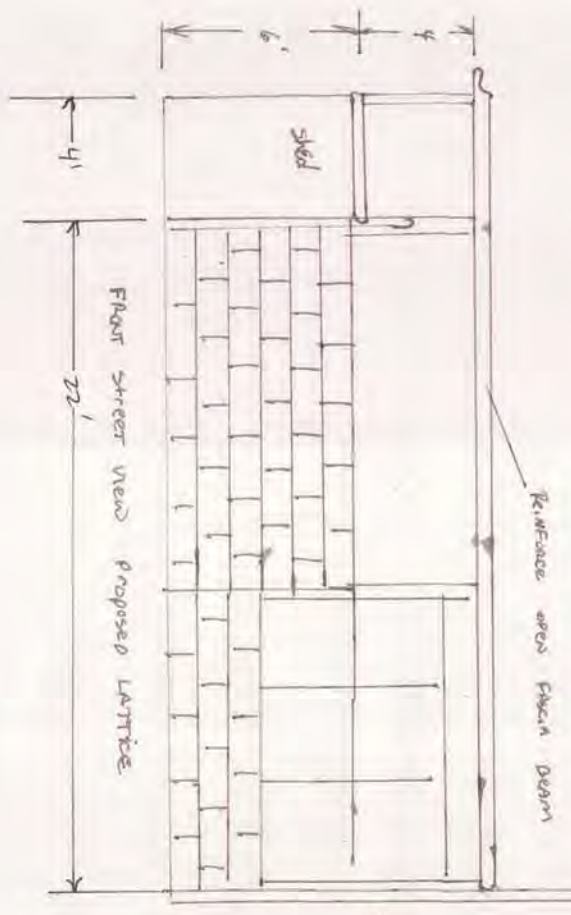
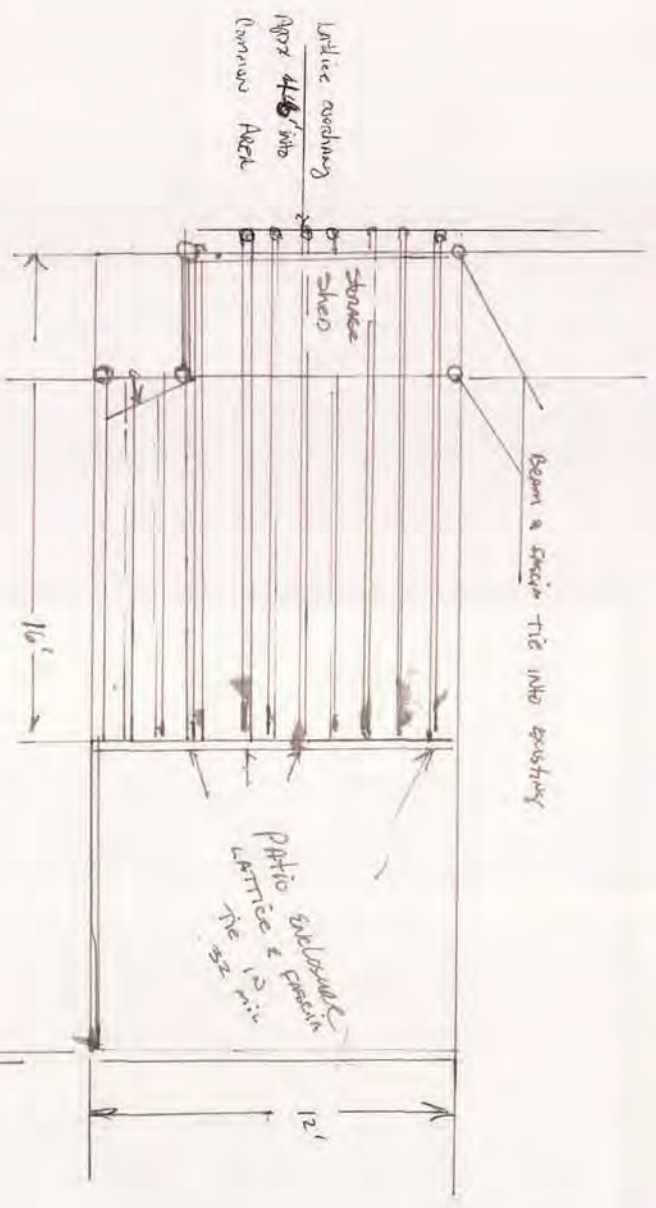
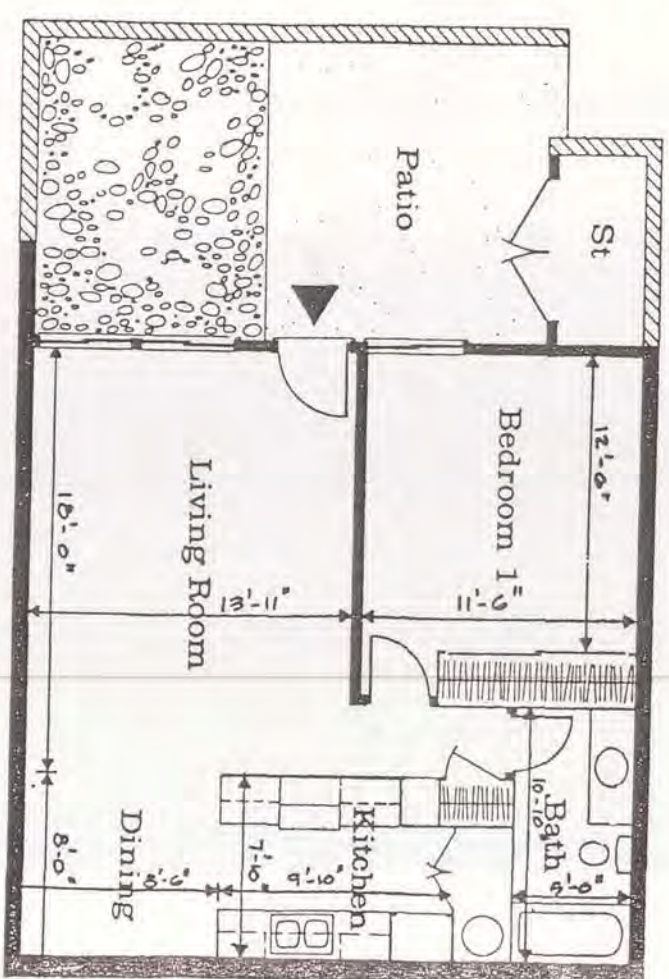
22. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
23. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
24. 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.
25. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. Any dumpster must be covered and locked at the end of each day. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
26. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
27. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
28. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
29. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.



