



**OPEN MEETING**

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

**Thursday, March 21, 2019 – 9:30 a.m.  
Laguna Woods Village Community Center Elm 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 January 17, 2019
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. 126-D (Majorca, 8A) Appeal to Board's Decision to Deny Doors on Alteration that Requires Landing on Common Area
9. 836-O (Cadiz, 6A) Install Stair Lift on Common Area Staircase
10. Discuss and Review Architectural Standard 18: Gutters and Downspouts

**Reports:**

11. Status of Mutual Consents

**Items for Future Agendas**

None.

**Concluding Business:**

12. Committee Member Comments
13. Date of Next Meeting - April 18, 2019
14. Adjournment

Cash Achrekar, Chair  
Brett Crane, Acting 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, January 17, 2019 – 9:30 a.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Cash Achrekar – Chair, Carl Randazzo, Juanita Skillman, Reza Bastani

**DIRECTORS PRESENT:** Andre Torng

**COMMITTEE MEMBERS ABSENT:** Gary Morrison, Advisor Mike Mehrain

**ADVISORS PRESENT:** Walt Ridley, Janey Dorrell

**STAFF PRESENT:** Kurt Wiemann, Gavin Fogg, Eve Morton, Lulu Boctor

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media were present.

**3. Approval of the Agenda**

Director Randazzo moved to approve the agenda. President Skillman seconded. The Committee was in unanimous support.

**4. Approval of the Report for October 18, 2018**

Director Randazzo moved to approve the agenda. President Skillman seconded. The Committee was in unanimous support.

**5. Committee Chair Remarks**

Chair Achrekar stated that he hoped to do a good job as Chair. He wants to be very fair.

**6. Member Comments**

None.

## **7. Department Head Update**

Mr. Wiemann reported back to the committee that the City does require a permit for flooring. The updates to the Alteration Fees will change slightly since he spoke to City.

### 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. 126-D (Majorca, 8A) Retain Unapproved Modification to Previous Variance Requiring Common Area**

President Skillman moved to accept Staff's recommendations which include the two conditions in the Staff Report. Director Randazzo seconded. The Committee was in unanimous support.

### Reports:

## **9. Discuss and Review Alteration Standard Plan Policy**

Mr Wiemann reviewed the proposed policy. Discussion ensued.

President Skillman moved to accept Staff's recommendation and send this on to the Board for their approval. Director Randazzo seconded. The motion passed. Director Bastani abstained.

### Items for Future Agendas

None.

### Concluding Business:

## **10. Committee Member Comments**

President Skillman is going to look into the possibility of walling off the back of the Board Room to use for some of the committee meetings which don't need the large Board Room.

Advisor Ridley asked if advisors will have access to the second floor after the security measures are put into place. He was told they would.

Advisor Dorrell said she liked the setup of a smaller room for this type of committee.

Mr. Wiemann state that he will be bringing the status of Mutual Consents to future committee meetings and will also include the information in the Department Head Update each month.

**11. Date of Next Meeting - February 21, 2019**

**12. Adjournment at 10:05 a.m.**



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Cash Achrekar, Chair  
Kurt Wiemann, Staff Officer  
Eve Morton, Alterations Coordinator 268-2565



## STAFF REPORT

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**DATE:** March 21, 2019  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Mr. Roger Flinn of 126-D (Majorca, 8A)  
Appeal to Board's Decision to Deny two Doors on Alteration that  
Require Landings on Common Area

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### **RECOMMENDATION**

Staff recommends the Board deny the appeal to retain doors on the room extension. Should the Board approve the appeal, staff recommends approval be with the conditions as stated in Appendix A.

### **BACKGROUND**

Following a routine building inspection, a Correction Notice was issued on November 8, 2018, for performing alterations outside of the approved Mutual Consent's scope of work. Following a Committee review of a request to retain the alteration Patio Enclosure as built, on February 12, 2018, the Board denied the use of doors on the alteration and approved the remaining changes.

On February 21, 2019, Mr. Flinn submitted an appeal to the Board's decision (Attachment 1).

The patio enclosure was constructed within the original patio area; the proposed concrete landings (that are required by Building Code for exterior doors) on either side of the patio enclosure fall onto Common Area.

Due to the existing United Mutual Common Area Usage Policy prohibiting any Common Area being granted to an individual Member for Exclusive Use, the policy requires Board approval prior to issuing a Mutual Consent.

Per the Committee's direction regarding variance requests for retaining non-authorized alterations, Compliance was notified on December 21, 2018, of the unauthorized alteration; a disciplinary hearing is pending.

### **DISCUSSION**

The plans submitted and approved for the original variance in June 2017, show plan and elevation drawings depicting only windows to be used to construct a 16'11" by 8' patio enclosure within the existing front patio of the unit (Appendix B). Due to the proposed glazing system containing only windows, Common Area was not required for the patio enclosure. Furthermore, staff made contact with the projects' architect prior to the Committee's review and confirmed that emergency egress requirements would be satisfied with both the proposed window system and the existing living room entry door.

During a recent inspection, staff found windows were replaced with a single swing door, 2'8" wide by 6'11" tall on both east and west elevations of the alteration. For the alteration to meet local and state building codes, the new doors to the patio enclosure would require a concrete landing that would fall onto Common Area.

Based upon the existing United Mutual Common Area Usage Policy, and with the ability to meet egress requirements using windows that do not require a landing on Common Area, staff recommends denial of doors on the alteration patio enclosure.

Currently, there is one pending Mutual Consent for Unit 126-D with 13 items:

Description	Issue Date	Mutual Permit
Door Revision, Entry	3/27/2017	170578
Retrofit Sliding Glass Door in Patio	3/27/2017	170578
Electrical Throughout	3/27/2017	170578
Retrofit all Windows	3/27/2017	170578
Tub to Shower	3/27/2017	170578
Shower to Shower	3/27/2017	170578
Demo Throughout	3/27/2017	170578
Central Heating and Air	3/27/2017	170578
Wall Revision in Kitchen	3/27/2017	170578
Wall Revision in Bathroom 1	3/27/2017	170578
Wall Revision in Bathroom 2	3/27/2017	170578
Electrical Panel, Changeout	3/27/2017	170578
Patio Enclosure (Variance)	3/27/2017	170578
Extension Permit	3/27/2017	170578

A City of Laguna Woods Building Department will verify compliance with all applicable building codes, and will sign off on the building permit.

A Neighbor Awareness Notice was sent to Units 126-A, 126-B, 126-C, 126-E, 126-F, 126-G, 126-H, 126-N, 126-O, 126-P, 126-Q, 126-R, 126-S, 126-T, 126-U, 201-A, 201-B, 201-C and 201-D, on March 7, 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.

There have been no alterations permitted on Common Area since the previous Common Area Usage Policy was voted into effect in June 13, 2017, via resolution 01-17-94. However, patio enclosures and room extensions onto Exclusive Use Common Area have been approved via Mutual Consents and variances during this time.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 126-D.

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

**Reviewed By:** Brett Crane, Permits and Alterations Supervisor  
Ernesto Munoz, Maintenance and Construction Director

**ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Appendix B: Approved Plans, June 13, 2017  
Attachment 1: Letter of Appeal February 21, 2019  
Attachment 2: Updated Site Plans, December 18, 2018  
Attachment 3: Photos  
Attachment 4: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

1. No improvement shall be installed, constructed, modified or altered at Unit **126-D**, ("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 **126-D** for **retaining doors on side elevations of patio enclosure**, 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 **126-D** and all future Mutual Shareholders at **126-D**.
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. 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.
12. 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.
13. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
14. 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.

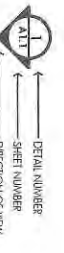
15. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Alterations and a Final City Building Permit 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.
16. 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.
17. 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.
18. 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.
19. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
20. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
21. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by

the Division.

22. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
23. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
24. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
25. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
26. 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.
27. 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.
28. 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.



NORTH ARROW



ELEVATION CALLOUT



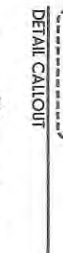
SECTION CALLOUT



INTERIOR ELEVATION CALLOUT



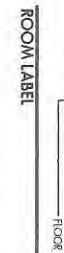
DETAIL CALLOUT



DIMENSIONS



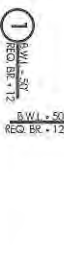
LIVING ROOM



ROOM LABEL



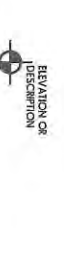
DOORS & WINDOWS



BRACED WALL LINES



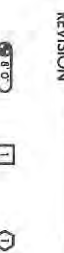
WALL BRACING CALLOUT



REFERENCE POINT



REVISION



MISCELLANEOUS CALLOUTS

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

1. IN THE CASES OF EMERGENCY CALL... FROM AREAS DISTURBED BY CONSTRUCTION... SHALL BE RETAINED ON SITE USING STRUCTURAL CONTROLS TO THE MAXIMUM EXTENT PRACTICABLE...
2. MINIMIZE SEDIMENT TRANSPORT FROM THE SITE TO STREETS, DRAINAGE FACILITIES OR ADJACENT PROPERTIES VIA RINOFF, VEHICLES TRACKING OR WIND.
3. APPROPRIATE BMPs FOR CONSTRUCTION RELATED TO MAINLINE TRANSPORT FROM THE SITE TO STREETS, DRAINAGE FACILITIES OR ADJACENT PROPERTIES BY WIND OR RINOFF...
4. CONSTRUCTION STAGING AREAS AT THE END OF EACH DAY OF CONSTRUCTION ACTIVITY ALL CONSTRUCTION DEBRIS AND WASTE MATERIALS SHALL BE COLLECTED AND PROPERLY DISPOSED IN TRASH OR RECYCLE BINS.
5. CONSTRUCTION SITES SHALL BE MAINTAINED IN SUCH A MANNER THAT ANY ANTICIPATED STORM DOES NOT CAUSE POLLUTION OR POLLUTANTS OR THE SITE DISCHARGES TO ADJACENT AREAS OR STREETS. WHEN NECESSARY FOR EROSION CONTROL AND TO PREVENT CONSTRUCTION PRACTICES AND WHERE THEY DO NOT CAUSE OR CONTRIBUTE TO A VIOLATION OF ANY WATER QUALITY STANDARD, CAUSE OR THREATEN TO CAUSE POLLUTION, CONTAMINATION, OR NUISANCE OR CONTRAVENE FEDERAL REGULATIONS 40 CFR PARTS 117 AND 302 UNDER FEDERAL REGULATIONS INCLUDE BUT ARE NOT LIMITED TO SOLID OR LIQUID CHEMICAL SPILLS, WASTES FROM PAINTS, STAINS, SEALANTS, GUES, LIMES, PESTICIDES, HERBICIDES, PAINT THINERS OR SOLVENTS, FERTILIZERS, ASBESTOS FIBERS, FIBER GLASS, AND OTHER HAZARDOUS MATERIALS.
6. CONCRETE WASH WATER, CONCRETE DETERGENT OR FLOATABLE WASTES, WASTES FROM ANY ENGINE/EQUIPMENT CLEANING OR CHEMICAL DEGREASING AND SUPER-CHLORINATED POTABLE WATER LINE FLUSHING, DURING CONSTRUCTION, PERMITTEE SHALL DISPOSE OF SUCH MATERIALS IN A SPECIFIED AND CONTROLLED TEMPORARY AREA ON-SITE, PHYSICALLY SEPARATED FROM POTENTIAL STORMWATER RINOFF, WITH ULTIMATE DISPOSAL IN ACCORDANCE WITH LOCAL STATE AND FEDERAL REQUIREMENTS.
7. DECONTAMINATION OF CONTAMINATED GROUNDWATER OR EROSION PROTECTION OF EXPOSED SURFACE CONTAMINATED GROUNDWATER REQUIRES A NATIONAL POLLUTANT DISCHARGE ELIMINATION PERMIT FROM THE RESPECTIVE STATE REGIONAL WATER QUALITY CONTROL BOARD.
8. GRADED AREAS ON THE PERMITTED AREA PERMITTEE MUST DRAIN AWAY FROM THE FACE OF SLOPES AT THE CONCLUSION OF EACH WORKING DAY. DRAINAGE IS TO BE DIRECTED TOWARD DRAINAGE FACILITIES.
9. THE PERMITTEE AND CONTRACTOR SHALL BE RESPONSIBLE AND SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT FLOODING OF ADJACENT AREAS WHERE IMPROVED WATER CULVERTS ARE INSTALLED.
10. THE PERMITTEE SHALL NOTIFY ALL GENERAL CONTRACTORS, SUBCONTRACTORS, MATERIAL SUPPLIERS, LEASERS, AND PROPERTY OWNERS, THAT DUMPING OF CHEMICALS INTO THE STORM DRAIN SYSTEMS OF THE WATERSHED IS PROHIBITED.
11. EQUIPMENT AND WORKERS FOR EMERGENCY WORK SHALL BE MADE AVAILABLE AT ALL TIMES DURING THE RAINY SEASON. NECESSARY MATERIALS SHALL BE AVAILABLE ON SITE AND STORED AT CONVENIENT LOCATIONS TO FACILITATE RAPID CONSTRUCTION OF TEMPORARY DEVICES TO PREVENT FLOODING.
12. ALL EROSION PROTECTIVE DEVICES SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN THE DAY RAIN PROBABILITY FORECAST EXCEEDS 40%.
13. SEDIMENTS FROM AREAS DISTURBED BY CONSTRUCTION SHALL BE RETAINED ON SITE USING AN EFFECTIVE COMBINATION OF EROSION AND SEDIMENT CONTROLS TO THE MAXIMUM EXTENT PRACTICABLE, AND STOCKPILES OF SOIL SHALL BE PROPERLY CONTAINED TO MINIMIZE SEDIMENT TRANSPORT FROM THE SITE TO STREETS, DRAINAGE FACILITIES OR ADJACENT PROPERTIES VIA RINOFF, VEHICLE TRACKING OR WIND.
14. APPROPRIATE BMPs FOR CONSTRUCTION-RELATED POLLUTION SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
15. TRANSPORT FROM THE SITE TO STREETS, DRAINAGE FACILITIES OR ADJACENT PROPERTIES BY WIND OR RINOFF.



