



OPEN MEETING

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

**Thursday, October 18, 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 September 20, 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. 311-B (Cordoba, 1A4) - Atrium Enclosure and Retrofit Windows
9. Review Revisions to Architectural Standard 22: Patio Slabs
10. Review Revisions to Architectural Standard 24: Skylights

Reports:

11. Review and Discuss a Resolution for Changes to the Common Area Policy

Items for Future Agendas

None.

Concluding Business:

- 12. Committee Member Comments
- 13. Date of Next Meeting - November 15, 2018
- 14. 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, September 20, 2018 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Janey Dorrell - Chair, Cash Achrekar, Pat English, Don Tibbetts

DIRECTORS PRESENT: Maggie Blackwell

COMMITTEE MEMBERS ABSENT: Advisors Walt Ridley, Mike Mehrain, Kay Anderson

ADVISORS PRESENT: Advisor 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 Tibbetts seconded. The Committee was in unanimous support.

4. Approval of the Report for August 16, 2018

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

5. Committee Chair Remarks

None.

6. Member Comments

None.

7. Department Head Update

Mr. Wiemann reported that he spoke to the City Building Official and they perform a thorough plan check review and an engineer also reviews them for structural integrity.

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. 455-C (Madrid, 4) - Window Addition in Living Room

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

Committee requested that staff consider adding this floorplan to the Standard Plan for adding windows in the Madrid models.

9. 645-C (Cordoba, 1A4R) - Retain Previous Paint Scheme Entry Door Color

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

Staff recommended moving requests for retaining door color to the committee Consent Calendar in the future. The Committee was in unanimous support.

10. Review Revisions to Architectural Standard 19: Modesty Paneling; Balcony

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

11. Review Revisions to Architectural Standard 20: Patio Cover; Aluminum

Director Tibbetts moved that the color choices will be adobe, white, and beige. Director Blackwell seconded. The Committee was in unanimous support.

12. Review New Standard 44: Fences; Vinyl

Director Achrekar moved that a 2.8 be added stating that all vinyl fencing must be UV resistant. Director English seconded. The Committee was in unanimous support.

Reports:

13. Review and Discuss a Resolution for Changes to the Common Area Policy Regarding Alterations on Previously Granted Exclusive Use Common Area

The committee requested that for clarification purposes, Staff add wording to the resolution that if a Member wishes to add a permanent structure; it must be on the original footprint.

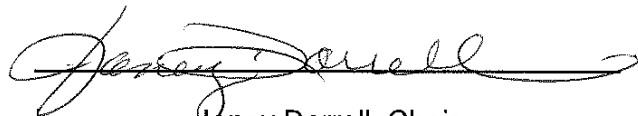
Director Tibbets made a motion for Staff to make the requested updates and bring the resolution back to committee for review next month. Director Achrekar seconded. Two committee members were in favor and two were opposed. Chair Dorrell broke the tie and was in favor of the motion. The motion passed.

Items for Future Agendas

None.

Concluding Business:

- 14. Committee Member Comments
- 15. Date of Next Meeting - October 18, 2018
- 16. Adjournment at 10:36 a.m.



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



STAFF REPORT

DATE: October 18, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Shumen Fine of 311-B (Cordoba, 1A4)
Atrium Enclosure and Retrofit Windows

RECOMMENDATION

Staff recommends the Board approve the request to enclose the atrium and retrofit existing windows with the conditions as stated in Appendix A.

BACKGROUND

Ms. Fine of 311-B Avenida Castilla, a Cordoba style unit, requests Board approval of a variance to replace the existing atrium cover with a built-up roof to create an atrium enclosure. The request also includes retrofit windows in both the kitchen and guest bedroom.

Due to the atrium enclosure not meeting the existing Architectural Standard for a Cordoba floor plan atrium enclosure, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

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

DISCUSSION

Ms. Fine is requesting to replace the existing atrium metal cover with a permanent built-up roof system in order to enclose the atrium and create a new den space in the unit.

The roof would include two 2' by 4' skylights and a ceiling fan.

A new concrete slab will be poured to raise the atrium floor to match the rest of the unit and cover the existing atrium drainage line.

The sliding glass door between the living room and atrium will be retrofitted with new vinyl sliding glass doors. The sliding glass door from the master bedroom to the atrium will be removed and replaced with smaller 5' wide by 6'8" tall French doors which vary from the Standard plan.