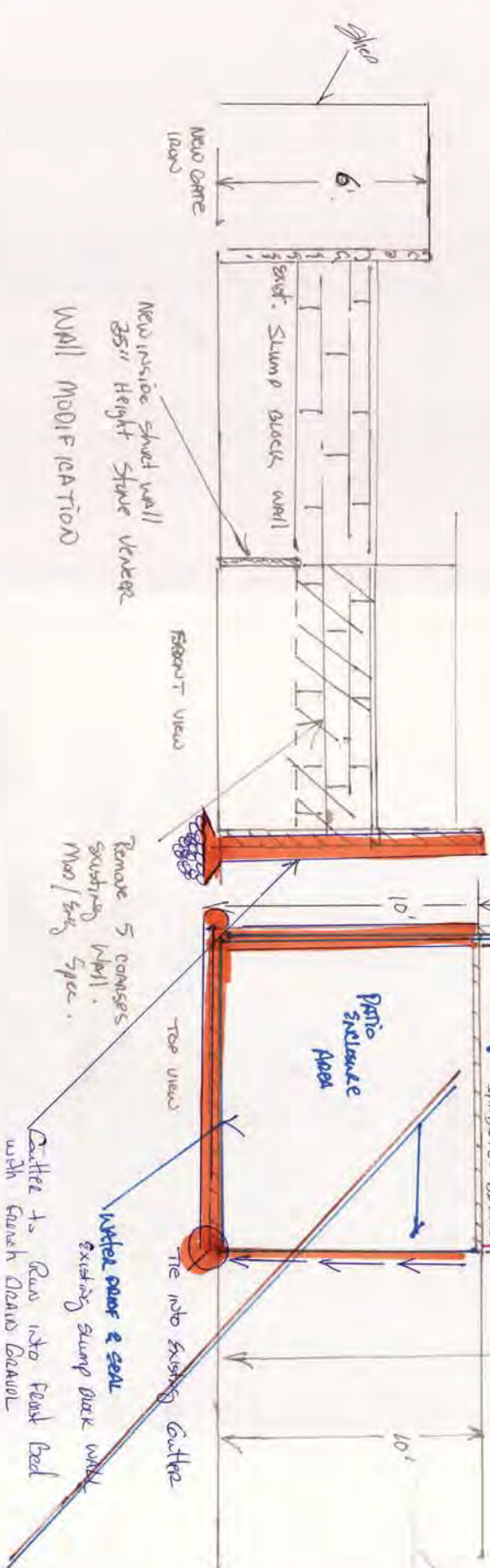
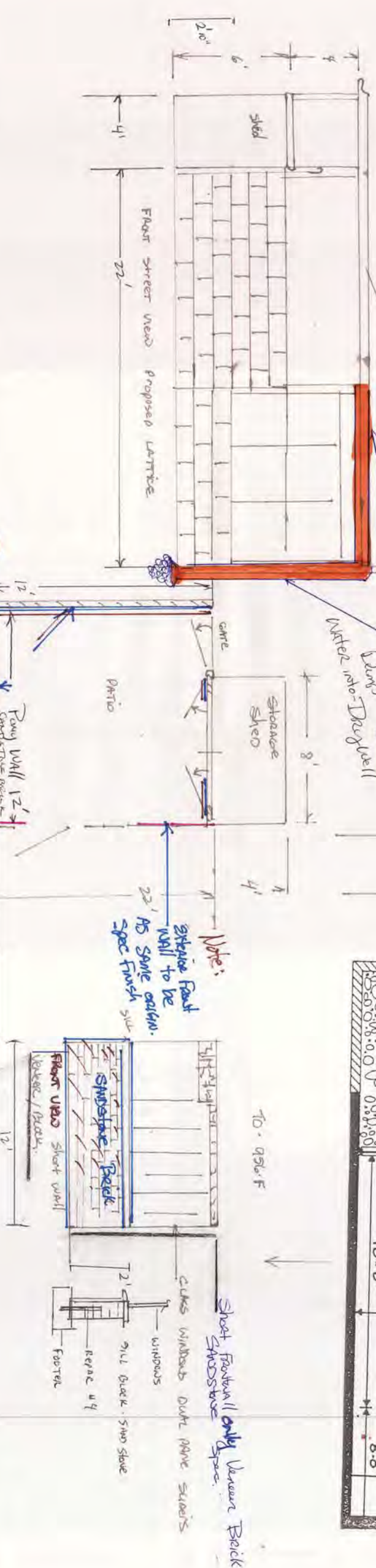
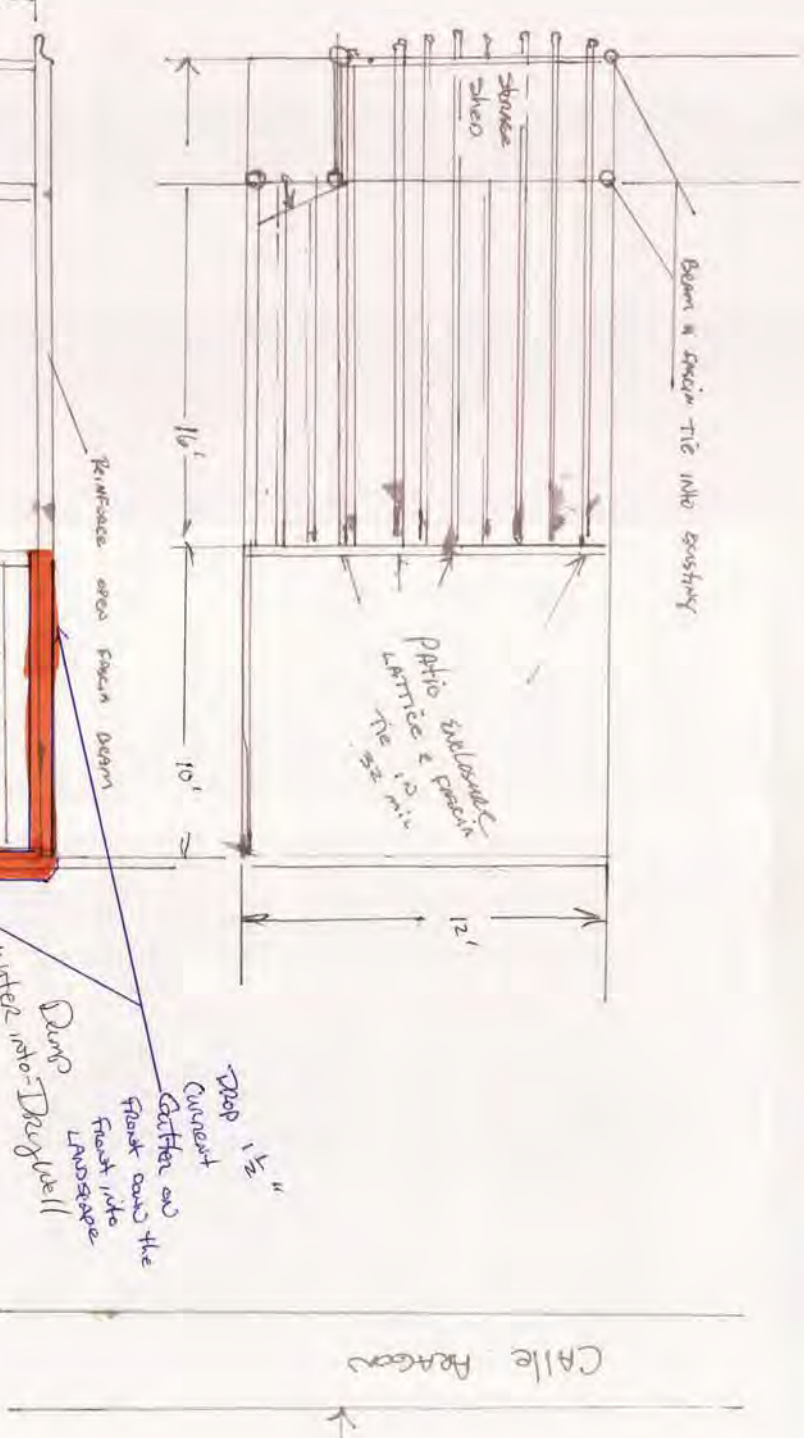
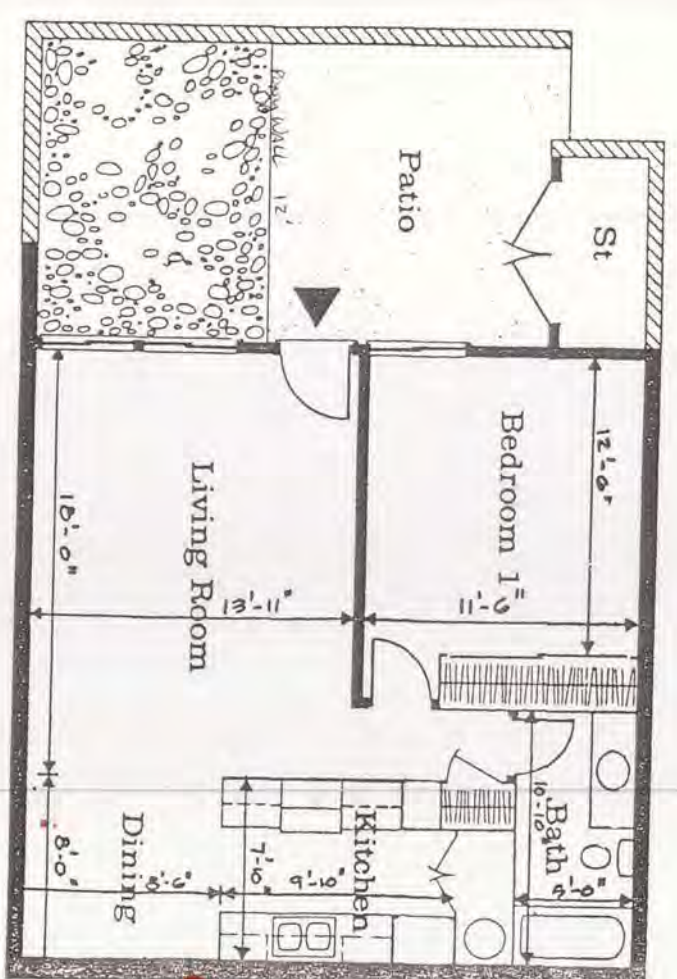
CHURCH 18500
956 C. C. HILL RD
LITTLE ROCK, AR 72207
WOOD PRODUCTS CONSTRUCTION INC.
MILWAUKEE, WISCONSIN

PATHE ENVELOPE / LATTICE
WOODS CONFIGURATIONS
WILL SPER, FOUNDER

Sale
 $\square = 1$



OWNER
CLAUDE NELSON
950 G Calle PLEASANT
LAKENIA WOODS, CA 92637
General Cont. World Product Const. INC
CA LIC 1020785
Discovered
Michael G. Sibbis
Patio Enclosure
Lattice
WALL MODIFICATIONS
Scale: $\frac{1}{4}'' = 1'$
Proposed Patio Enclosure and fascia lattice
Aluminum kymore. w/ steel reinforcement
115 mg n2



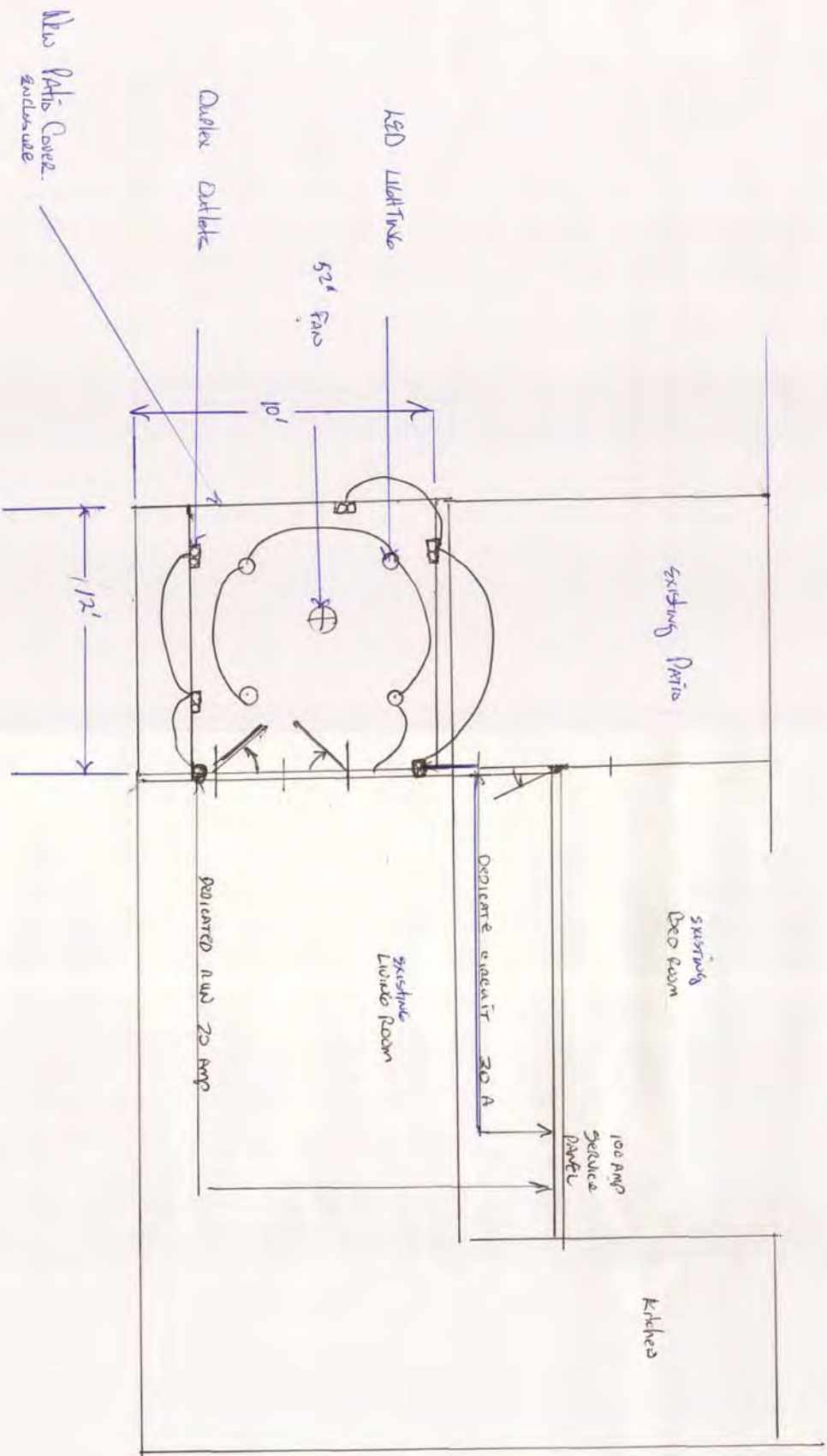
OWNER: CLAUDIA NELSON
950 E Calle Coronado
LAJARA WOODS, CA 92037
General Cont. World Product Const. Inc
CA Lic 1020785
Designer: Michael G. Sibbis
Planner: [REDACTED]
Patio Enclosure:
Lattice
Lattice
Scale: 1/4" = 1'-0"
Proposed patio enclosure and French lattice
Aluminum Kynar. w/ steel reinforcement
115mp n2L
Note: Smooth stone finish inside walls only