1 SCOPE OF WORK

- RELOCATION OF THE KITCHEN
- ENLARGEMENT OF TWO BATHROOMS
- REMOVAL OF A CLOTHES WASHER AND DRYER
- ADDITION OF A NEW TORNING SLAB AND STOREROOM
- GLAZING SYSTEM TO ENCLOSE PATIO AND CONVERT TO INTERIOR SPACE
- REMOVAL OF AN EXISTING WINDOW WITH SLIDING GLAZING SYSTEM AND ENLARGEMENT OF TWO WINDOWS
- REPLACEMENT OF EXISTING WINDOWS WITH SLIDING GLAZING SYSTEM
- REPLACEMENT AND ENLARGEMENT OF TWO WINDOWS

2 PROJECT DIRECTORY

OWNER: [Name, Address, City, CA ZIP, Phone, Contact]

ARCHITECT: ADRIAN MICHAEL HARRISON ARCHITECTURE AND CONSTRUCTION, 28131 CARPENTERS CT, LAGUNA NIGUEL, CA 92657, 949.222.3702, CONTACT: ADRIAN HARRISON

adrian michael harrison ARCHITECTURE & CONSTRUCTION

126-D AVENIDA MAJORCA LAGUNA WOODS, CA 92637

23 ABBREVIATIONS

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

24 GRID SYSTEM

20 SYMBOLS

16 N.P.D.E.S. NOTES

17 SPECIAL INSPECTION

TASK	CONT.	PERIODIC
REQUIRED VERIFICATION AND INSPECTION		

8 DESIGN CRITERIA

7 CODE INFORMATION

GOV. CODES

- 2016 CALIFORNIA BUILDING CODE
- 2016 CALIFORNIA ELECTRICAL CODE
- 2016 CALIFORNIA MECHANICAL CODE
- 2016 CALIFORNIA PLUMBING CODE
- 2016 CALIFORNIA FIRE CODE
- 2016 CALIFORNIA ENERGY CODE
- 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE
- CITY OF LAGUNA GENERAL CODE
- HOA CC&RS & ARCHITECTURAL DESIGN GUIDELINES

BUILDING DATA:

- A. LATITUDE: 33.405724N
- B. LOGITUDE: 117.707430W
- C. OCCUPANCY: R-2
- D. RISK CATEGORY: II
- E. CONSTRUCTION TYPE: V-B
- F. SPRINKLERED: NO

DESIGN LOADS:

- A. SNOW LOAD: 0 psf
- B. FLOOR LIVE LOAD: 40 psf
- C. ROOF LIVE LOAD: 20 psf
- D. ROOF DEAD LOAD: 85 psf

WIND DATA:

- A. WIND DIRECTION: 150 deg
- B. WIND SPEED: 117 mph
- C. TOPOGRAPHIC EFFECT: 1.0
- D. EXPOSURE CATEGORY: B
- E. SESWC DATA: 1
- F. IMPORTANCE FACTOR: 1.0
- G. SESWC DESIGN CATEGORY: D
- H. SOIL CONDITIONS: 1
- I. SOIL BEARING: 1500 psf
- J. WEATHERING: NEG/GRABLE
- K. RESTRICTION DEPTH: 12'-24'
- L. TEMPERATURE: VERY HEAVY
- M. CLIMATE DATA: 8
- N. UNDERGROUND ZONE: NO
- O. UNDERGROUND REQ. AIR FREEZING INDEX: 0
- P. MEAN ANNUAL TEMP: 60

4 SHEET INDEX

ARCHITECTURAL

- A2.1 FLOOR PLANS
- A3.1 EXTERIOR ELEVATIONS

GENERAL

- GO.1 TITLE SHEET
- GO.2 TITLE 24 MANDATORY MEASURES
- GO.3 TITLE 24 COMPLIANCE
- GO.4 CAL GREEN MANDATORY MEASURES

GO.1

1620 AMH

12.22.2016

TITLE SHEET

126-D AVENIDA MAJORCA LAGUNA WOODS, CA 92637

adrian michael harrison ARCHITECTURE & CONSTRUCTION



This compliance document is only applicable to specific alterations that do not require HERS verification for compliance. When HERS verification is required a CEH-AI-01 shall not be required unless a HERS Provider has registered.

Alterations to Space Conditioning Systems that are exempt from HERS verification requirements may use the CEH-AI-05 and CEH-AI-06 Compliance Documents. Possible compliance from date changes existing windows from 40% of glazing area replaced or the existing glazing system was replaced with insulating or low-emissivity (Low-E) glazing and a HERS Provider has registered.

Alterations that utilize clear-coat spray polyurethane foam (SCP) must meet a density of 2.2 pounds per cubic foot having an in-situ density of 2.0 pounds per cubic foot and a HERS Provider has registered.

Residential Energy Efficiency Standards - 2016 Residential Compliance

This compliance document is only applicable to specific alterations that do not require HERS verification for compliance. When HERS verification is required a CEH-AI-01 shall not be required unless a HERS Provider has registered.

Alterations to Space Conditioning Systems that are exempt from HERS verification requirements may use the CEH-AI-05 and CEH-AI-06 Compliance Documents. Possible compliance from date changes existing windows from 40% of glazing area replaced or the existing glazing system was replaced with insulating or low-emissivity (Low-E) glazing and a HERS Provider has registered.

Alterations that utilize clear-coat spray polyurethane foam (SCP) must meet a density of 2.2 pounds per cubic foot having an in-situ density of 2.0 pounds per cubic foot and a HERS Provider has registered.

Residential Energy Efficiency Standards - 2016 Residential Compliance

**A. General Information**

01 Project Name	126-D	07 Date Permitted	2/22/2017
02 Project Location	126-D AVENIDA MAJORCA	08 Building Footprint Orientation (e.g. or cardinal)	18S
03 CA City	LAGUNA WOODS	09 Number of Aired Dwelling Units	1
04 ZIP Code	92657	10 Fuel Type	Electricity
05 Climate Zone	8	11 Total Conditioned Area Area (ft <sup>2</sup> )	1120
06 Dwelling Type	Multi-Family	12 Single Area (ft <sup>2</sup> )	1120
13 Project Scope (select all that apply):	<input checked="" type="checkbox"/> a. Insulation <input type="checkbox"/> d. A. E. Fenestration/Glazing - ADD <input checked="" type="checkbox"/> e. Space Conditioning System (Heating, Cooling, Duct system) <input type="checkbox"/> c. Roof Replacement <input checked="" type="checkbox"/> d. B. F. Fenestration/Glazing - REPLACE <input type="checkbox"/> H. Water Heating System		

**B. Building Insulation Detail (Section 150.2(b)(1))**

Add Row	Details Row	Type	Depth (in)	Spacing (in)	Code	Condition	Insulation	U-Value	R-Value	Comments
01	Wall	Wood	3.5		18			4.31	0.23	

CA Building Energy Efficiency Standards - 2016 Residential Compliance

CA Building Energy Efficiency Standards - 2016 Residential Compliance

**C. Fenestration/Glazing Proposed Areas and Efficiencies (Section 150.2(b)(1))**

ADD	Frame Type	Orientation	Area (ft <sup>2</sup> )	Net Aired Area (ft <sup>2</sup> )	U-Value	Source	SHGC	Source	SHGC	Source	SHGC	Comments
01	FRAME WINDOW	South	130	113	0.32	NRCC	0.25	NRCC	0.25	NRCC		
02	GLAZING WINDOW	West	50	50	0.32	NRCC	0.25	NRCC	0.25	NRCC		
03	GLAZING WINDOW	West	19	19	0.32	NRCC	0.25	NRCC	0.25	NRCC		

**D. Space Conditioning (SC) Systems - Heating/Cooling Prescriptive Section 150.2(b)(2)**

Add Row	SC System	Location	Area (ft <sup>2</sup> )	U-Value	SHGC	Comments
01	HEATING	Living Room	150	0.32	NRCC	
02	HEATING	Living Room	150	0.32	NRCC	

**E. Space Conditioning (SC) Systems - Heating/Cooling Prescriptive Section 150.2(b)(2)**

Add Row	SC System	Location	Area (ft <sup>2</sup> )	U-Value	SHGC	Comments
01	HEATING	Living Room	150	0.32	NRCC	
02	HEATING	Living Room	150	0.32	NRCC	

**F. Documentation Items Declaration Statement**

System Name	Code	Version	Date	Author
ANSI Architecture and Construction	2018	2018	2/22/2017	Adrian Harrison
California Building Code	2018	2018	2/22/2017	Adrian Harrison
California Energy Code	2016	2016	2/22/2017	Adrian Harrison

DECLARATION STATEMENT

I, the undersigned, hereby declare that the information provided in this certificate is true and correct to the best of my knowledge and belief, and that I am a duly licensed professional engineer in the State of California. I am not providing this information for the purpose of obtaining a certificate of compliance from the State of California. I am providing this information for the purpose of obtaining a certificate of compliance from the State of California.

DECLARATION STATEMENT

I, the undersigned, hereby declare that the information provided in this certificate is true and correct to the best of my knowledge and belief, and that I am a duly licensed professional engineer in the State of California. I am not providing this information for the purpose of obtaining a certificate of compliance from the State of California. I am providing this information for the purpose of obtaining a certificate of compliance from the State of California.

**Responsible Person's Declaration Statement**

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System Name	Code	Version	Date	Author
ANSI Architecture and Construction	2018	2018	2/22/2017	Adrian Harrison
California Building Code	2018	2018	2/22/2017	Adrian Harrison
California Energy Code	2016	2016	2/22/2017	Adrian Harrison

**Responsible Person's Declaration Statement**

System Name	Code	Version	Date	Author
ANSI Architecture and Construction	2018	2018	2/22/2017	Adrian Harrison
California Building Code	2018	2018	2/22/2017	Adrian Harrison
California Energy Code	2016	2016	2/22/2017	Adrian Harrison