The existing hallway windows to the atrium will be filled in using a typical wood framing system with drywall and a new opening on the same wall will be made to install 5' wide by 6'8" tall French doors. Built in wall closets on either side of the new door are also proposed. The hallway door also differs from the Standard plan which shows no opening.

Ms. Fine also proposes to retrofit the kitchen and guest bedroom windows, which can be accomplished via Mutual Consent.

Currently, there are no open Mutual Consents for Unit 311-B.

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

A Neighbor Awareness Notice was sent to Units 311-A and 311-C on October 1, 2018, due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

Due to there being a Mutual Standard for an atrium enclosure in Cordoba units, applications can be processed over-the-counter, so long as the construction meets the Standard requirements. Staff found 164 atrium enclosure Mutual Consents on file for units of the same floor plan.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 311-B.

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, September 5, 2018
Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **311-B**, ("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 **311-B** for **Atrium Enclosure and Retrofitting Windows**, 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 311-B and all future Mutual Shareholders at 311-B.
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 Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
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. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
11. 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.
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. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
26. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
27. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
28. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
29. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, 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.

30. 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.

Variance Request Form

SA 21293350

Model: <u>CORDOBA</u>	Plan: <u>1A4</u>	Date: <u>Sep. 5 / 2018</u>
Member Name: <u>Shumen Fine</u>	Signature: <u>Shumen Fine</u>	
Phone: [REDACTED]	[REDACTED]	
Contractor Name/Co: <u>Laguna General Construction Inc.</u>	[REDACTED]	
Mailing Address: (to be used for official correspondence)		

Description of Proposed Variance Request ONLY: Remove Trellis, ^{Atrium} concrete & trellis area, replace two windows as shown on plans. Construct a new roof at existing trellis/~~area~~ ^{Atrium} area to convert that into a DEN ROOM as shown on plans. The new roof will match existing roof. Also, the windows will match existing material & style.

Dimensions of Proposed Variance Alterations ONLY: 15'-8" x 11'-7 1/2"



FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 9-5-18 Check# 1229 BY: Frank T.H. Fine

Alteration Variance Request Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Complete Submittal Cut Off Date: <u>9-14-18</u> Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>10-18-18</u> Board Meeting: <u>11-13-18</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____ Agenda Item #8 Page 9 of 10
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Attachment: 3





~~UNITED LAGUNA WOODS MUTUAL~~

~~SECTION STANDARD 22: PATIO SLABS~~ **EXTENSIONS**

MAY 1996, RESOLUTION U-96-62

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED NOVEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** ~~A Mutual Consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.~~
- 1.2 MEMBERS RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.~~
- 1.3 CODES AND REGULATIONS:** ~~All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.~~



- ~~1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM — 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~
- ~~1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~
- ~~1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.~~
- ~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.0 APPLICATIONS



- 2.1 Patio concrete slab must be at least 4" nominal thick and test at [520-C-2500 concrete](#) within 28 days. Wire mesh reinforcing (6x6 10-10) is mandatory.
- 2.2 Any unit wherein a wall or partial wall limits the extent of the original size of the slab will not be extended in any direction.
- 2.3 Patios which have planting or dirt areas inside the defined patio walls may be replaced with a concrete slab, providing it does not extend beyond the wall.
- 2.5 No slab extension may encroach into common area.
- 2.6 All installations must have a minimum slope of ¼" per foot and drain to [drain inlets or landscaping](#).

3.0 **PREPARATIONS**

- 3.1 In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.
- 3.2 No slab extension will be allowed that will restrict yard drainage.
- 3.3 No slab extension will be allowed in areas where access for maintenance is required.
- 3.4 In no case will concrete be placed over sprinklers, sprinkler lines, or other related items.



~~3.5 No slab extensions will be allowed that may encroach upon a view of a neighboring manor as determined by the Manor Alterations Department.~~

4.0 SPRINKLER REVISIONS

- 4.1** Sprinklers will be relocated as necessary only by VMS landscape crews, and the cost of such relocations shall be at the cost of the resident owner of that unit.
- 4.2** No sprinklers will be placed inside any patio area by VMS landscape crews. Any systems added shall not be connected to the Mutual-owned system.



~~UNITED LAGUNA WOODS MUTUAL~~

SECTION STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

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

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

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



- ~~1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM — 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~
- ~~1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~
- ~~1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.~~
- ~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~



2.0 **APPLICATIONS**

2.1 Skylights may be of openable or fixed type.

2.2 Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.

2.3 Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.