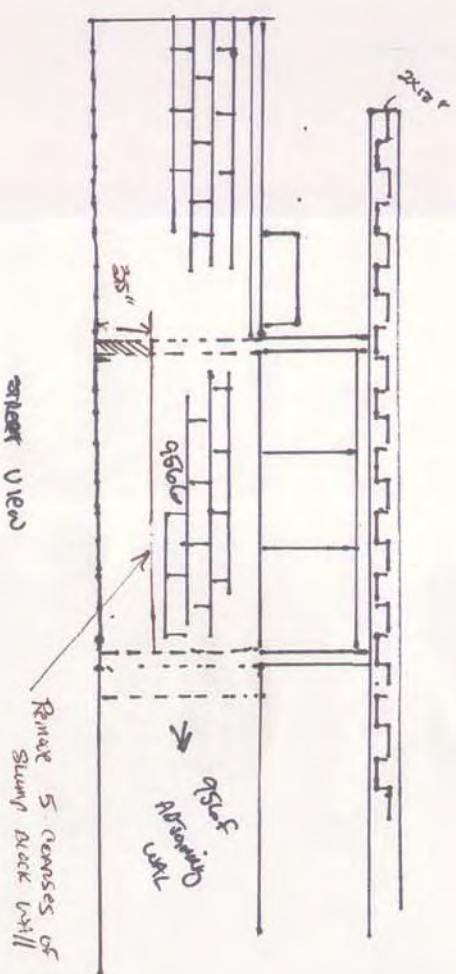
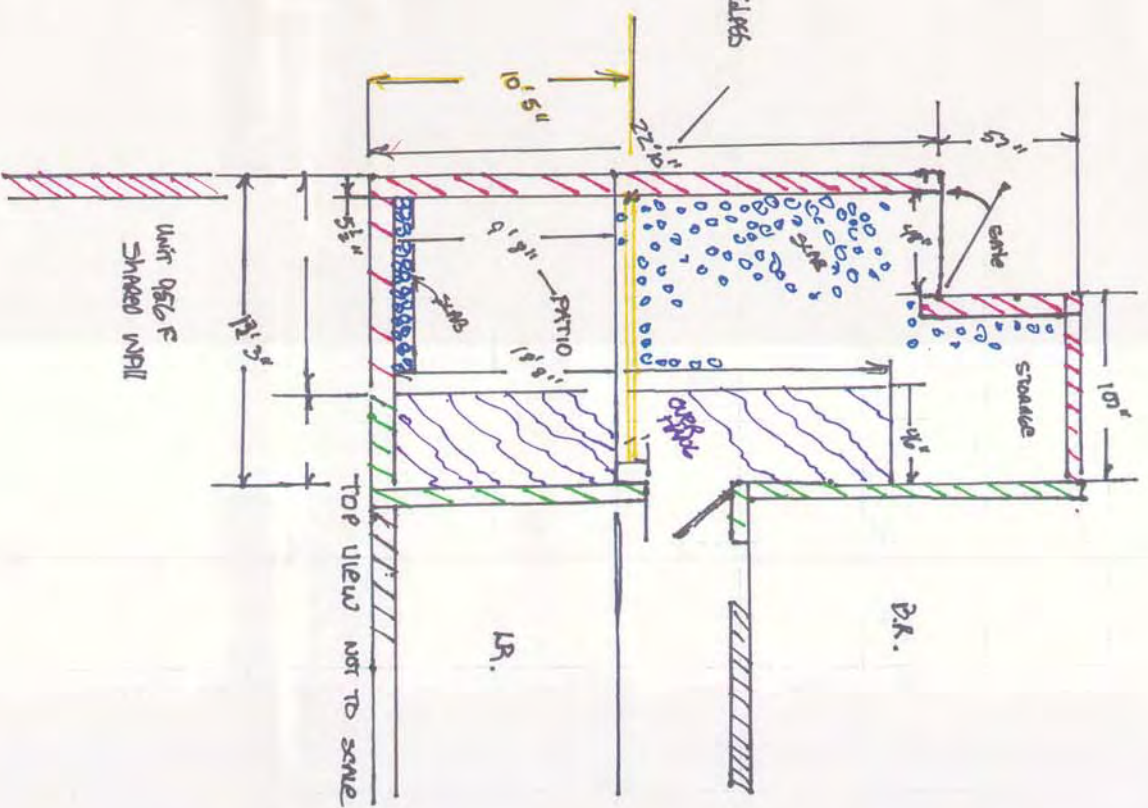
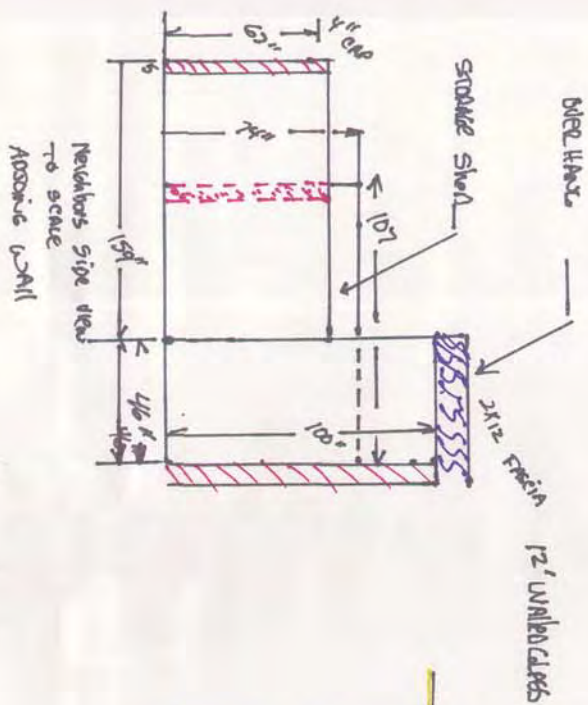
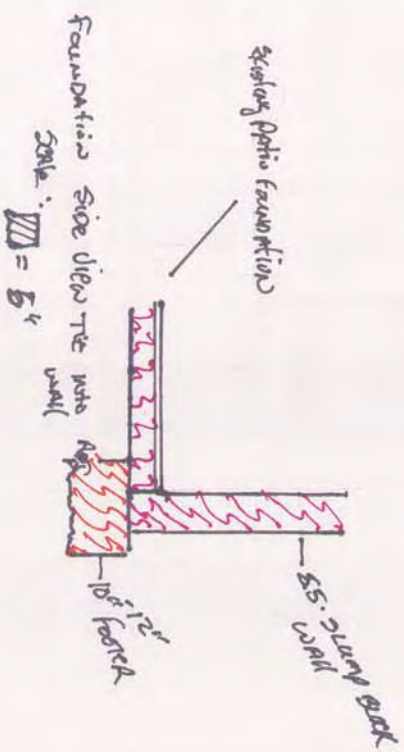
NEW BLOCK
EXISTING SLAB
NEW FOOTER

9516 CILE AVE
LAUREN WOODS, CA 92657
CLAUDE NELSON OWNER
WPC

Michael Siebo Designer
Concrete and Footer, Las Vegas NV
Sept 10, 2015.
Scale 1/4" = 1'



CLAUDE NELSON
 956 G. CALLE NEGRON
 LAGUNA WOODS, CA
 92653-1000
 [REDACTED] Construction
 Michael Sabido
 Electrical Schematic
 Patio Enclosure
 Scale 1" = 1'
 ⊕ FAN
 ○ 3" RECESSED LED
 --- CIRCUIT
 □ Duplex outlet
 CROWN UNIT
 ADEQUATE "A"



मिति:

Woburn Peanuts Leave 18th. inc.
 Lilaia Nelson
 956 G CHILE ALACON
 LKALMA WOODS, CA 92637
 CARANAO (P208) (P212) (P208)
 Datto Cover
 Stuartan Ethnographic Lygait

Legend

Scale


Existing walls

The new plane

And existing

Old plane

Existing concrete

 = 1'



Laguna Woods Village

MANOR # 956 G☒ ULWM☐ TLHM

Variance Request Form

SA 21257454

Model: <u>Coronado</u>	Plan: <u>PPOB</u>	Date: <u>5/18/2018</u>
Member Name: <u>CLAUDIA Nelson</u>	Signature: <u>Claudia Nelson</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>WORLD PRODUCTS CONSTRUCTION</u>	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) <u>956 G Calle Aragon LAGUNA WOODS CA 92637</u>		

Description of Proposed Variance Request ONLY:

- 1) ADD A Patio Cover
- 2) ADD LATTICE OVER PATIO AREA AS per plans
- 3) install New 6' Gate to entry
- 4) Finish Floor of patio w/ ~~tiles~~ ^{tiles}
- 5) Finish inside wall w/ smooth stucco
- 6) New Block wall w/ Brick Sandstone

Dimensions of Proposed variance Alterations ONLY:

10' x 12' AS per PLAN PER ENCLOSURE

12 x 12 Lattice connected to

Patio Front

Block wall 12' x 2'



FOR OFFICE USE ONLY

RECEIVED BY: Alorahanna B DATE RECEIVED: 5-17-18 Check# 2046 BY: World Products Construction

Alteration Variance Request	Complete Submittal Cut Off Date: <u>5-18-18</u>
Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input checked="" type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>6-21-18</u> Board Meeting: <u>7-23-18</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other: _____



WORLD PRODUCTS CONSTRUCTION INC.