adrian michael harrison ARCHITECTURE & CONSTRUCTION

126-D AVENIDA MAJORCA LAGUNA WOODS, CA 92637

TITLE 24 COMPLIANCE

GO.3 1620 AMH 12.22.2016

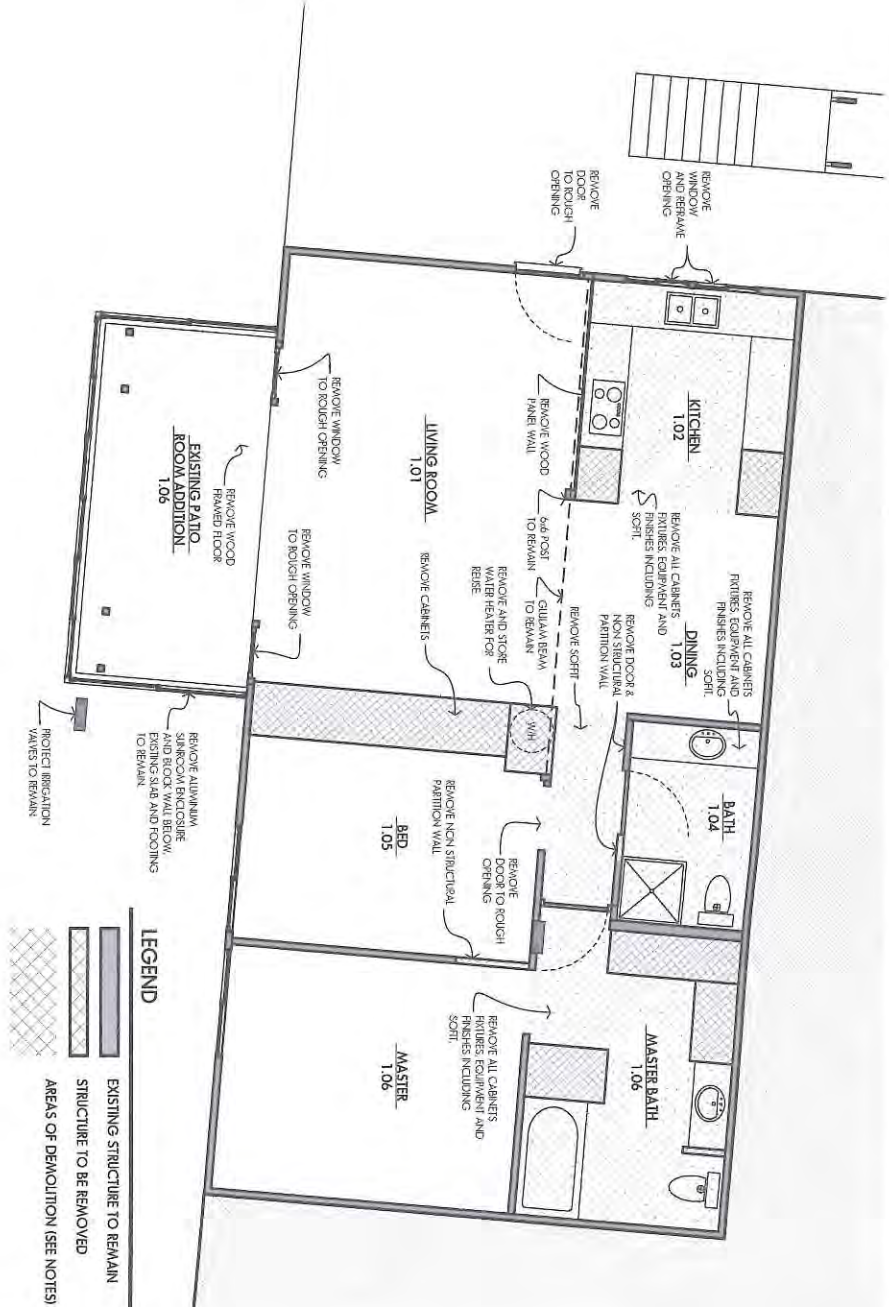
REVISIONS



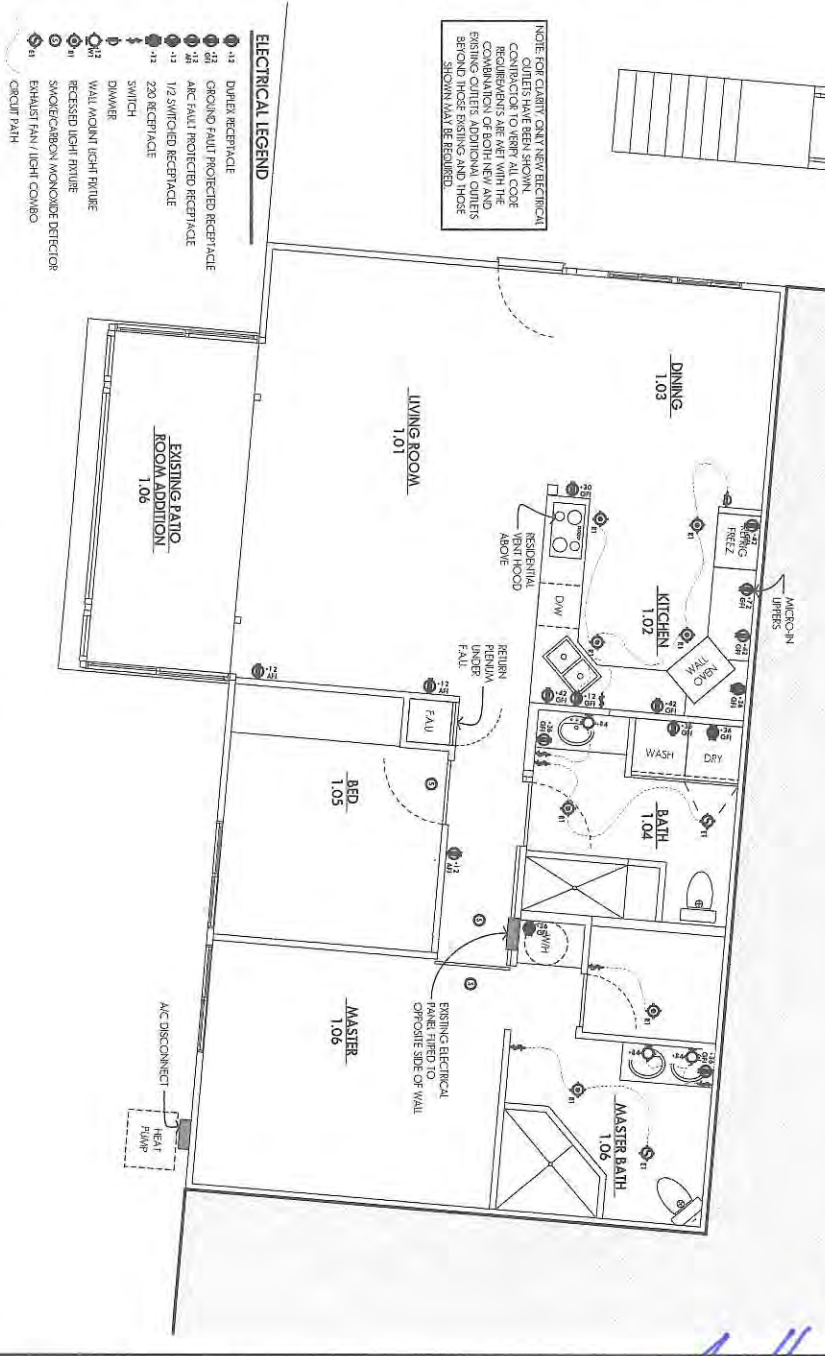
**24** NOTES

- DEMOLITION**
1. THE CONTRACTOR IS TO VERIFY THE CONDITION OF ALL BUILDINGS, FINISHES AND BUILDING SYSTEMS.
  2. COORDINATE AND VERIFY ALL DEMOLITION WITH ALL ALTERATION PLANS.
  3. FOLI STRIP OFF THE INTERIORS AND EXTERIORS AND REMOVE TO REUSE OR RECYCLE.
  4. CHECKED FOR CONFORMANCE WITH THE REQUIREMENTS OF ALL NEW CONSTRUCTION WITH ALL APPLICABLE AGENCY CODES AND REGULATIONS.
  5. REMOVE AND PROTECT ON SITE ALL MATERIALS SCHEDULED FOR RE-USE.
  6. ALL LANDSCAPING AND TREES ARE TO REMAIN AS IS UNLESS OTHERWISE NOTED.
  7. ALL ITEMS SCHEDULED FOR REMOVAL TO INCLUDE ALL FLOORINGS, SUB-SLABS AND FOUNDATION SYSTEMS UNLESS OTHERWISE NOTED.
  8. REMOVE AND CAP ALL MECHANICAL ELECTRICAL AND PLUMBING SYSTEMS IN CONFLICT WITH NEW CONSTRUCTION.
  9. PROJECT ALL ADJACENT AREAS NOT SCHEDULED FOR DEMOLITION.
  10. ANY DISCREPANCIES BETWEEN DRAWINGS AND ACTUAL EXISTING CONDITIONS SHALL BE REPORTED TO ARCHITECT FOR RESOLUTION BEFORE CONTINUATION OF DEMOLITION OR COMMENCEMENT OF CONSTRUCTION.
- GENERAL PLUMBING PROVISIONS**
1. ALL PLUMBING AND PLUMBING RELATED SYSTEMS SHALL BE DESIGN BUILD AND INSTALLED BY A LICENSED PROFESSIONAL PLUMBER IN ACCORDANCE WITH ALL GOVERNING CODES, MANUFACTURER'S INSTALLATION INSTRUCTIONS AND LAWMO INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS' INSTALLATION STANDARDS.
  2. AFTER SELECTIVE DEMOLITION PLUMBER SHALL INSPECT ALL VISIBLE EXISTING DOMESTIC WATER AND WASTE FOR DEFICIENCIES, MAINTENANCE ISSUES OR INCOMPATIBILITIES WITH CONSTRUCTION PLANS, ANY DISCOVERED PROBLEMS SHALL BE REPORTED TO THE ARCHITECT FOR RESOLUTION.
  3. ALL CONDUITS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING WATER USAGE LIMITS:
    1. LAVATORY FAUCETS: 1.8 GPM.
    2. SHOWERHEADS: 2.0 GPM.
    3. KITCHEN FAUCETS: 1.8 GPM.
    4. LAVATORY FAUCETS: 1.8 GPM.
    5. SHOWERS: 1.8 GPM.
  4. EXISTING FIXTURES NOT MEETING THE FOLLOWING GPM, RATINGS SHALL BE CONSIDERED NON-COMFORMING AND MUST BE REPLACED WITH NEW.
    1. LAVATORY FAUCETS: 1.6 MAX GPM
    2. SHOWERHEADS: 2.2 MAX GPM
    3. KITCHEN FAUCETS: 2.5 MAX GPM
    4. LAVATORY FAUCETS: 2.5 MAX GPM
    5. SHOWERHEADS: 2.5 MAX GPM
- GENERAL ELECTRICAL PROVISIONS**
1. ALL ELECTRICAL AND ELECTRICAL RELATED SYSTEMS SHALL BE DESIGN BUILD AND INSTALLED BY A LICENSED PROFESSIONAL ELECTRICIAN IN ACCORDANCE WITH ALL GOVERNING CODES, MANUFACTURER'S INSTALLATION INSTRUCTIONS AND IANCA NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION'S INSTALLATION STANDARDS.
  2. AFTER SELECTIVE DEMOLITION, ALL VISIBLE EXISTING ELECTRICAL SYSTEMS FOR PROBLEMS, MAINTENANCE ISSUES OR INCOMPATIBILITIES WITH CONSTRUCTION PLANS, ANY DISCOVERED PROBLEMS SHALL BE REPORTED TO THE ARCHITECT FOR RESOLUTION.
  3. ALL RECEPTACLE OUTLET LOCATIONS SHALL CONFORM WITH CEC 210.52(A).
  4. ALL RECEPTACLE AND LIGHTING CIRCUITS SERVING HABITABLE SPACES AS DEFINED BY NEC 210.12(B) SHALL BE A/C-FULTY PROTECTED.
  5. ALL RECEPTACLE OUTLET LOCATIONS IN KITCHENS, BATHROOMS, GARAGES AND EXTERIOR AS DENIED BY NEC 210.8 SHALL BE GFCI.
  6. CIRCUITS SERVING BATHROOMS SHALL BE EITHER 1-20 AMP CIRCUIT DEDICATED TO EACH BATHROOM OR AT LEAST ONE 20 AMP CIRCUIT SERVING ONLY BATHROOM RECEPTACLE OUTLETS.
  7. ALL RIGID CONDUITS 1/2" AND LONGER SHALL HAVE OUTLETS LOCATED AT A MAXIMUM OF 24" FROM ANY POINT ON THE CONDUIT AND SHALL BE PROTECTED BY A GFCI.
  8. ALL NEW ELECTRICAL SHALL BE INSTALLED IN ACCORDANCE WITH ALL GOVERNING CODES.
  9. ALL HALLWAYS OVER 10' REQUIRE A RECEPTACLE.
- LIGHTING**
1. LIGHTING AND LIGHTING CONTROLS SHALL CONFORM WITH 2016 CALIFORNIA ENERGY CODE.
  2. ALL RECEPTACLE AND LIGHTING CONTROLS SHALL BE HIGH EFFICIENCY.
  3. CLOSET LIGHTING SHALL BE HIGH EFFICIENCY AND CONTROLLED BY A MANUAL ON VACANCY SENSOR.
- GENERAL MECHANICAL PROVISIONS**
1. ALL HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS AND ALTERATIONS SHALL BE DESIGN BUILD PERFORMED BY A LICENSED PROFESSIONAL IN ACCORDANCE WITH ALL GOVERNING CODES, MANUFACTURER'S INSTALLATION INSTRUCTIONS AND A/C/AR CONDITIONING CONTRACTORS OF CALIFORNIA (ACCAC) INSTALLATION STANDARDS.
  2. ANY OTHER SUCH APPLIANCE, ALL SUCH VENTS SHALL EXTEND TO THE EXTERIOR AND TERMINATE A MINIMUM OF 3 FEET FROM ALL OPERABLE WINDOWS/OPENINGS INTO THE BUILDING.
  3. DURING SELECTIVE DEMOLITION AND CONSTRUCTION ACTIVITIES THAT PRODUCE DUST, ALL HEATING, COOLING AND VENTILATION SYSTEMS ARE TO BE DISABLED AND ALL VENTS AND REGISTERS SEALED TO PREVENT AIR INTRUSION. ADEQUATE VENTILATION FOR CONSTRUCTION WORK SHALL BE PROVIDED BY SUPPLEMENTAL MEANS.
  4. AFTER COMPLETION OF DEMOLITION, THE CONTRACTOR SHALL COORDINATE THE DESIGN AND PERMITTING OF ALL NEW AND ALTERED HVAC EQUIPMENT.
  5. THE RETURN AIR RETURN SERVING THE MECHANICAL EQUIPMENT MUST BE FILLED DUCTED FROM THE MECHANICAL ROOM TO THE CONDENSED SPACE DROPPED CEILING, WALL CAVITIES AND EQUIPMENT PLATFORMS ARE TO BE USED AS RETURN.
  6. MECHANICAL ROOMS ARE TO BE PROVIDED WITH A VENTILATION FAN EQUIPPED WITH A HUMIDISTAT CONTROLLER.