~~The skylight contractor shall guarantee watertight integrity of the skylight and roof for 5 years from date of installation, and shall repair, without charge to Member, any such defects.~~

2.4 Roofing applied to the area surrounding the skylight must be in strict conformance with the U.B.C., United Laguna Woods ~~Third~~ Mutual Standards, and standard drawings.

2.5 Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.

2.6 Skylights shall be in keeping with the architecture of the building and the lens shall be either off-white or smoke tinted in color. Clear skylights are not



acceptable on any roof. All skylights shall match other existing skylights in the manor. Approval by VMS Manor Alterations Department will be deemed in keeping with the existing architecture.

- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Manor Alterations [Department](#)[Division](#).
- 2.8** The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All [questionable-non-conforming](#) skylights to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with [Ggalvanized](#) or [equal-stainless steel](#) hex-head screws.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylights installations performed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed



requirements of Federal, State of local government regarding asbestos removal procedures.

2.13 All skylights shall be of I.C.~~I.B.O.~~ approved double lens construction.

2.14 Square-Flex™, ~~or~~ Sola-Tube®, ~~or~~ equivalent skylight tubes are permitted, ~~provided that the~~ The installation must meets all of the aforementioned ~~standards~~ requirements.

2.15 No trusses shall be cut in the installation of skylights.



STAFF REPORT

DATE: October 18, 2018
FOR: Architectural Controls and Standards Committee
SUBJECT: Proposed Revision to Land Use Policy

RECOMMENDATION

Approve the Revised Land Use Policy.

BACKGROUND

On June 13, 2017, the Board adopted Resolution 01-17-94 Revised Land Use Alteration Policy. This policy restricts the approval of alteration requests that include the use of common area. The original Land Use Policy, Resolution U-02-46, was adopted in April 2002, with revisions in 2002, 2004, 2007, 2008 and 2017.

DISCUSSION

The original Land Use Policy (Policy) permitted "Alterations beyond the manor footprint, not exceeding the 207 sq. ft. lifetime total..." with some floorplans being limited to 120 square feet. Subsequent revisions to the Policy also permitted alterations which exceeded the original footprints of the units. All of the revisions of the Policy followed Article 12 of the Occupancy Agreement which states, "The Member shall not make any structural alterations to the interior or exterior of the dwelling unit...without prior written consent of the Corporation."

As mentioned above, the most recent revision to the Policy restricts the use of common area of any unit beyond the existing footprint. A previous revision also grandfathered existing alterations; permitting any previous expansion to remain in place. The proposed revision to the Policy clarifies that grandfather clause.

The proposed revision to the Policy states that in regards to grandfathered alterations, no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like-for-like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration. For example, if an expanded patio currently has a patio enclosure constructed on it, that enclosure may only be replaced with a similar enclosure; no room addition will be granted on the expanded footprint.

The proposed resolution states that the determination of whether a proposed alteration is like-for-like shall be made by Staff, in consultation with the Committee, and subject to appeal to the Board. Simple applications for like-for-like improvements can be handled at staff level; more complex decisions will be referred to the Committee as variances.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution U-02-46; Original Land Use Alteration Policy

Attachment 2: Resolution 01-17-94; Existing Revised Land Use Alteration Policy

Attachment 3: Resolution 01-18-XX; Proposed Revised Land Use Alteration Policy

Attachment 4: Resolution 01-18-XX; Redline Proposed Revised Land Use Alteration Policy



RESOLUTION U-02-46

Land Use Alteration Policy (Original Version)

WHEREAS, residents have expressed a desire to perform alterations to improve their manors; and

WHEREAS, the Maintenance and Construction committee recommends that the Board establish policies and procedures for the construction of any alterations and modifications;

NOW THEREFORE BE IT RESOLVED, April 9, 2002 that the Board of Directors of this Corporation hereby establishes the following Land Use Alteration Policy:

1. Alterations within the manor footprint to enclose patios, atriums and balconies may be constructed with United Board approval as allowed in the past.
2. Alterations beyond the manor footprint, not exceeding the 207 sq. ft. lifetime total, may be constructed with United Board approval. Alterations may be done to any manor, but preferred alteration footprint limits to Barcelona, La Corona, Madrid, Seville, San Sebastian (one only 120 sq. ft. expansion) and Valencia manors are shown on the attached standard drawings.
3. Residents must present plans and elevations of proposed alterations to the United Maintenance and Construction Committee. Expansions may be denied for architectural incompatibility; or proximity of sidewalks, landscape or other constraints.
4. The resident shall pay for all costs associated with the alterations, including permits and all exterior modifications.
5. The mutual member shall notify neighbors who may be affected by the expansion, in writing prior to Maintenance and Construction Committee approval. Lack of consent from neighbors shall not necessarily be grounds for refusal. In the event that a manor is vacant, a reasonable attempt must be made to communicate with the owner of record.
6. All prior alterations made to manors within United Mutual before the passage of this new policy shall be grandfathered in and not taken down.
7. This policy is to be reviewed and approved by legal counsel.