MICHAEL SIBBIO
GENERAL CONTRACTOR
LIC # 1020785

Project Location
956 G Calle Aragon
Laguna Woods, Ca 92637
Designer /Michael Sibbio

CLAUDIA NELSON /OWNER

RE: PROJECT NOTES FOR PATIO ENCLOSURE AND LATTICE WORK

5/17/2018

Dear Claudia;

Please find attached the following to submit with your variance request.

- 1) 2 copies of the general project construction design.
- 2) Drawings and pictures of the proposed modifications for the foundation, wall removal, electrical layout, lattice, patio cover footprint, gate, slump block wall removal, short wall for the patio enclosure, as well as material concepts and product tear sheets.
- 3) A 3 -dimensional simple rendering of what the finished design would look like.
- 4) Photos of other Coronado manors in your community that have constructed similar patio enclosures and/or trellis systems for the board to see and review.

Please note that our design would incorporate the following improvements to those existing units already built and approved by both the City of Laguna Woods and the mutual /village.

- 1) Newer roof materials:
4" insulated panel instead of a 3" panel that would have a more energy efficient rating to help you save energy.
- 2) A more energy efficient wall and window system.
- 3) Two optional fascia designs that would give you more ceiling height as well as aesthetic appeal.



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LINKEDIN URL



WORLD PRODUCTS CONSTRUCTION

WHERE SHOULD YOU MOUNT THE CEILING PANELS AND WHY?

There are three OPTIONS to consider when mounting the ceiling panels.

- 1) Remove the original fascia boards. Mount the roof panels at the same height as the original roof line. Reuse the existing fascia boards on the front and/or fabricate new ones to match the existing. This gives you more ceiling height and also looks more integrated with the original design of the manor. Wrap around the entire roof and lattice line.
- 2) Mount the roof panels to the existing fascia board just below the gutter line. This also gives you more ceiling height. The standard white aluminum fascia system would be utilized.
- 3) Mount the roof panels directly under the existing roof overhang and fascia boards. This is how the pictures enclosed demonstrates. Your ceiling height would be 6" shorter. You would also have less energy savings as this design does not allow you to utilize a better insulated panel that would help energy conservation.

The best way

Attaching the panels utilizing the first option is the best way to keep the original building aesthetics as well as receive more energy savings. You would also gain additional ceiling height and head room.

The second option of mounting the panels directly to the existing fascia boards and flash the panels to the fascia boards without interrupting the existing gutter



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Agenda Item #10



LINKEDIN URL
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WORLD PRODUCTS CONSTRUCTION

system also gives you more head room and energy savings. Since you wouldn't be parallel to the original roof line, aluminum fascia would be used. 4" ceiling panels would be mounted just below the gutter that is attached to the existing front fascia boards.

Trellis System

The extended trellis system design covers more area to block the sun. By extending the trellis over the shed, more indirect sun reflection at the heat of the day is blocked.

This modification gives the unit a longer presentation and more appeal from the street.

An example may be seen in **units 946** where a trellis system is utilized currently in the village.

Please note:

The design showing the room panels attached **DIRECTLY TO THE FASCIA BOARD** instead of **UNDERNEATH THE FASCIA BOARDS** as illustrated in the attached photo of **unit 950 C** allows 5 more inches of ceiling height.

BEFORE any mechanical structural drawings that may be needed are ordered we will need to determine what the board will allow and why.

Engineering for the walls are still required by the city before removal of the wall would begin providing our preliminary design is approved by the mutual.



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WORLD PRODUCTS CONSTRUCTION

I will be available for the day of the meeting with the mutual for the project review whereby if the board has any construction or design questions or concerns.

Thank you for your continued support and consideration.

Sincerely,

World Products Construction



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Agenda Item #10



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DIMENSIONAL VIEW
956 G CALLE ARAJON
CORONADO UNIT

ATTACH ROOFING TO EXISTING FASCIA
MOVE OUT FASCIA DESIGN TO THE FRONT

60% LATTICE COVER SPACING

SOLID 4" OCU
RATIO
COVER

12' ROOF PANELS

105" TO THE MIDDLE
OF THE EXISTING
FASCIA

Gutter

Neighbors
unit

GATE TO BE
SAME HEIGHT
AS SHED

756 G Calle Aragon
Patio view front
to be modified

ATTACH ZONE AT THIS
POINT AND GLASS TO EXISTING
ROOF UNDER THE GUTTER

Windows

Four-inch Window System (Aluminum Frame)

Adjustable brass rollers with heavy-duty roller housings at top and bottom of window frames are smooth rolling and prevent unwanted window removal.

Tapered interlocks on window sashes plus integrated glide buttons create a snug, rattle-free seal when closed

Two sweep latches per window provide extra security and a snug weathertight seal.

Fixed transom windows allow more of the outdoors inside. Available in dual tempered safety glass.

All sliding windows are 60" tall allowing for more light and a greater view.

All extrusions feature full thermal barrier protection for greater year-round comfort.

All insulated glass is tempered and professionally sealed to create a high performance glazing system.

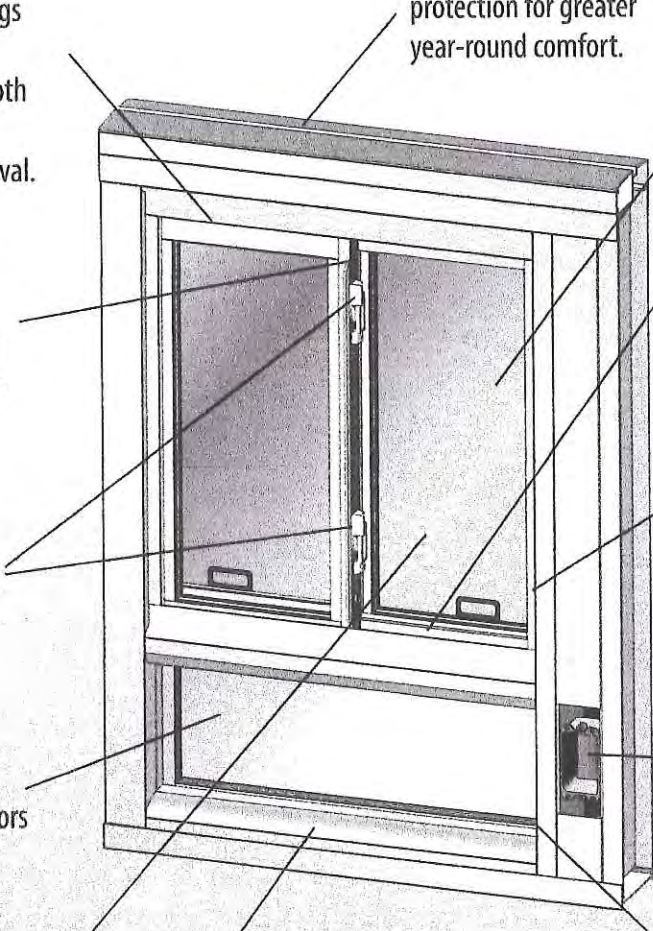
Radius window sills feature sloping design and flap-covered weep holes to drain sills and keep out wind, dust and insects.

Color coordinated weatherstripping with built-in fin-seal creates a weathertight and attractive-looking window.

Vertical electrical raceways are integrated into wall and accept standard UL electrical fixtures.

Radius transition window sills and headers create a more aesthetic appearance and eliminate sharp edges and corners.

All window frames feature custom designed foam seal gaskets to eliminate leaks.



To complement our 4-inch wall system, we manufacture corresponding 4-inch thick windows. In harsher climates, such as those where the temperature can exceed 100 degrees in the summer or routinely fall below freezing in the winter, our 4-inch walls and thermally broken 4-inch windows can provide year round comfort.