**22** DEMOLITION FLOOR PLAN  
SCALE: 1/4" = 1'-0"



**10** MECHANICAL, ELECTRICAL PLUMBING FLOOR PLAN  
SCALE: 1/4" = 1'-0"



**10** REMODEL FLOOR PLAN  
SCALE: 1/4" = 1'-0"



NO.	REVISIONS	DATE
1620	AMH	
		12.22.2016

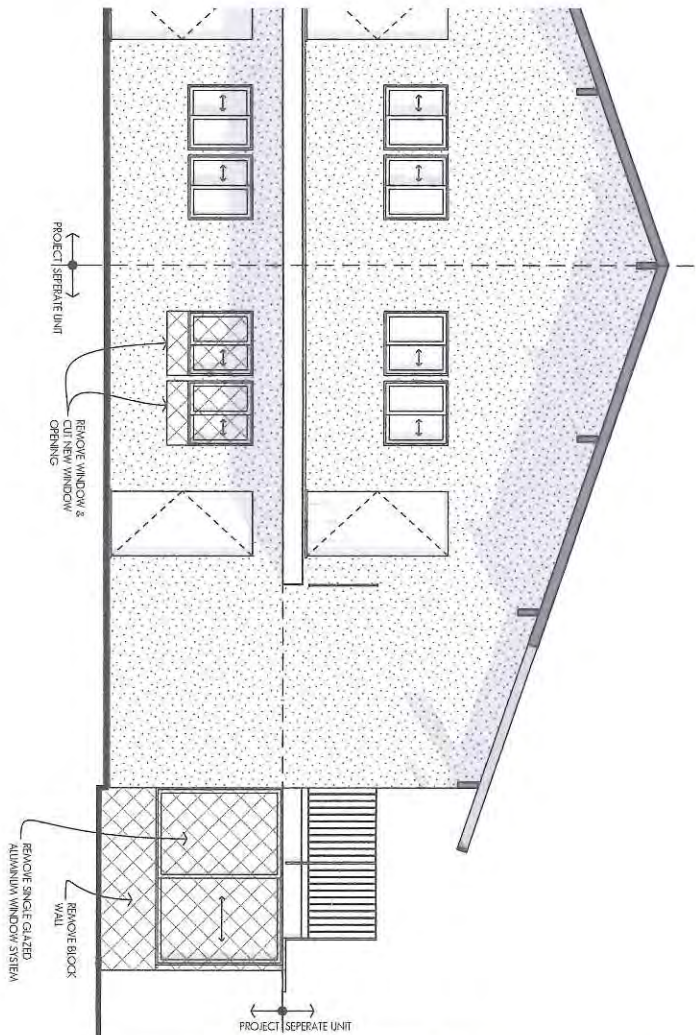
**FLOOR PLAN**

126-D AVENIDA MAJORCA LAGUNA WOODS, CA 92637

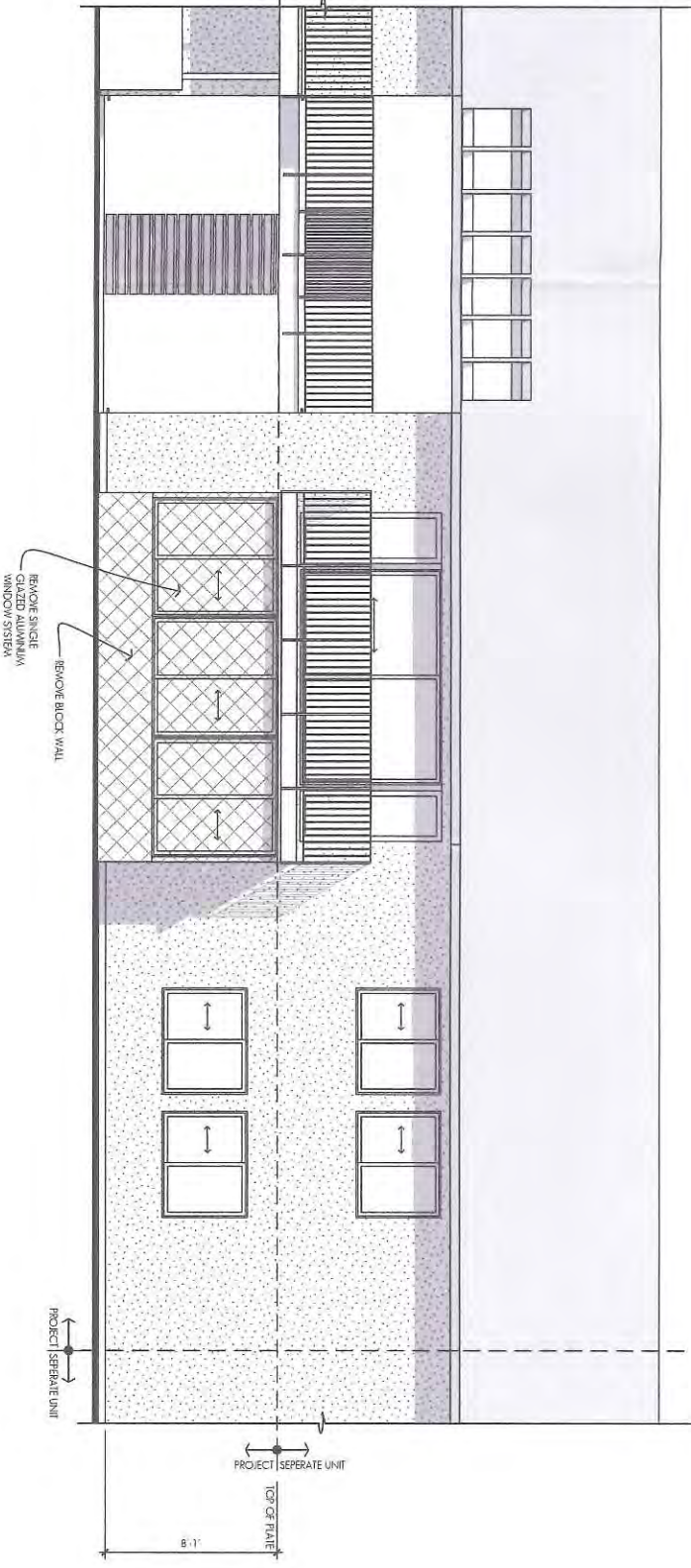
adrian michael harrison ARCHITECTURE & CONSTRUCTION

A2.1

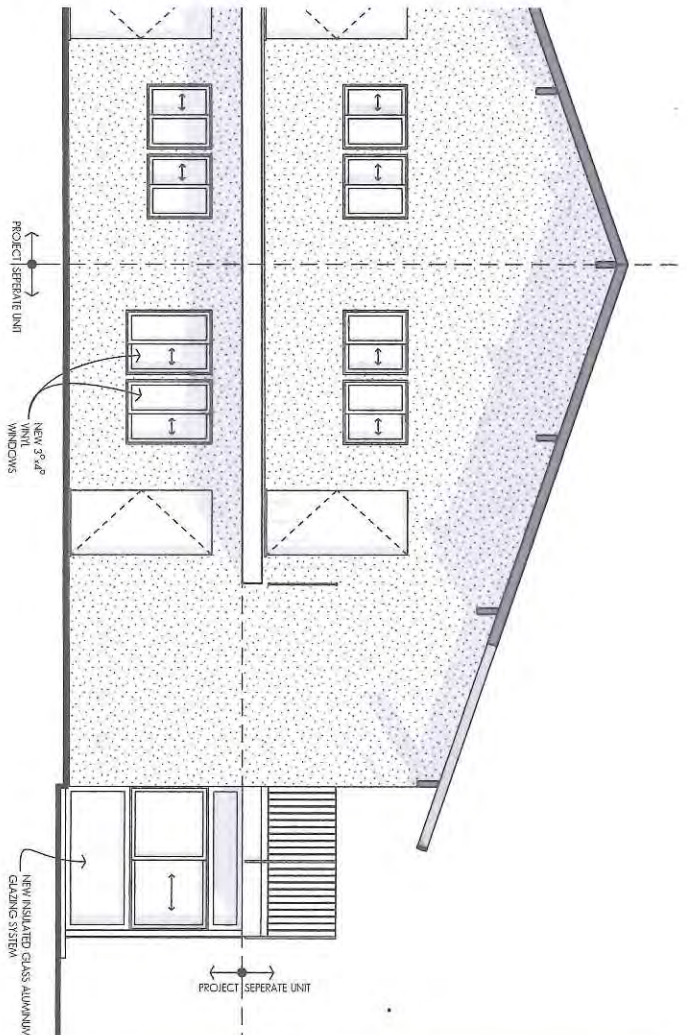




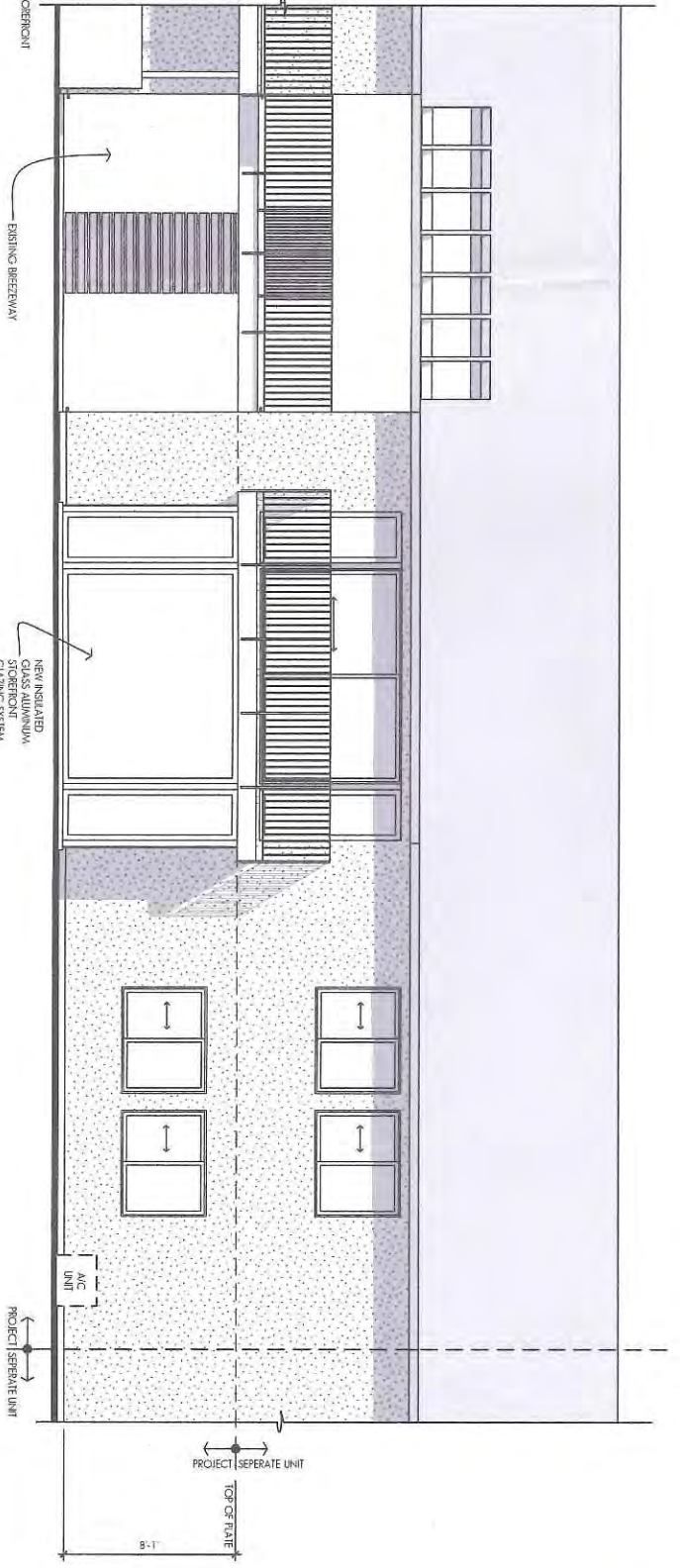
**22** EXISTING / DEMOLITION EXTERIOR ELEVATION - WEST  
SCALE: 1/4" = 1'-0"



**14** EXISTING / DEMOLITION EXTERIOR ELEVATION - SOUTH  
SCALE: 1/4" = 1'-0"



**24** REMODEL EXTERIOR ELEVATION - WEST  
SCALE: 1/4" = 1'-0"



**16** REMODEL EXTERIOR ELEVATION - SOUTH  
SCALE: 1/4" = 1'-0"

<b>A3.1</b>	PACK #	1620
	DESIGN BY	AMH
	DATE	12.22.2016

**EXTERIOR ELEVATIONS**



126-D  
AVENIDA MAJORCA  
LAGUNA WOODS, CA 92637

**adrian michael harrison**  
ARCHITECTURE & CONSTRUCTION

# Attachment: 1

## Laguna Woods Board of Directors Architectural Control and Standards Committee

Date: 2/20/19

Subject: "Appeal Request" to change the LW's Board of Directors ruling (February 12, 2019) on a 2<sup>nd</sup> variance requested by LW Manor Alteration. Reference; (2) Tile 24 Compliant patio window/doors installed at 126-D Avenida Majorca.