RESOLVED FURTHER, that the United Alteration Standards adopted May, 1999, Resolution U-96-62 is hereby amended; 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.



U-02-46

LAND USE ALTERATION POLICY (EXISTING POLICY)

ADOPTED APRIL 2002, RESOLUTION U-02-46 REVISED
NOVEMBER 2002, RESOLUTION U-02-155 REVISED APRIL 2004,
RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 13, 2017, RESOLUTION 01-17-94

WHEREAS, the Board of Directors of United Laguna Woods Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions; and

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45 and 01-08-73 (collectively referred to as the "Land Use Policy") adopted and implemented the Land Use Policy to allow members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their manor; and

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board's policy to allow members to use common area for their exclusive use by making alterations to manors that expand the structure beyond the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and heard from the members (including in a town hall meeting on February 28, 2017, in Clubhouse 3) and has decided to terminate the Land Use Policy and not allow members to make exclusive use of common area through such alterations; and

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Land Use Policy be rescinded; and

BE IT FURTHER RESOLVED, that the Board of Directors shall not approve any alterations expanding the original footprint of manors, but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; 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.

Attachment 3
Proposed Policy

RESOLUTION 01-18-XX

LAND USE ALTERATION POLICY

ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155
REVISED APRIL 2004, RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 2017, RESOLUTION 01-17-94
REVISED NOVEMBER 2018, RESOLUTION 01-18-XX

WHEREAS, the Board of Directors of United Laguna Woods Mutual (“Board”) established policies and procedures for the construction of any alterations, additions and expansions;

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73 and 01-17-94 (collectively referred to as the “Land Use Policy”) adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit;

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board’s policy to allow members to use common area for their exclusive use by making alterations to units that expand the structure beyond the original footprint;

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans;

WHEREAS, members have been permitted to construct alterations on previously approved or grandfathered expansions of the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and having previously terminated the Land Use Policy that allowed members to make exclusive use of common area through such alterations.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board hereby introduces the Revised Land Use Policy; and

RESOLVED FURTHER, that the Board of Directors shall not approve any alterations expanding the original footprint of units, but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; and

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration;

RESOLVED FURTHER, that no new improvement, room extension, or room addition may be constructed on any previously approved or grandfathered expanded footprint area;

Attachment 3
Proposed Policy

RESOLVED FURTHER, that the determination of whether a proposed alteration is like-for-like shall be made by Staff, in consultation with the Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion;

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.

Attachment 4
(Redline of Proposed Policy)

RESOLUTION 01-18-XX

LAND USE ALTERATION POLICY

ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155
REVISED APRIL 2004, RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 2017, RESOLUTION 01-17-94
REVISED NOVEMBER 2018, RESOLUTION 01-18-XX

WHEREAS, the Board of Directors of United Laguna Woods Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions;

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73 and 01-17-94 (collectively referred to as the "Land Use Policy") adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit;

WHEREAS, members ~~have~~ had expressed concern over the Land Use Policy and, in general, the Board's policy to allow members to use common area for their exclusive use by making alterations to units that expand the structure beyond the original footprint;

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans;

WHEREAS, members have been permitted to construct alterations on previously approved or grandfathered expansions of the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel ~~and heard from the members (including in a town hall meeting on February 28, 2017, in Clubhouse 3) and has decided to terminate the Land Use Policy and not allow~~ and having previously terminated the Land Use Policy ~~and not allow~~ that allowed members to make exclusive use of common area through such alterations.

NOW THEREFORE BE IT RESOLVED, ~~June 13, 2017, that the Land Use Policy be rescinded~~ November 13, 2018, that the Board hereby introduces the Revised Land Use Policy; and

RESOLVED FURTHER, that the Board of Directors shall not approve any alterations expanding the original footprint of units, but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; and

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration;

RESOLVED FURTHER, that no new improvement, room extension, or room addition may be constructed on any previously approved or grandfathered expanded footprint area;

Attachment 4
(Redline of Proposed Policy)

RESOLVED FURTHER, that the determination of whether a proposed alteration is like-for-like shall be made by Staff, in consultation with the Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion;

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.