1. Vinyl Frame White 4" system
 Tempered glass Dual Pane
 Can convert to screen room w/ Removable Sash



4" wall

60"

36"

956 Co Calle Aragon

Windows Approved by City
 of Laguna Woods Spec
 White
 For Project

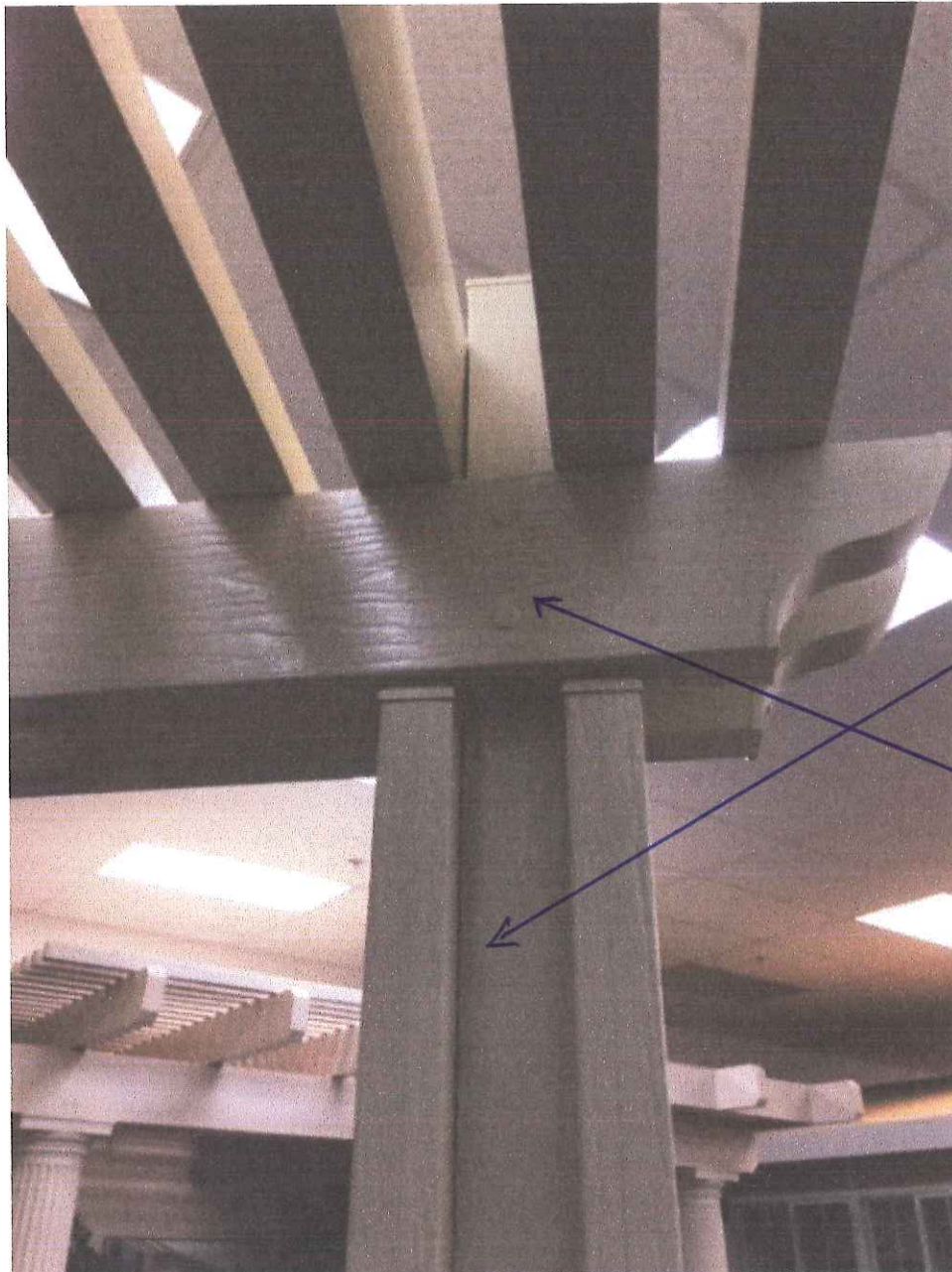
Double Pane Vertical Slider

BRICK VENEER MATERIAL FOR INSIDE SHORT WALL.



2" X 3" Heavy Duty TUBES
KYNAR COATING

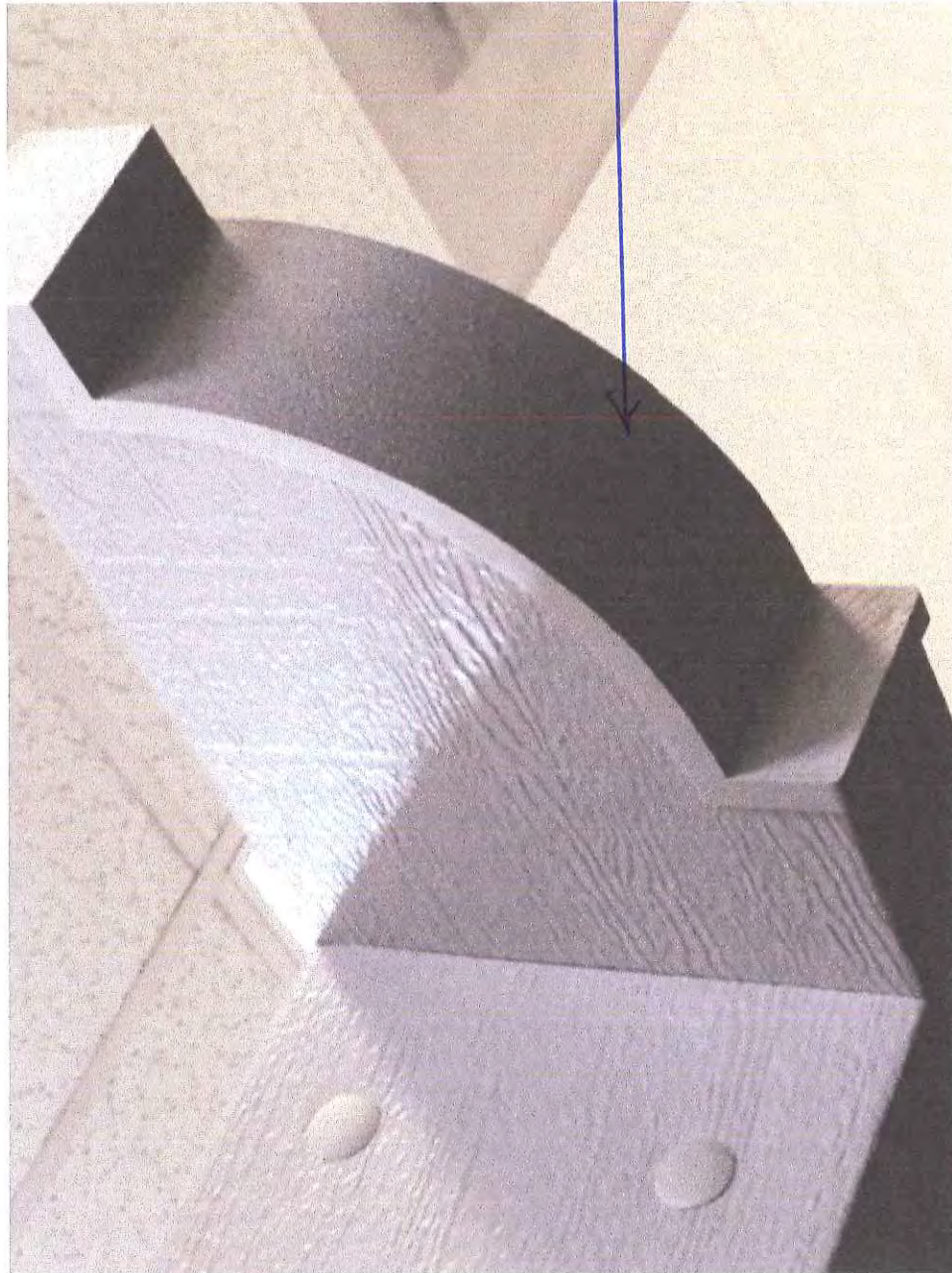
5" OC 2" Spacing 70% Coverage.



Support
Beam
Configuration

Double
RAFTER
Support
TO SPEC
OC 24'-36"