RECEIVED

FEB 21 2019

### Laguna Woods (LW) Board Members,

We (Roger/Monica Flinn-Owners) have received a letter from your February 12, 2019 United Board's monthly meeting denying a variance requested by our Manor Alteration department in December 2018? It is our understanding that the purpose of our requested variance was to have all LW HOA's documents refreshed and filed properly in LW's HOA administration system. My wife and I were not able to attend this meeting in person and must respectfully request a change to this ruling for the following reasons:

1. In the minutes of your meeting, it is stated that there was a meeting previously held in January 2019. We believe this refers to a meeting scheduled on Thursday, January 17, 2019 at 9:30 a.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road for the purpose of reviewing our patio drawings that were previously submitted, reviewed and approved by LW Manor Alteration on June 22, 2018.

Note: My wife and I took time off from work to attend this meeting, only to find that there was no meeting as stated? LW Community Center's Front Desk & Manor Alteration tried unsuccessfully to reach Mr. Fogg as well?

2. We have read the minutes (ref. agenda 8) from the stated meeting held on January 17, 2019 and find that the Board was not presented a clear understanding of how LW's HOA Manor Alteration processed 126-D's "Approvals" as two separate approvals (ref. 51202C & 53441A). LW's HOA Manor Alteration stated that it would be better to split the approvals into two parts based on the length of time needed to complete each portion of the restoration process...they were correct (1½ years later and counting).

1<sup>st</sup> Approval (51202C) issued to cover manor renovations

2<sup>nd</sup> Approval (53441A) issued to cover the manor patio & doors enclosure

3. The original variance requested and approved on June 20<sup>th</sup>, 2017 (Resolution #01-17-59) presented a "proposed" store front glazing system with windows/doors. Prior to the original variance approval dated June 20<sup>th</sup>, 2018, Mr. Fogg requested on May 3<sup>rd</sup>, 2017 (see attached email #1) information on our patio window/door measurements to see if the building codes are met for egress. His question was answered on May 4<sup>th</sup>, 2018 by our architect Mr. Adrian Harrison

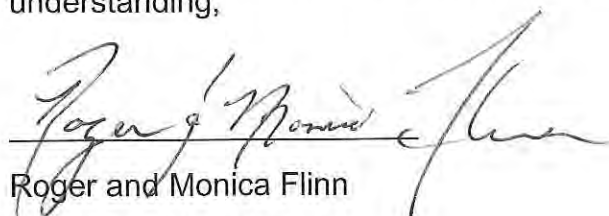
of AMHarchitecture (see attached email #2). The egress topic and dialogue continued with Mr. Fogg until we stated that we would modify our plans to install window/doors prior to the beginning of our patio restoration process.

4. In June 2018, our manor renovations reached a point that allowed for the aged patio area materials to be removed and upgraded per the original and updated submitted drawings. At this time, our drawing modifications showing the fabrication methods and door types for the installation of two (2) Low E3 Tile 24 Compliant insulated glass doors were submitted to the LW Manor Alteration department for their review, direction and process approval.
5. On June 22, 2018, our 2<sup>nd</sup> LW HOA Manor Alterations "Approval" was issued by Joel Jimenez VMSIN (ref. 53441) followed by City of LW permit issued May 4<sup>th</sup>, 2018 (ref. 53441A) for the patio & doors enclosure?  
Note: It is impossible to have received a LW's City permit if not approved "first" by LW's HOA Manor Alteration!
6. Our patio restoration work began in May 2018 without incident or concerns for six (6) months. On Nov 6<sup>th</sup>, 2018, Mr. Fogg issued a "Stop Work Notice" (see attached email #3) stating various issues?

In closing, we as owners have always followed LW Manor Alteration department's process approvals and direction. Knowing and having a very clear understanding that when an LW Manor Alteration "Approval" is issued...owners are in full compliance!

Please provide 126-D LW Board approval for our patio window/doors installed.

Thank you for your continued assistance and understanding,



Roger and Monica Flinn

126-D Avenida Majorca

Laguna Woods, Ca. 92637

ATTACHMENT: EMAIL #1

RE: Laguna Woods - 126-D - Variance Request

Wednesday, May 3, 2017 6:41 AM

From: "Fogg Gavin" <Gavin.Fogg@vmsinc.org>

To: "Adrian Harrison" [REDACTED]

Cc: "roger flinn" [REDACTED]

Good Morning Mr. Flinn, Mr. Harrison,

I am currently writing up the Staff Report to accompany your Variance Request that will be reviewed at the May 24<sup>th</sup> United Mutual Maintenance and Construction Meeting.

Mr. Flinn, you should receive a mailer shortly that will confirm the dates/times of both the Committee Meeting as well as the Board Meeting. Following SOP, I have created 4 Neighbor Awareness Forms that the Committee will request to be signed by neighboring Unit Owners in approval of the proposed work. Unit 126-E the Owner does not reside within Laguna Woods, in this case I will mail out by Certified Mail to the owner. If there is no response within 30 days, then the approval is assumed. The Neighbor Awareness Forms are available to pick up from the Reception Desk at the Community Center (24351 El Toro Road, Laguna Woods, CA 92637), or I can mail out to you.

Mr. Harrison, following the last Committee Meeting, the Committee Members requested to want to confirm window/door measurements of patio enclosures during the meeting to see that building codes are met for egress. Please would it be possible to provide the proposed window dimensions and openable dimensions of the store front glazing system. If it's possible to include on an Elevation plan perfect, if not, just in writing would be sufficient so that I can include in the report.

Much Appreciated.

Regards

Gavin

Gavin Fogg  
Manor Alterations Inspector  
949-268-2345  
[Gavin.Fogg@vmsinc.org](mailto:Gavin.Fogg@vmsinc.org)

Laguna Woods Village  
*Where new adventures begin*



---

From: Adrian Harrison [REDACTED]  
Sent: Monday, April 17, 2017 5:02 PM  
To: Fogg, Gavin  
Cc: roger flinn  
Subject: Re: Laguna Woods - 126-D - Variance Request

Hi Gavin,

I am the architect working with the owners at 126-D

Please see the answers to your questions in Red and a picture of the proposed glazing system Below.

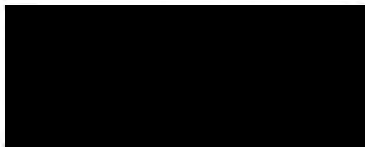
Revised variance form attached.

Adrian M. Harrison

adrian michael harrison  
ARCHITECTURE & CONSTRUCTION

Address:

Phone:  
Fax:  
E-mail:  
Web:



ATTACHMENT: EMAIL # 2

Re: Laguna Woods - 126-D - Variance Request

Thursday, May 4, 2017 8:27 AM

From: "Adrian Harrison" [redacted]  
To: "Fogg, Gavin" <Gavin.Fogg@vmsinc.org>  
Cc: "roger flinn" [redacted]

Hi Gavin,

The windows in the glazing system are approx. 8'-0" wide by 4'-0" high sliders. One at each end. The sill height is 36" above the floor.

These windows meet egress requirements however they are not required to. Egress for the living room is via the front door (the original patio doors where not required for egress either).

You may want to pass along to your architecture committee and your board that it is ill advised for them to be reviewing plans for code compliance. As a board member and head of my own HOA's Architecture committee, it is a substantial liability to the HOA if they review anything code related. This is the jurisdiction of the City of Laguna Woods and should be left to them. They should be reviewing for aesthetics and CC&R compliance ONLY. I suggest you have your board consult their Legal Counsel on the ramifications of reviewing for Code compliance.

I hope this helps.

Adrian M. Harrison

adrian michael harrison  
ARCHITECTURE & CONSTRUCTION

Address: [redacted]  
Phone: [redacted]  
Fax: [redacted]  
E-mail: [redacted]  
Web: [redacted]

On May 3, 2017, at 9:41 AM, Fogg, Gavin <Gavin.Fogg@vmsinc.org> wrote:

Good Morning Mr. Flinn, Mr. Harrison,

I am currently writing up the Staff Report to accompany your Variance Request that will be reviewed at the May 24<sup>th</sup> United Mutual Maintenance and Construction Meeting.

Mr. Flinn, you should receive a mailer shortly that will confirm the dates/times of both the Committee Meeting as well as the Board Meeting. Following SOP, I have created 4 Neighbor Awareness Forms that the Committee will request to be signed by neighboring Unit Owners in approval of the proposed work. Unit 126-E the Owner does not reside within Laguna Woods, in this case I will mail out by Certified Mail to the owner. If there is no response within 30 days, then the approval is assumed. The Neighbor Awareness Forms are available to pick up from the Reception Desk at the Community Center (24351 El Toro Road, Laguna Woods, CA 92637), or I can mail out to you.

Mr. Harrison, following the last Committee Meeting, the Committee Members requested to want to confirm window/door measurements of patio enclosures during the meeting to see that building codes are met for egress. Please would it be possible to provide the proposed window dimensions and openable dimensions of the store front glazing system. If it's possible to include on an Elevation plan perfect, if not, just in writing would be sufficient so that I can include in the report.

Much Appreciated.

Regards

Gavin

Gavin Fogg  
Manor Alterations Inspector

ATTACHMENT: EMAIL #3

RE: Laguna Woods - 126-D - Variance Request

Thursday, November 8, 2018 4:11 PM

From: "Fogg, Gavin" <Gavin.Fogg@vmsinc.org>  
To: "roger flinn" [REDACTED]

3 Files 1 MB Download All

PDF 262KB	JPG 243KB	PNG 834KB
126-D Stop Notice.pdf		
Save	Save	Save

Good Afternoon Mr. Flinn,

I'm following up from the e-mail sent earlier today.

I was able to get out to the unit today, unfortunately there are some issues with the existing work that need to be corrected. A Stop Work/Correction Notice was issued (see attachment).

The doors on either side of the enclosure have to be removed. Exterior doors require a concrete landing which would fall on Common Area; United Mutual have an existing Policy that prohibits any Member from repurposing the common area for their own use.

Additionally, there is no existing approval for the removal of the sliding glass door. Board approval would be required to change this alteration from a Patio Enclosure to a Room Addition, as well as passing City Inspection to show the addition meets Title 24 requirements.

At this time either corrections can be made to bring the unit into compliance within 30 days or a variance to retain the existing alteration can be made.

A Variance to retain such an alteration requires the \$150 Variance fee and a Disciplinary Hearing to be scheduled before.

Should the Board approve the variance, a \$300 Unauthorized Alteration fee would also be required at the time of applying for the Mutual Consent.

Please advise as to which action you'd like to take at your earliest convenience.

Thank you

Gavin

Gavin Fogg  
Alterations Inspector II  
949-268-2345

Laguna Woods Village  
*Where new adventures begin*



From: Fogg, Gavin  
Sent: Thursday, November 08, 2018 10:33 AM  
To: 'roger flinn'  
Subject: RE: Laguna Woods - 126-D - Variance Request

Good Morning Mr. Flinn,

I am writing this e-mail to follow up with you regarding the patio enclosure with store front glazing that was approved via Variance. I am being advised from Staff that it looks like the sliding glass door between the patio and living room is being removed, however this has not been approved by the Board or our Office. The Variance approval was for the glazing and did not mention any removal of the doors.

Please can you advise that this is not the case, or if you wish to remove the sliding glass door, please submit a new variance with applicable documents showing title 24 will be met, and you wishing to make the area into a habitable area.

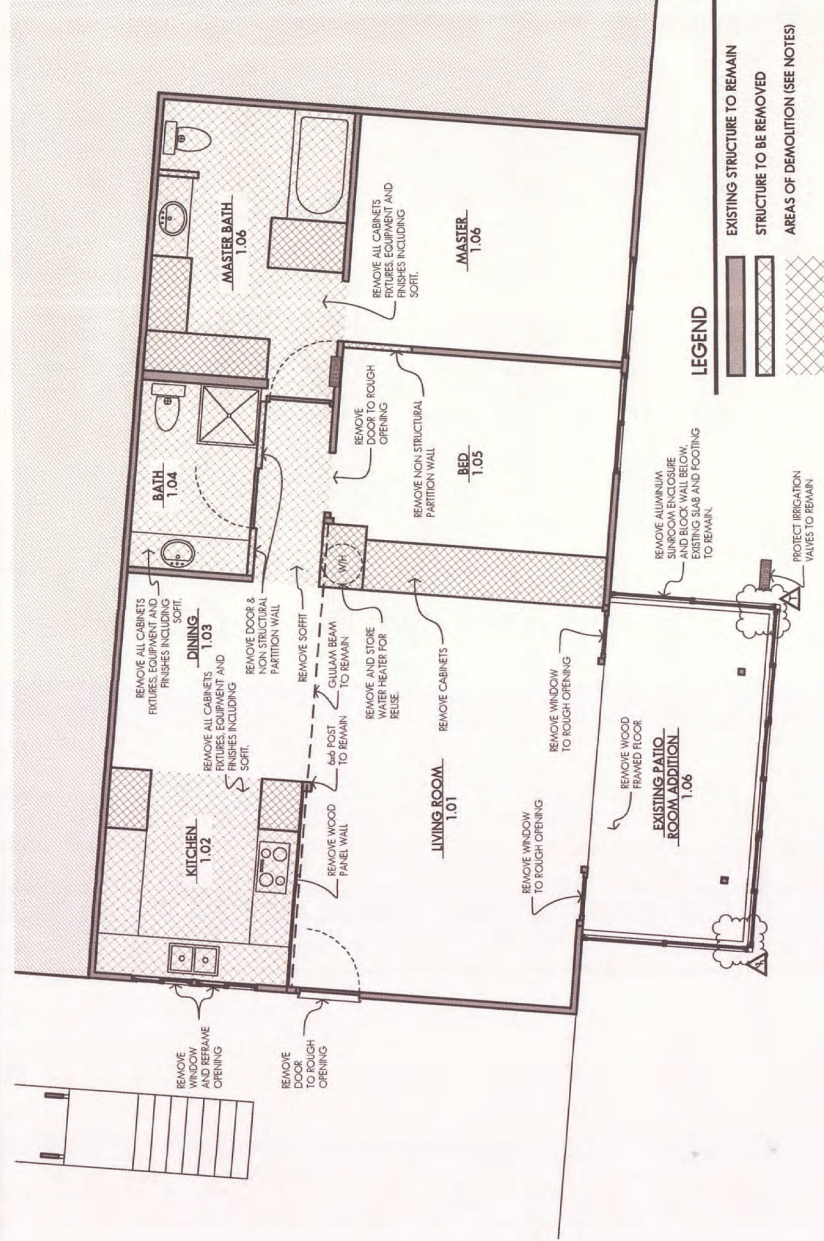
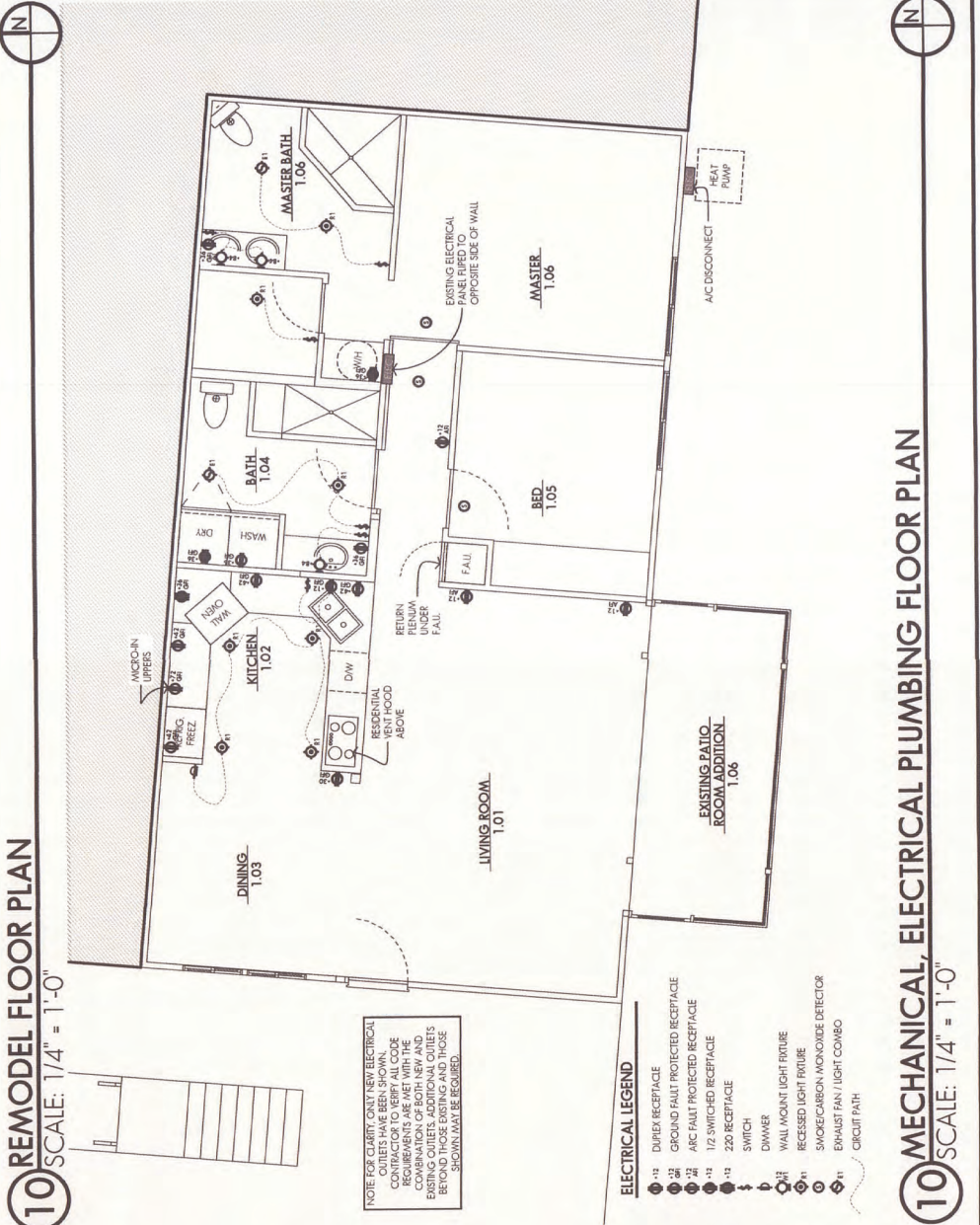
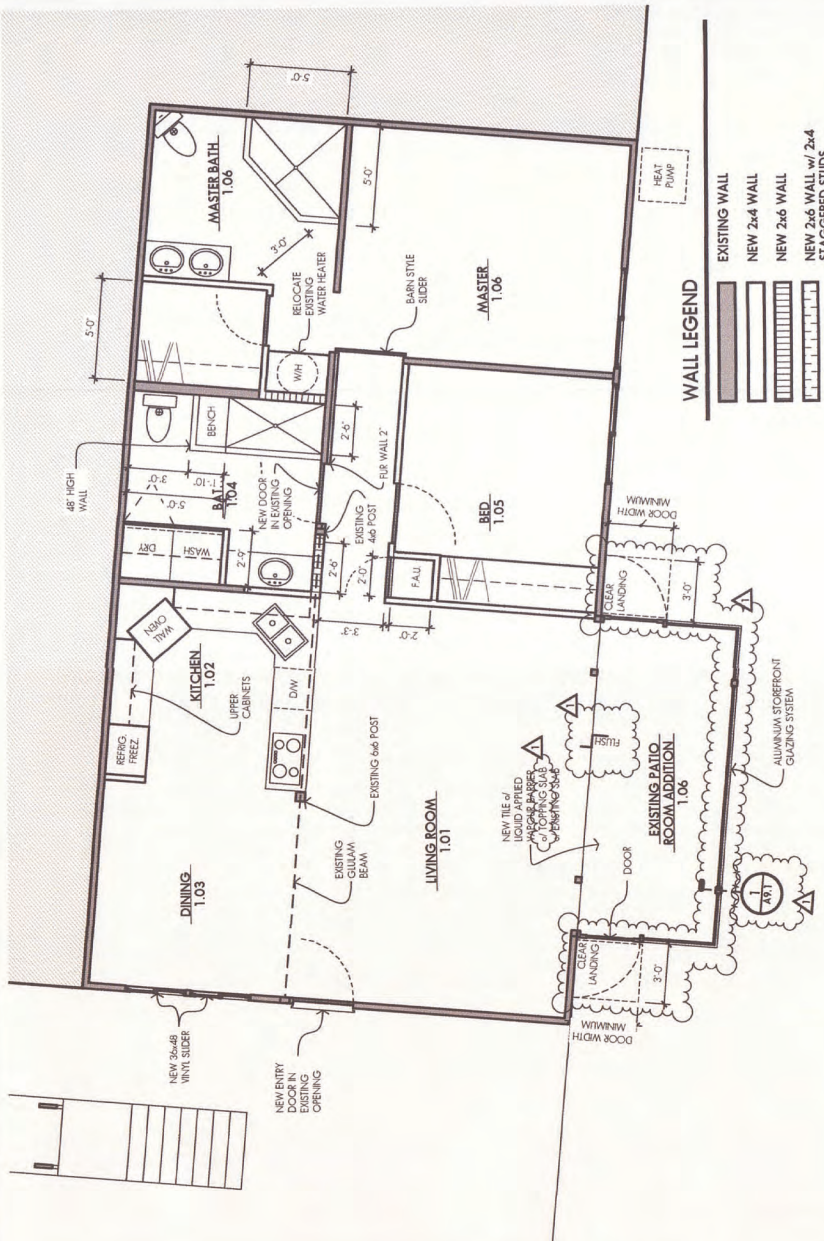
Thank you

Gavin

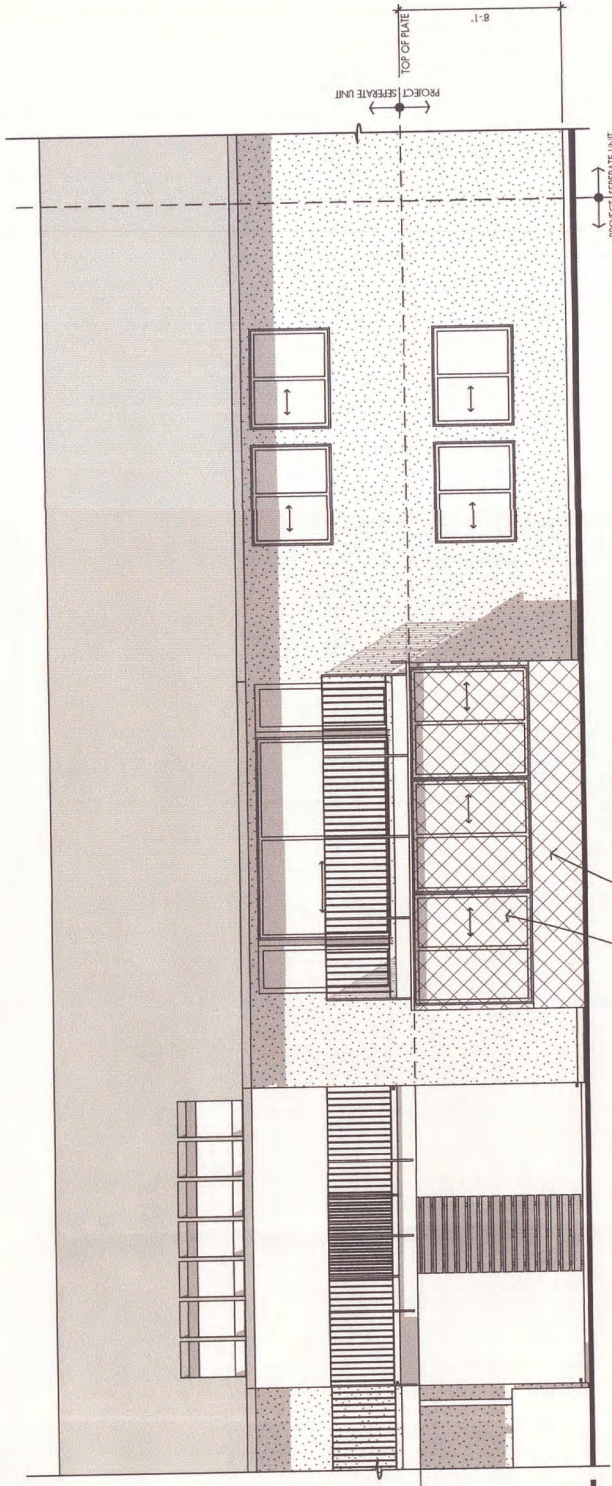
Gavin Fogg  
Alterations Inspector II  
949-268-2345