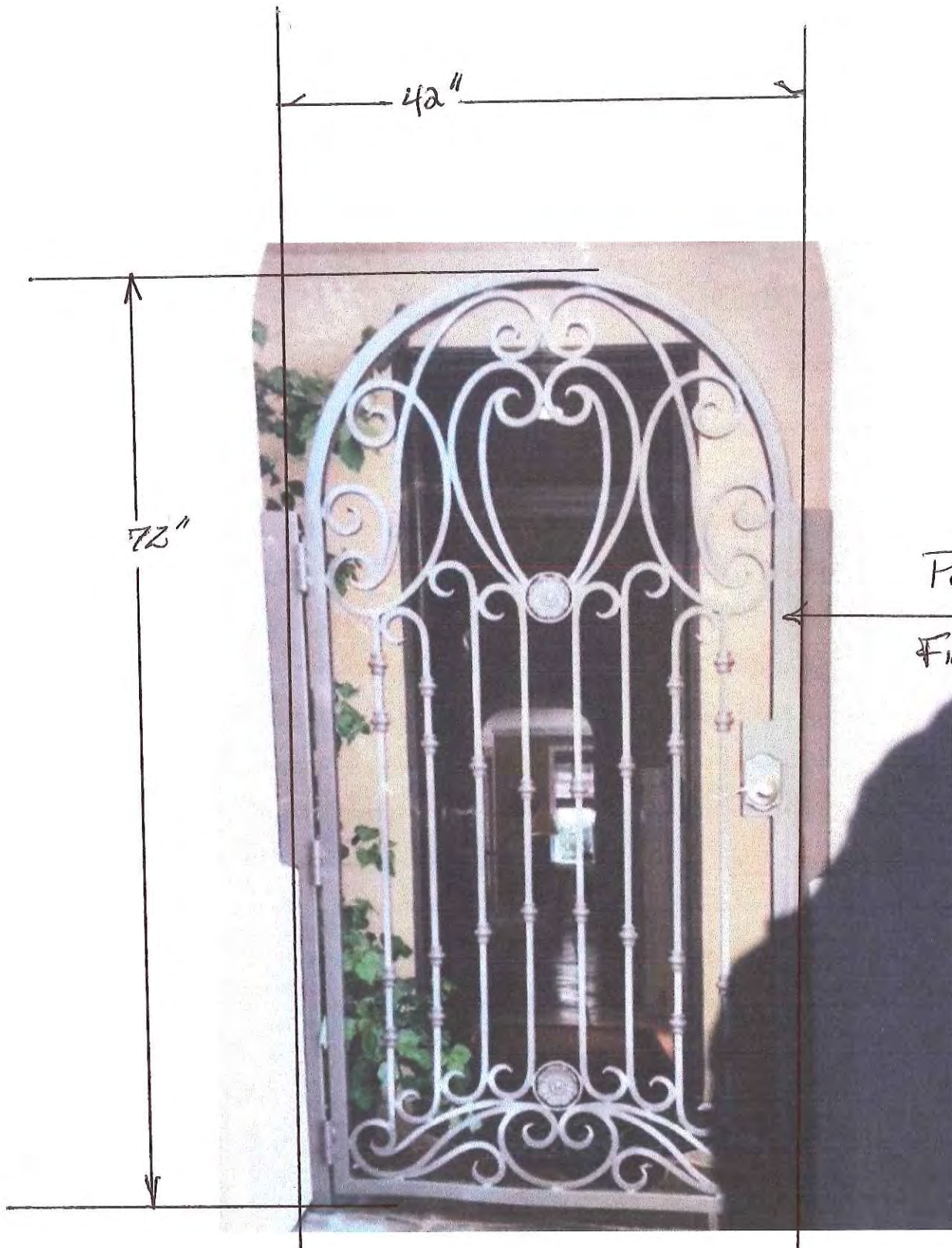
956 G Calle Aragon



Corbel
Appx 6

overhang
24" OC

950 C call Aragon



Powder Coat
Finish to
LAGUNA WOODS
SPEC.
TO BE
FABRICATED

956 G Calle ARAGON
Entry Gate

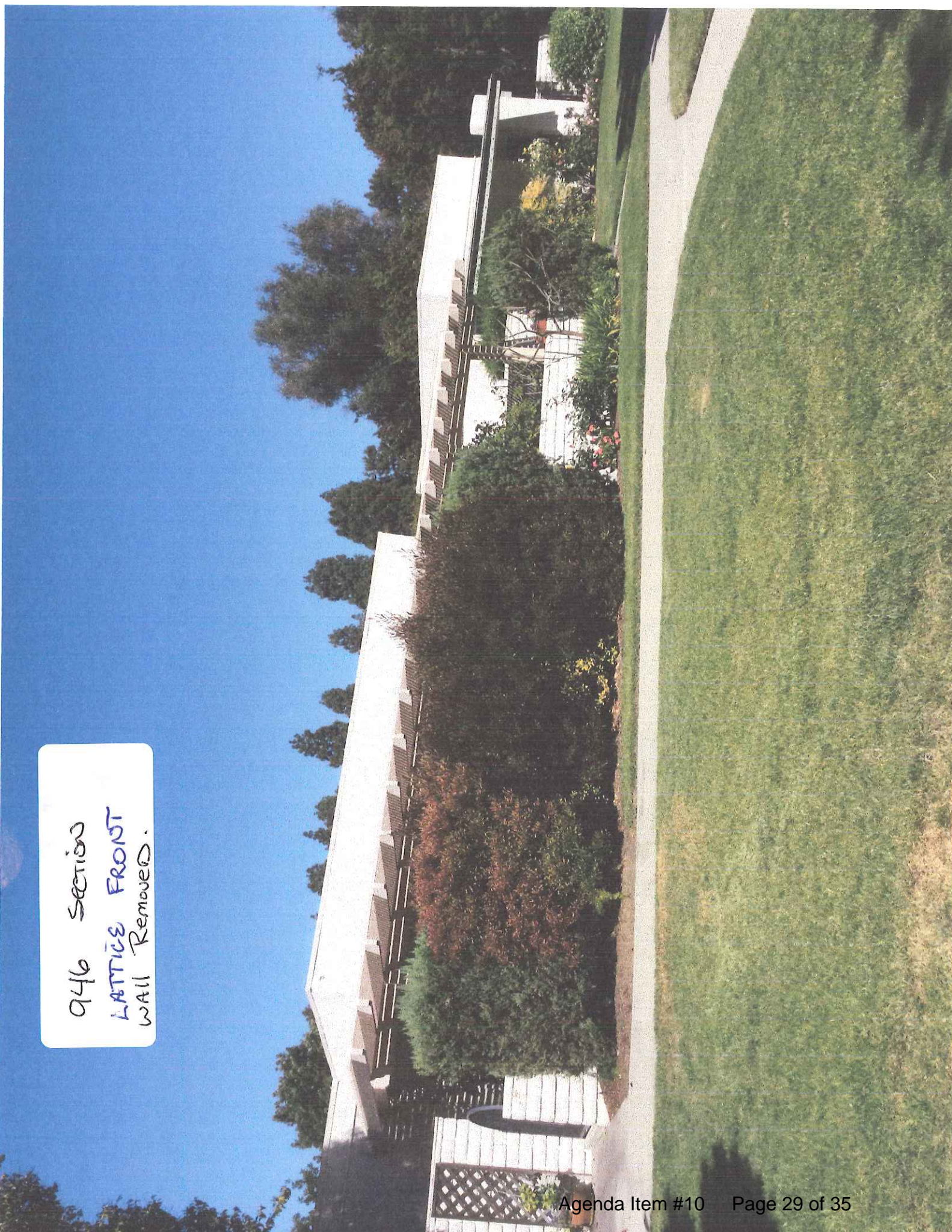
956 B
STREET SIDE VIEW

956 B

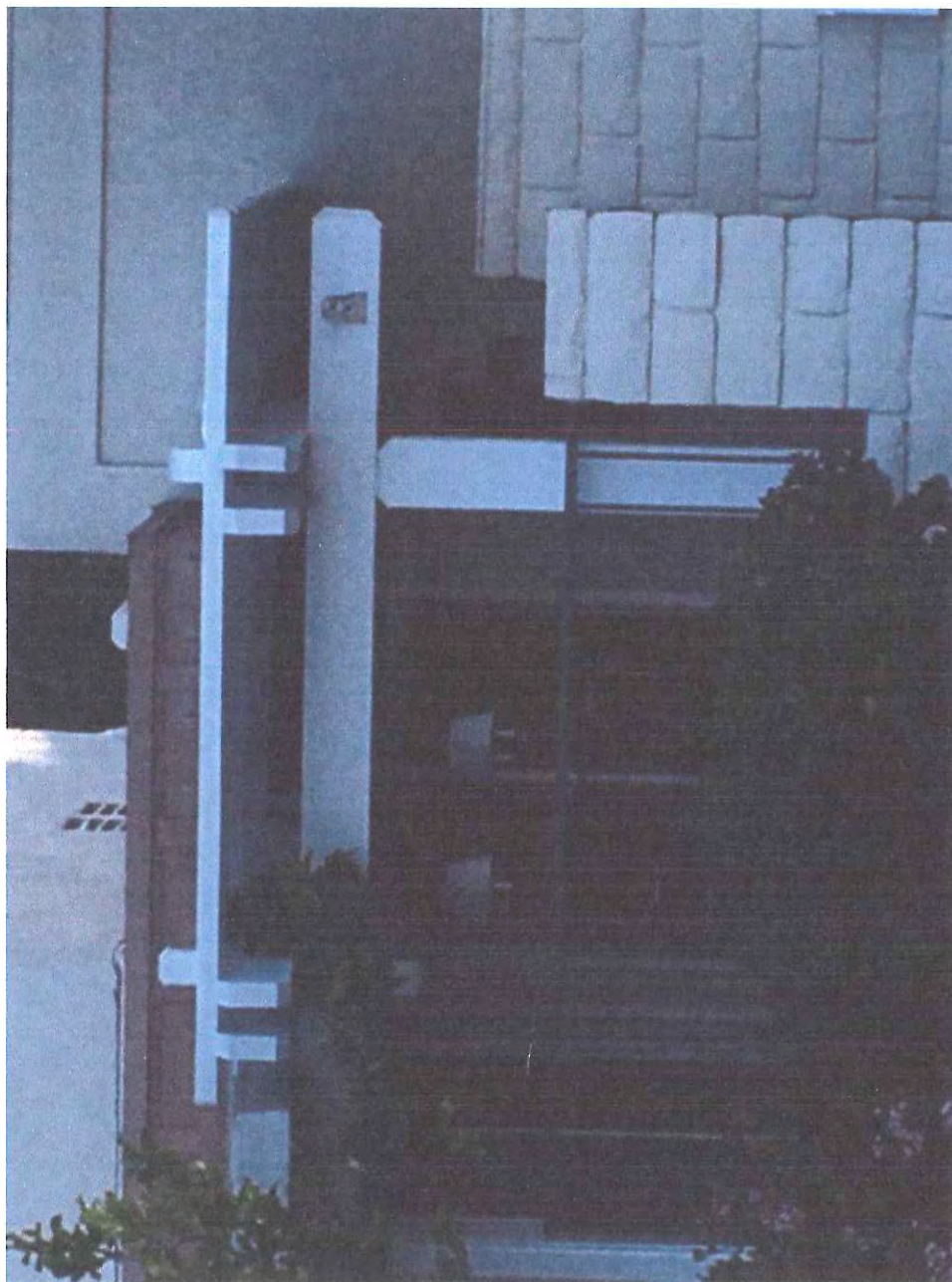
side view to
Necklines unit

956 B
ENTRY & FRONT

Q46 Section
LATTICE FRONT
WALL REMOVED.



950-C-
Room w/ LATTICE



950 C Front View
Room & Lattice



Attachment 3







Attachment 4





SECTION 11 DOORS, EXTERIOR

JUNE 1999

REVISED NOVEMBER 2003, RESOLUTION 01-03-152

REVISED FEBRUARY 2007, RESOLUTION 01-07-18

REVISED FEBRUARY 2008, RESOLUTION 01-08-18

REVISED AUGUST 2008, RESOLUTION 01-08-142

REVISED DECEMBER 2010, RESOLUTION 01-10-269

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED JULY 2018, RESOLUTION 01-18-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 TYPES OF DOORS

2.1 All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware that is harmonious with the existing designs of the Community.

2.2 Dutch doors, French doors, and double door conversions to single doors, with or without ~~sidelites~~sidelights, are allowed in an area that faces into a patio or courtyard surrounded by walls, or is more than 25 feet away from other front doors.

2.3 Security/Screen door additions are acceptable.

3.0 APPLICATIONS

3.1 All doors shall be of wood, fiberglass, or vinyl clad materials. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.