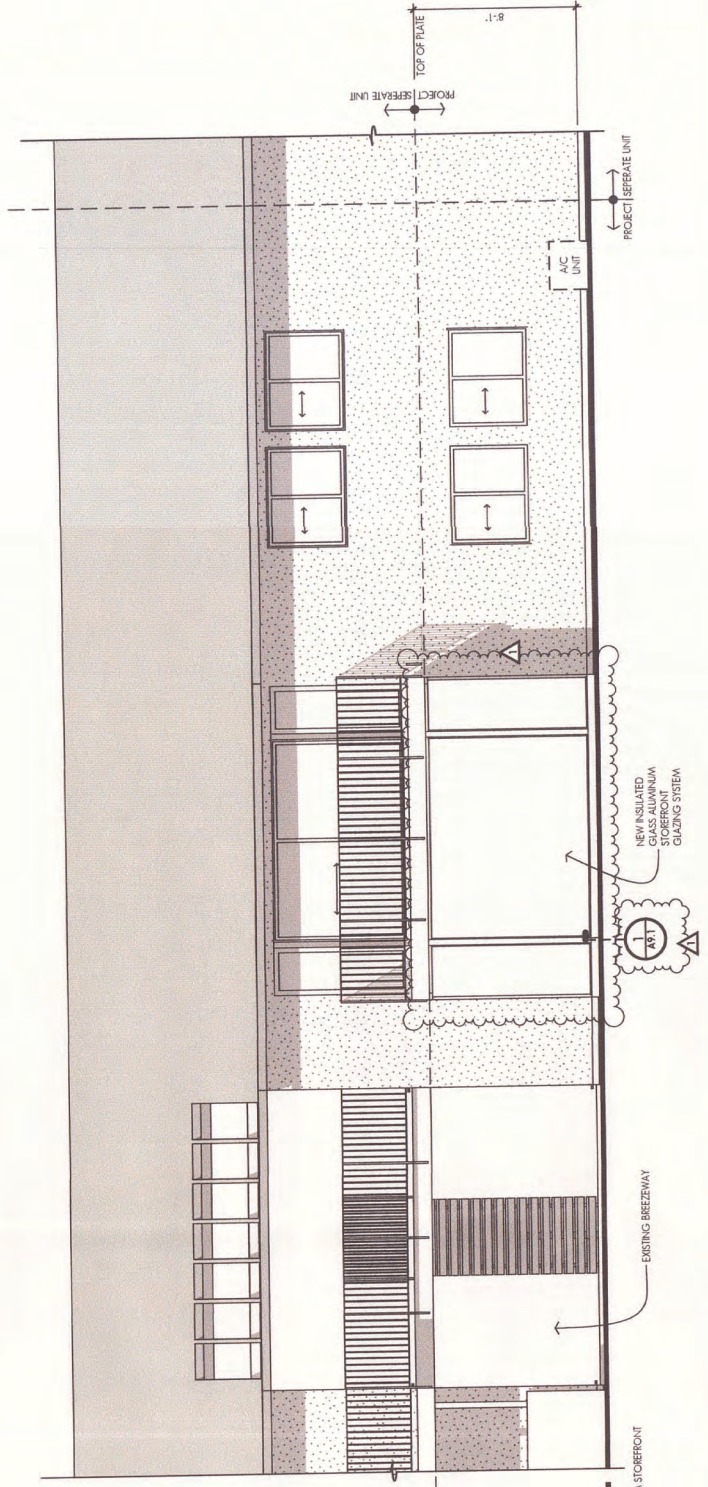
DATE	1620
BY	AMH
REVISIONS	12.22.2016
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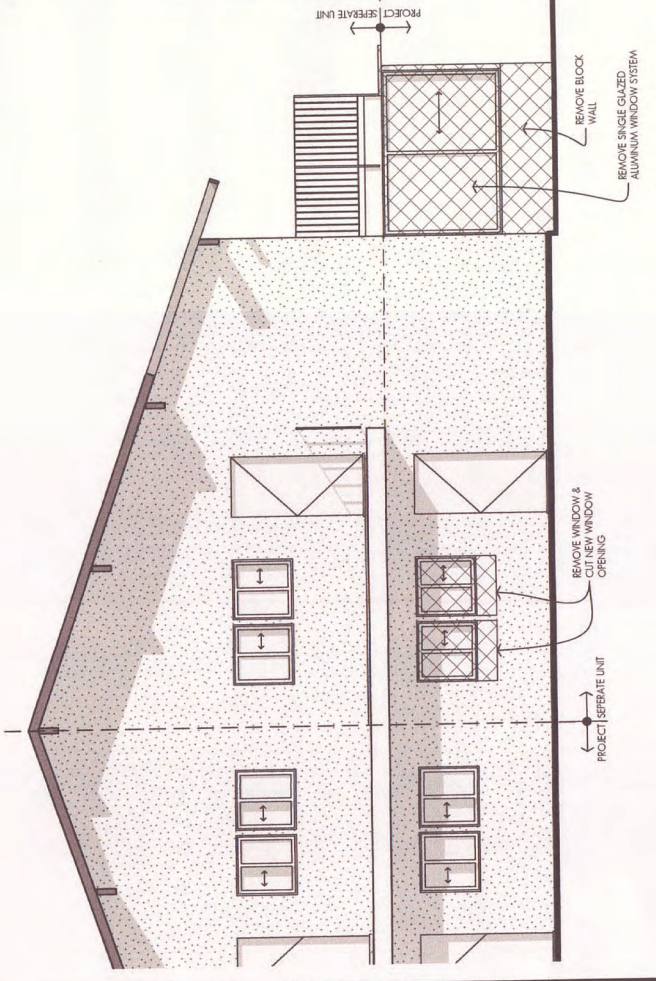
- GENERAL ELECTRICAL PROVISIONS**
- ALL ELECTRICAL AND ELECTRICAL RELATED SYSTEMS SHALL BE DESIGN BUILT AND INSTALLED BY A LICENSED PROFESSIONAL ELECTRICIAN IN ACCORDANCE WITH ALL GOVERNING CODES, MANUFACTURERS INSTALLATION INSTRUCTIONS AND NECA NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION INSTALLATION STANDARDS.
  - AFTER SELECTIVE DEMOLITION ELECTRICAL SHALL INSPECT ALL VISIBLE EXISTING ELECTRICAL SYSTEMS FOR DEFICIENCIES, MAINTENANCE ISSUES, OR INCOMPATIBILITIES WITH CONSTRUCTION PLANS. ANY DISCOVERED PROBLEMS SHALL BE REPORTED TO THE ARCHITECT FOR RESOLUTION BEFORE CONTINUATION OF DEMOLITION.
  - ALL RECEPTACLES SHALL BE REPORTED TO THE ARCHITECT FOR RESOLUTION BEFORE CONTINUATION OF DEMOLITION OR COMMENCEMENT OF CONSTRUCTION.
  - ALL RECEPTACLES LOCATED IN KITCHENS, BATHROOMS, GARAGES AND EXTERIOR AS DEFINED BY NEC 210.12(B) SHALL BE ARC-FAULT PROTECTED.
  - ALL RECEPTACLES LOCATED IN KITCHENS, BATHROOMS, GARAGES AND EXTERIOR AS DEFINED BY NEC 210.8 SHALL BE GFCI.
  - CIRCUITS SERVING BATHROOMS SHALL BE EITHER 120 AMP CIRCUIT DEDICATED TO EACH BATHROOM OR AT LEAST ONE 20 AMP CIRCUIT SERVING EACH BATHROOM.
  - POINT GROUNDING SYSTEMS SHALL HAVE OUTLETS LOCATED AT A MAXIMUM OF 24" FROM ANY POINT, GROUNDING CENTER AND MAXIMUM 20" ABOVE COUNTERTOP.
  - ANY WALL GREATER THAN 24" IN A HABITABLE ROOM REQUIRES A RECEPTACLE LOCATED WITHIN 6'-0" OF ANY POINT ALONG THE WALL.
  - ALL HALLWAYS OVER 10'-0" REQUIRE A RECEPTACLE.
- LIGHTING**
- LIGHTING AND LIGHTING CONTROLS SHALL COMPLY WITH 2016 CALIFORNIA ENERGY CODE.
  - ALL PERMANENTLY INSTALLED LIGHTING FIXTURES SHALL BE HIGH EFFICIENCY.
  - CLOSET LIGHTING SHALL BE HIGH EFFICIENCY AND CONTROLLED BY A MANUAL-ON VACANCY SENSOR.
- GENERAL MECHANICAL PROVISIONS**
- ALL HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS AND ALTERATIONS SHALL BE DESIGN BUILT AND INSTALLED BY A LICENSED MECHANICAL CONTRACTOR IN ACCORDANCE WITH ALL GOVERNING CODES, MANUFACTURERS INSTALLATION INSTRUCTIONS AND ACCA (AIR CONDITIONING CONTRACTORS OF AMERICA) STANDARD 5-HVAC QUALITY INSTALLATION SPECIFICATION.
  - ENCLOSURE WALLS SHALL NOT CAUSE THE ENCLOSURE OF EXHAUST VENTS FOR HEAT PUMPS/PTAC UNITS OR OF 3 FEET FROM ALL OPERABLE WINDOWS/OPENINGS INTO THE BUILDING.
  - DURING SELECTIVE DEMOLITION AND CONSTRUCTION ACTIVITIES THAT PRODUCE DUST, ALL HEATING, COOLING AND VENTILATION SYSTEMS ARE TO BE SHUT DOWN AND ALL DUCTS, REGISTER SEALS, COILS AND CONDENSATION TRAYS ARE TO BE PROTECTED FROM CONSTRUCTION WORK. ALL CONSTRUCTION WORK SHALL BE PROVIDED BY SUPPLEMENTAL MEANS.
  - AFTER COMPLETION OF DEMOLITION, THE CONTRACTOR SHALL COORDINATE THE DESIGN AND PERMITTING OF ALL NEW AND ALTERED HVAC EQUIPMENT.
  - THE RETURN AIR PLENUM SERVING THE MECHANICAL EQUIPMENT MUST BE FULLY DUCTED FROM THE EQUIPMENT TO THE CONDITIONED SPACE. DROPPED CEILING, WALL CAVITIES AND EQUIPMENT PLATFORMS MAY NOT BE USED AS RETURN AIRWAYS.
  - ALL NEW BATHROOMS ARE TO BE PROVIDED WITH A VENTILATION FAN EQUIPPED WITH A HUMIDISTAT CONTROLLER.
- GENERAL PLUMBING PROVISIONS**
- ALL PLUMBING AND PLUMBING RELATED SYSTEMS SHALL BE DESIGN BUILT AND INSTALLED BY A LICENSED PLUMBER IN ACCORDANCE WITH ALL GOVERNING CODES, MANUFACTURERS INSTALLATION INSTRUCTIONS AND IAPMO INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS (IAPMO) INSTALLATION STANDARDS.
  - AFTER SELECTIVE DEMOLITION PLUMBER SHALL INSPECT ALL VISIBLE EXISTING DOMESTIC WATER AND WASTE FOR DEFICIENCIES, MAINTENANCE ISSUES OR INCOMPATIBILITIES WITH CONSTRUCTION PLANS. ANY DISCOVERED PROBLEMS SHALL BE REPORTED TO THE ARCHITECT FOR RESOLUTION BEFORE CONTINUATION OF DEMOLITION.
  - ALL NEW FIXTURES SHALL NOT EXCEED THE FOLLOWING WATER USAGE LIMITS:
    - TOILETS: 1.28 GPF
    - LAVATORY FAUCETS: 1.5 GPM
    - KITCHEN FAUCETS: 1.8 GPM
    - SHOWERHEADS: 2.0 GPM
  - EXISTING FIXTURES NOT MEETING THE FOLLOWING GPM RATINGS SHALL BE CONSIDERED FOR REPLACEMENT WITH NEW:
    - LAVATORY FAUCETS: 2.2 MAX GPM
    - KITCHEN FAUCETS: 2.2 MAX GPM
    - SHOWERHEADS: 2.5 MAX GPM
- 24 NOTES**