- 3.2** The exterior of the doors shall match the Mutual's approved paint colors of the building's body color, trim color, or approved accent colors as determined by the Mutual, or be of natural wood, white, or black.
- 3.3** Any required irrigation or landscaping modifications resulting from the door (or required stoop) installation must be performed by the Mutual, at the Mutual Member's expense.
- 3.4** Address letters shall be placed in plain view, minimum 4 inches in height with a ½ inch stroke; in a contrasting color to the door or the building to the side of or above the door.
- 3.5** Existing double entry doors may be changed to a single entry door, sidelights are permitted. If the header height is changed, Staff approval is required. If header change is significant, a variance will be required.
- 3.6** Existing header height must remain unchanged.
- 3.7** Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.



STANDARD 13 LIFTS

MAY 2000, RESOLUTION U-00-43

REVISED OCTOBER 2000, RESOLUTION U-00-77

REVISED SEPTEMBER 2001, RESOLUTION U-01-96

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED, JUNE 2018, RESOLUTION 01-18-57

REVISED JULY 2018, RESOLUTION 01-18-XX

Before a wheelchair lift can be installed onto Mutual property, the following requirements must be agreed to by the requesting ~~member~~Member(s) and his/her Mutual:

1. All installation costs to be paid by the participating ~~member~~Member(s) shall be paid in advance, in a single lump sum to the Mutual.
2. Upon completion of construction and issuance of a Certificate of Occupancy by the City of Laguna Woods, the Mutual will assume ownership of the improvement. The Mutual will be responsible for the cost for the ongoing maintenance, repair, annual operation certification, insurance, replacement reserves, and cost for power.
3. ~~Member~~Member(s) further agree that once the lift is installed on Mutual property, ~~member~~Members shall have no right to remove or restrict the use of the lift in any way.
4. The ~~member~~Member(s) shall agree that said lift is open and available to any resident in the Mutual and/or their guests requiring use for handicap access. Lifts requiring a key for operation are prohibited.
5. Structural modifications and/or requirements will be performed by California licensed architect or civil/structural engineer and provided by the Mutual in the Standard Plans.

These plans must illustrate all modifications and/or additions to existing Mutual property and ~~will~~must include the following:

- a) Site plan
 - b) Floor plan
 - c) Roof plan
 - d) Electrical plan
 - e) Elevations
 - f) Section(s)
 - g) Details
6. Architectural site alterations to the Standard Plans may be required due to a variety of site-specific conditions. A site plan will indicate exactly where the lift will be installed on the Mutual's property. Costs for these sites specific alterations will be paid by the ~~member~~Member(s).



7. ~~Staff will,~~ On behalf of the ~~member~~ Member, Staff will contract with a licensed and insured installer to perform the installation. Staff will also inspect the alteration/construction. In addition, Staff will obtain all permits or licenses necessary for the installation and ongoing operation of the lift, prior to final inspection of the construction and the awarding of a Certificate of Occupancy and operating permit.
8. The lift manufacturer and model approved by United Laguna Hills Mutual is Savaria V-1504 ~~Concord "P.A.L.-ENS 120"~~ or equal.

- * Policy regarding lifts requested by non-disabled ~~member~~ Members is stated in Resolution U-00-77
- * Policy regarding the establishment of disability is stated in Resolution U-01-22.
- * Policy regarding the waiving of the normal contractor bidding process is stated in Resolution U-01-96.

~~UNITED LAGUNA WOODS MUTUAL~~



SECTION 14 EXHAUST FAN / VENT INSTALLATIONS

MAY 1996, RESOLUTION U-96-62

REVISED NOVEMBER 2003, RESOLUTION 01-03-153

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

[GENERAL REQUIREMENTS REVISED JUNE 2016, RESOLUTION 01-18-57](#)

[REVISED JUNE 2018, RESOLUTION 01-18-XXX](#)

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1 Exhaust fans may be located on flat, sloped, or gabled ends of roofs, regardless of roofing material provided proper sealant methods are applied.
- 2.2 Units installed on sloping roofs and gable ends must be painted a color to match ~~harmoniously with~~ the building.
- 2.3 All roofing work to accommodate fans shall conform to ~~all building codes~~ the International Building Code and standard drawings.
- 2.4 All electrical work shall conform to the latest edition of the N.E.C.
- ~~2.5 Exhaust fan units must be installed per standard plan drawings.~~
- 2.5 Units may be installed in an attic space provided it is directly above the Member's manor only.

3.0 UNIT SIZES

- 3.1 No exhaust-fan unit on flat roofs shall not project less than 6" ~~or but no~~ more than 12" above the roof surface.

- 3.2 No exhaust-fan unit or cover shall exceed 24" square.
- 3.3 No exhaust risers shall be within 12" of a ridge, vent stack or vertical member.

4.0 **UNIT TYPES**

- 4.1 Wind-driven turbine units and plastic units ~~will not be acceptable~~ are not permitted.
- 4.2 Fan units may operate on a thermostat or manual switch. ~~C.F.M. capacity optional.~~
- 4.3 Where desired, fans may be optional, although vents must be as outlined in all sections above. Fans may be installed behind an existing vent provided existing vent is not altered in any way.



STAFF REPORT

DATE: June 21, 2018
FOR: Architectural Controls and Standards Committee
SUBJECT: Unauthorized Alteration Fee

RECOMMENDATION

Approve the Unauthorized Alteration Fee.

BACKGROUND

On December 12, 2017, the Board passed Resolution 01-17-149, which adjusted the processing fees for Mutual Consents based on actual staff costs. Since that time, the Mutual has experienced an increase in alteration work being performed without proper Mutual Consents.

DISCUSSION

At the direction of the Board, the Alterations Division has worked closely with Security and Compliance Staff to enforce Mutual Rules and Regulations regarding alterations and construction activity. As a result of these efforts, Staff has seen an increase in requests for Mutual Consents for work that has been started or completed without prior authorization.

When un-authorized work is discovered, an Alterations Inspector is dispatched to the manor and investigates the circumstances. A Stop Work Notice is issued, complete documentation is performed, and a ticket is entered into the system for the Compliance Division follow-up to begin the hearing process. The Alterations Inspector returns to the manor within 5 days to ensure that the work has stopped.

After the Alterations Inspector completes the initial investigation and documentation, Compliance is notified. Compliance staff performs a follow up investigation, and if evidence of a violation is found, a notice is sent to the offending party describing the allegations and the disciplinary action that may ensue if not corrected. The matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. Payment of the Unauthorized Alteration processing fee does not preclude the Member from disciplinary action by the Board.

Compliance staff compiles the necessary documentation for a report to the Executive Hearing Committee. The Alterations Inspector returns to the manor within the following week to ensure that work has stopped.

On December 12, 2017, the Board passed Resolution 01-17-149, which adjusted the processing fees for Mutual Consents. The new fees were based on the administrative costs to process the documentation required for Mutual Consents. Due to the extended processes and additional staff involvement, processing unauthorized alterations adds significant additional administrative costs that were not included in the Resolution.

Civil Code §5600(b) states that the Mutual may charge fees to defray the costs for administering a service. The Compliance Division estimates that an average of five hours of staff time is spent processing each case; the Alterations Division estimates an average of three hours for of staff time for each incident. Based on actual administrative costs incurred, Staff proposes to charge an additional Unauthorized Alteration Fee of \$300 for processing unauthorized alterations.

FINANCIAL ANALYSIS

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

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Proposed Resolution 01-18-XX Unauthorized Alteration Fee

RESOLUTION 01-18-XX

Unauthorized Alteration Fee

WHEREAS, the Mutual has seen an increase in unauthorized alterations; and,

WHEREAS, significant staff time is necessary to investigate, document and process unauthorized alteration incidents.

NOW THEREFORE BE IT RESOLVED, July 10, 2018, that the Board of Directors hereby introduces the Unauthorized Alteration Fee;

RESOLVED FURTHER, effective September 1, 2018, the administrative fee for processing Mutual Consents after-the-fact will be \$300;

RESOLVED FURTHER, the fee shall be in addition to Board approved Mutual Consent processing fees;

RESOLVED FURTHER, payment of the Unauthorized Alteration Fee does not preclude the Member from disciplinary action by the Board;

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



STAFF REPORT

DATE: June 21, 2018
FOR: Architectural Controls and Standards Committee
SUBJECT: Damage Restoration Policy

RECOMMENDATION

Receive and File.

BACKGROUND

The Architectural Controls and Standards Committee directed Staff to clarify the policy for Damage Restoration in regards to moisture intrusion events.

DISCUSSION

In response to increased costs associated with damage restoration following moisture intrusion events, on August 8, 2006, the Board of Directors passed Resolution 01-06-75, establishing the Damage Restoration Policy. The policy was published in a table format (Attachment 1) and written for Staff use. The policy is clear, concise, and efficient for Staff to implement, but may be unclear for Members who do not work with these issues on a regular basis.

Staff has developed a hand out (Attachment 2) that explains the policy in detail and is given to Members who experience a moisture intrusion incident. The handout explains the policy in detail, as well as giving Members a thorough explanation of the process for obtaining reimbursement. Members are eligible for reimbursement if they choose to replace flooring or countertops with a choice other than standard. The Member then must hire an outside contractor to install the components and submit the documentation to the Mutual.

Staff uses a Damage Reimbursement Form (Attachment 3) for calculating the amount of funds to be reimbursed to the Member. This form is filled out by the Moisture Intrusion Coordinators and given to the Member. The allowance amounts are predetermined and calculated by staff.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Damage Restoration Policy, Resolution 01-06-75
Attachment 2: Damage Restoration Policy Handout
Attachment 3: Damage Reimbursement Request Form

ATTACHMENT 1

RESOLUTION 01-06-75

WHEREAS, over the past five years, costs associated with repair by outside services of units and buildings damaged within United Laguna Hills Mutual have increased significantly; and

WHEREAS, presently, the Mutual pays the insurance deductible when the source of the damage is not caused by actions of the member, lessee or guest; and

WHEREAS, Article 11(a), Section (2) and Article 12 of the General Conditions of the Occupancy Agreement specifically state that any restoration and repair of redecoration, alterations, additions, fixtures or improvements installed by the Member or any predecessor of the Member shall be made by the Member, at the Member's expense;

NOW THEREFORE BE IT RESOLVED, August 8, 2006 that the Board of Directors of this Corporation hereby approves the Restoration Policy (Exhibit One, attached to the official minutes of this meeting), which states that Members are responsible for repairs and/or replacement of upgrades, redecoration, and improvements to the Unit. The Mutual will provide an allowance for standard restoration and that Members continue to be responsible for damage they cause; and

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

CURRENT DAMAGE RESTORATION POLICY AS PER GOVERNING DOCUMENTS adopted 8/8/2006

UNITED LAGUNA HILLS MUTUAL

<p>Responsible for repairs to the unit. Note that the Mutual pays for repairs to the building which are not caused by negligence of the Member/owner/lessee or guest. The Member is always responsible for alterations, decoration and improvements including complete responsibility for air conditioners, wood flooring, tile flooring, upgraded carpeting, cabinetry, wallpaper, etc. The Member/Owner is always responsible for personal property, loss of use, and cost to live elsewhere during repair.</p>	
Cause of Damage	Member/Owner
Leak in Slab	Alterations/Improvements/Redecoration
Leak in Wall	Alterations/Improvements/Redecoration
Mainline Stoppage	Alterations/Improvements/Redecoration
Multiple Fixture Stoppage	Alterations/Improvements/Redecoration
Sprinklers hitting house	Alterations/Improvements/Redecoration
Toilet Base Leaks	Alterations/Improvements/Redecoration
Water Heater Leaks	Alterations/Improvements/Redecoration
Rain Leaks - (if not in alteration)	Alterations/Improvements/Redecoration
Window Leaks from Rain	Alterations/Improvements/Redecoration
Window sweating where window not working properly	Alterations/Improvements/Redecoration
Negligence of Member/Owner/Guest/Resident	x
Plumbing Leaks in Alterations	x
Rain Leaks in Alterations	x
Single Fixture Stoppage	x
Stopper left in sink, tub, or shower caused overflow	x
Toilet Tank Leaks/damaged by resident	x
Window sweating causes damage to building if nothing wrong with window	x
Window sweating if nothing wrong with window	x
Excess Humidity in unit	
Keeping closed up and hot	x
Not using fans when cooking/bathing	x
Numerous plants - hothouse effect	x
Pets cause dampness	x
Fire Damage to Unit	Cause may determine who is responsible for the damage

Claims will be turned in to the Mutual's insurer if they exceed the deductible. The member should always notify their own insurer immediately
Members are always responsible for permitted alterations including removal and replacement for repairs to the building.

The Mutual will expect the member to obtain proper insurance for this type of loss and, if the Mutual makes repairs, will bill the Member for damage
Members must inform the Mutual through the Property Services Department of damage including those involving water, fire, rain, humidity and windows, etc.
If there is a delay in notification any resultant damage may be the responsibility of the member/owner.

**IF MEMBERS DO NOT WISH TO PAY FOR REPAIRS TO THEIR ALTERATIONS/IMPROVEMENTS, THE MUTUAL MAY CHOOSE TO
MAKE REPAIRS AND BILL THE MEMBER FOR THE ITEMS WHICH ARE THE RESPONSIBILITY OF THE MEMBER TO REPAIR.**

Article 11 Section (c) and (d) of the Occupancy agreement



Damage Restoration Allowance Policy

Your unit has been damaged by a moisture intrusion event. We understand this situation is a significant disruption in your life. The Mutual and Village Management Services (VMS) empathize with your situation and will do our best to expedite the process of drying and restoring the damaged areas of your unit and minimize inconvenience for you. A Moisture Intrusion Coordinator has been assigned to your incident.

If there are alterations to your unit, or personal property that have been damaged by this event, we suggest that you contact your insurer immediately. You will want them to investigate and adjust your claim in a timely manner. You should also contact your insurer if this event resulted from your negligence or the negligence of a tenant.

The Mutual has adopted a Restoration Policy which dictates the Mutual will pay for repairs to the building and its original interior components, provided the damage is not the result of an alteration or negligence by the member. On occasion, the process of drying your unit will cause us to remove some interior components (flooring, cabinets, drywall, etc.).

Per the Restoration policy, the Mutual will repair or replace at its expense:

- Drywall on the original walls and ceiling with standard paint finishes
- Standard sheet vinyl flooring in kitchens and bathrooms
- Standard cabinets and plastic laminate counter tops in kitchens and bathrooms
- Standard grade carpeting in the living room and bedrooms

The listed standard replacements will be provided and installed by the Mutual, using a contractor selected by the Mutual.

Per the Restoration Policy, you are responsible for repair or replacement of alterations such as:

- Custom finishes including custom wall painting, wallpaper, mirrored walls, etc.
- Upgraded flooring such as wood, laminate, tile, upgraded carpet, etc.
- Non-Standard countertops and cabinetry
- Non-Standard fixtures and appliances

If the unit's upgraded cabinetry, flooring, countertops or other interior components have been damaged by the moisture intrusion or removed through the act of restoring damaged areas, the Mutual can replace those components with the standard components listed above at no cost to you.



Damage Restoration Reimbursement

There may have been upgraded components damaged by the moisture intrusion or removed through the act of restoring damaged areas. If you choose to have these components replaced with the same or similar grade components, you may do so using a contractor of your own choice and you pay directly. If you choose to use this event to upgrade from the standard components you may do so using a contractor you pay directly.

In these circumstances, the Mutual will provide a dollar allowance for reimbursement equal to the cost to the Mutual for the installation of standard components. Once your contractor completes the work and you have paid them in full, you may request reimbursement from the Mutual.

Please advise your Coordinator if you do not want the standard replacement component provided by the Mutual and that you plan to perform the work using your own contractor. The Coordinator will advise you of which fixtures and flooring will be replaced by the Mutual as part of the damage restoration process. The Coordinator will also provide you with the allowance amount for reimbursement should you choose to have the work done by your own contractor.

Please note that the Mutual will reimburse you up to the allowance amount, but not more than what you paid for the restoration work. If you choose to proceed with having the restoration work performed by your own contractor, please follow the steps outlined below:

- 1) Inform your Coordinator of your plans to have the restoration work completed by a contractor of your choice and at your expense. The coordinator will:
 - a) Advise you of what work the Mutual will provide an allowance for
 - b) Prepare an allowance worksheet for your use detailing the item of work and the maximum reimbursement allowance
 - c) Provide you with the Damage Restoration Reimbursement Procedures
- 2) Proceed with completion of the work by your contractor. Please coordinate all work with your Coordinator to ensure any concurrent Mutual work can be completed without disruption.
- 3) Pay your contractor for work completed to your satisfaction. Obtain an itemized, signed, invoice from your contractor, indicating the contractor was paid in full for the completed work. The invoice must show a value for each of the items on your reimbursement request.
- 4) Upon completion of the work, submit all items required by the Damage Restoration Reimbursement Procedures:
 - a) Reimbursement Request Form
 - b) Copy of Vendor's Invoice
 - c) Proof of Payment in Full
 - d) Declaration Form

You may deliver these items to the Resident Services counter in the Laguna Woods Village Community Center or you may give them to your Coordinator.



Upon being notified of your request for reimbursement and receipt of the required documentation, your Coordinator will arrange for an inspection of your unit to verify that the work has been completed. After receipt of the required documentation and verification of work completion, a reimbursement package will be processed. Processing of the reimbursement package typically takes up to four weeks if the required documentation package is complete.

Moisture Intrusion Coordinator:

Phone:

Items To Be Replaced:

Estimated Replacement Allowance: \$

My signature below indicates I received a copy of this document and I understand the Damage Restoration Allowance and Reimbursement process.

Signature:

Name (Print):

Unit:

Date

DAMAGE RESTORATION REIMBURSEMENT REQUEST

Date _____ W} ãP~ { à^! : _____ Phone: _____

Requestor Name: _____ Cell/Email: _____

Mailing Address: _____

FOR OFFICE USE ONLY		
List Item(s) for Reimbursement	STELLAR Form Number	Allowance

Complete this document and attach the following:

- (1) receipt(s)
- (2) proof of payment(s)

This package should be submitted:

- *In person* Resident Services Desk at the Laguna Woods Village Community Center
- *Via mail* United Laguna Woods Mutual
 Attn: Irma Sato
 P.O. Box 2220, Laguna Woods, CA 92654-2220

Upon receipt of all documentation, a Declaration Form will be sent for your signature.

Component Replacement Reimbursements			
Countertops			
Plan Name	Kitchen	Bath 1	Bath 2
Barcelona	\$1,386	\$628	
Cadiz	\$1,498	\$433	
Casa Blanca	\$1,658	\$453	\$453
Casa Contenta	\$1,664	\$489	\$489
Casa Linda	\$1,622	\$529	\$529
Castilla	\$1,651	\$480	\$480
Cordoba	\$1,587	\$431	\$431
Coronado	\$1,106	\$437	
Grananda	\$1,585	\$580	
La Corona	\$1,509	\$524	\$524
Madrid	\$1,551	\$461	
Majorca	\$1,658	\$453	\$453
Monterrey	\$1,106	\$437	
San Sebastian	\$1,470	\$482	\$482
Seville	\$1,558	\$641	\$641
Valencia	\$1,624	\$552	
Flooring			
Plan Name	Kitchen	Bath 1	Bath 2
Barcelona	\$568	\$592	
Cadiz	\$552	\$497	
Casa Blanca	\$550	\$533	\$533
Casa Contenta	\$658	\$400	\$505
Casa Linda	\$559	\$378	\$378
Castilla	\$508	\$355	\$355
Cordoba	\$483	\$433	\$433
Cordoba (Jack & Jill)	\$483	\$866	
Coronado	\$545	\$469	
Grananda	\$595	\$584	
La Corona (Jack & Jill)	\$548	\$623	
Madrid	\$561	\$586	
Majorca	\$550	\$533	\$533
Monterrey	\$545	\$469	
San Sebastian (Jack & Jill)	\$625	\$673	
Seville	\$513	\$463	\$463
Valencia	\$542	\$584	
Standard Base Board		LF	\$5.75

Effective 4/1/14