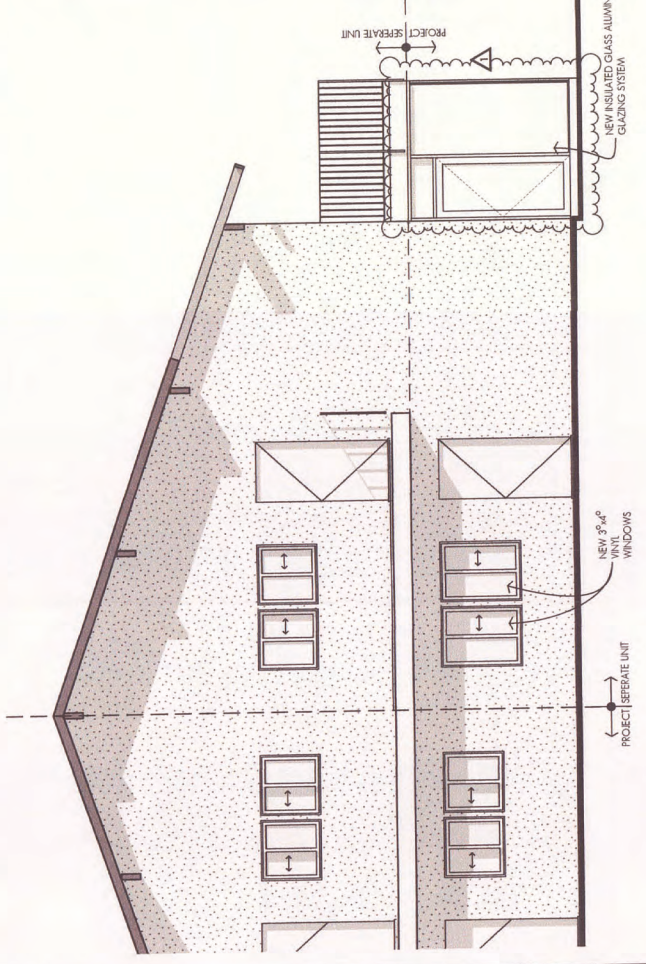
14 EXISTING / DEMOLITION EXTERIOR ELEVATION - SOUTH  
SCALE: 1/4" = 1'-0"



16 REMODEL EXTERIOR ELEVATION - SOUTH  
SCALE: 1/4" = 1'-0"



22 EXISTING / DEMOLITION EXTERIOR ELEVATION - WEST  
SCALE: 1/4" = 1'-0"



24 REMODEL EXTERIOR ELEVATION - WEST  
SCALE: 1/4" = 1'-0"



A9.1

DATE: 12.22.2016  
DRAWN BY: AMH  
1620

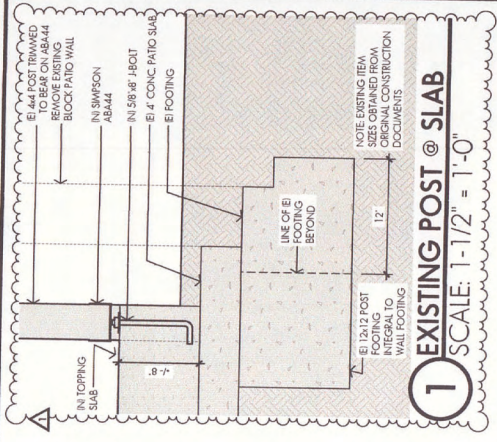
REVISIONS  
12.13.18

DETAILS



126-D  
AVENIDA MAJORCA  
LAGUNA WOODS, CA 92637

adrian michael harrison  
ARCHITECTURE & CONSTRUCTION



Attachment: 3

South Elevation



View from Sidewalk



East Elevation



West Elevation





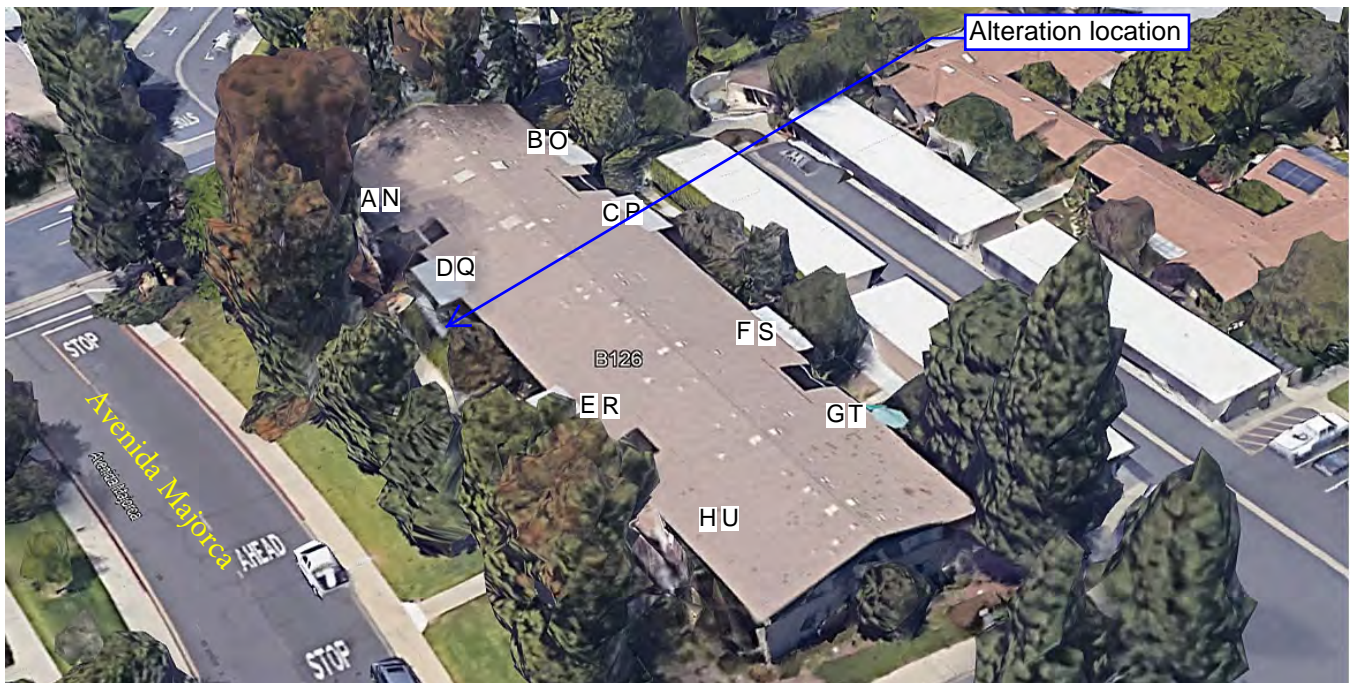
Topping Slab



Topping Slab



Attachment: 4





## STAFF REPORT

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**DATE:** March 21, 2019  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Mr. Gary W Caracciolo of 836-O (Cadiz, 6A)  
Install Stair Lift on Common Area Staircase

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### **RECOMMENDATION**

Staff recommends the Board approve the request to install a stair lift on the entry staircase with the following conditions as stated in Appendix A.

### **BACKGROUND**

Mr. Caracciolo of 836-O Ronda Sevilla, a Cadiz style unit, requests Board approval of a variance to install a stair lift at the staircase leading to the entry of his unit.

The staircase is designated as Common Area and shares common walls with Units B, C, O and P.

There is no Standard or Architectural plans on file for such an alteration. Due to the location falling on Common Area, Staff requires Board approval prior to issuing a Mutual Consent for the alterations.

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

### **DISCUSSION**

Mr. Caracciolo is proposing to install an outdoor Acorn model 130-stair lift to provide easier accessibility to his 2<sup>nd</sup> floor unit located at 836-O. The staircase measures 16' long with 16 risers; the width of the staircase is 53 inches (43" from railing to railing).

The plans submitted, propose installing the stair lift on the right side of the staircase (Unit O's side), using a rail system fastened to the existing steel frame and concrete staircase; no wall penetrations are required.

An electrical outlet will be required in the entry area to Unit 'O' prior to installation. A City permit will be required to ensure building code and that maximum power loads are not exceeded for the unit.

The stair lift operates at a 'whisper quiet' noise level and folds to an approx. 12¼" width when not in use at either the top or bottom landing of the staircase.

Civil Code §4600 (b)(3)(F) provides for a Homeowners Association to grant Common Area for the Exclusive Use of a Member to accommodate a disability. Staff recommends approval of the request to install the stair lift.

Additional conditions have been added that require the stair lift to be uninstalled at the owner's cost should the unit be sold or Membership to the unit changes, as well as upon request from the Mutual.

There is currently no open Mutual Consent for Unit 836-O.

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

A Neighbor Awareness Notice has been sent to Units 835-A, 835-D, 835-N, 835-Q, 836-A, 836-B, 836-C, 836-D, 836-N, 836-P and 836-Q on March 5, 2018, due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, only one response has been received from Unit 'N' in favor of the alteration.

There are three indoor stair lifts installed at Seville (two-story) units within United Mutual. One outdoor unit has been previously approved by the Board by Variance in 2008, located at 212-P (Attachment 3).

There have been no alterations permitted on Common Area since the previous Common Area Usage Policy was voted into effect in June 13, 2017, via resolution 01-17-94, however the alteration requests did not involve providing accessibility to a unit.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 836-O.

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

**Reviewed By:** Brett Crane, Permits and Alterations Supervisor

Ernesto Munoz, Maintenance and Construction Director

**ATTACHMENT(S)**

Appendix A: Conditions of Approval

Attachment 1: Scope of Work

Attachment 2: Variance Request, January 28, 2019

Attachment 3: Photos

Attachment 4: Map



## APPENDIX A

### CONDITIONS OF APPROVAL

1. The Alteration Stair lift must be removed upon sale/change of Membership of the unit and all associated costs will be the sole responsibility of the Mutual Shareholders of Unit **836-O**.
2. Upon notice from a representative for Unit 836-P or United Mutual, the stair lift may be required to be removed temporarily within a reasonable time to accommodate maintenance or accessibility needs of the neighboring unit. Any costs incurred will be the responsibility of the Mutual Shareholders of Unit **836-O**.
3. No improvement shall be installed, constructed, modified or altered at Unit **836-O**, ("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 Shareholders ("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.
4. A Variance for Alterations has been granted at **836-O** for Installing Chair Lift on the exterior staircase, 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.
5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **836-O** and all future Mutual Shareholders at **836-O**.
6. 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.

7. 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.
8. A City of Laguna Woods permit may be 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.
9. 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.
10. Shareholder hereby consents to and grants to the Mutual and the Maintenance and Construction Department, 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 Department, 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.
11. 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.
12. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
13. 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.

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, Policies and Guidelines. 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. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
23. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
24. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
25. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
26. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, 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.
27. 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.

# Scope of Work, Dwelling and Site Information

**Customer Information:**

Gary Caracciolo  
836 Ronda Sevilla  
Unit O

**Dwellings**

2 Dwellings

**Configuration:**

Right Hand Straight (Standing at the bottom, looking up)

**Scope of Work:**

Installation of an Acorn Model 130 Stairlift on the exterior steps located at address above.

Unit is affixed to the tread of the steps.

Unit is plugged into an existing 110 outlet to charge 2 each 12 volt batteries.

Upon approval, the Installation will be completed in one day and will take approximately 3 hours.

**Minimum Width:**

53 Inches

Steps –15 Risers

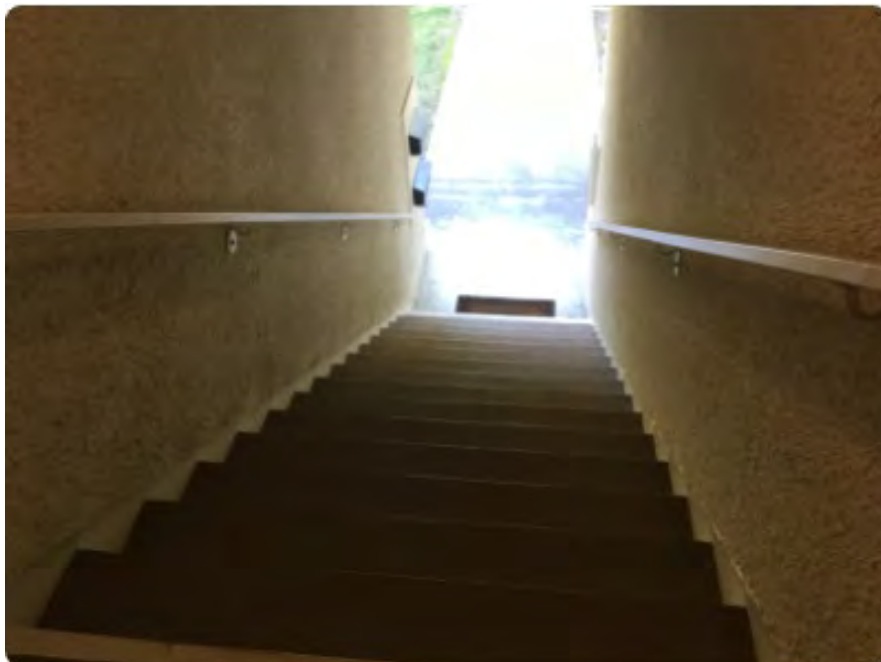
**Staircase Angle:**

34.0 degrees

**Step Construction:**

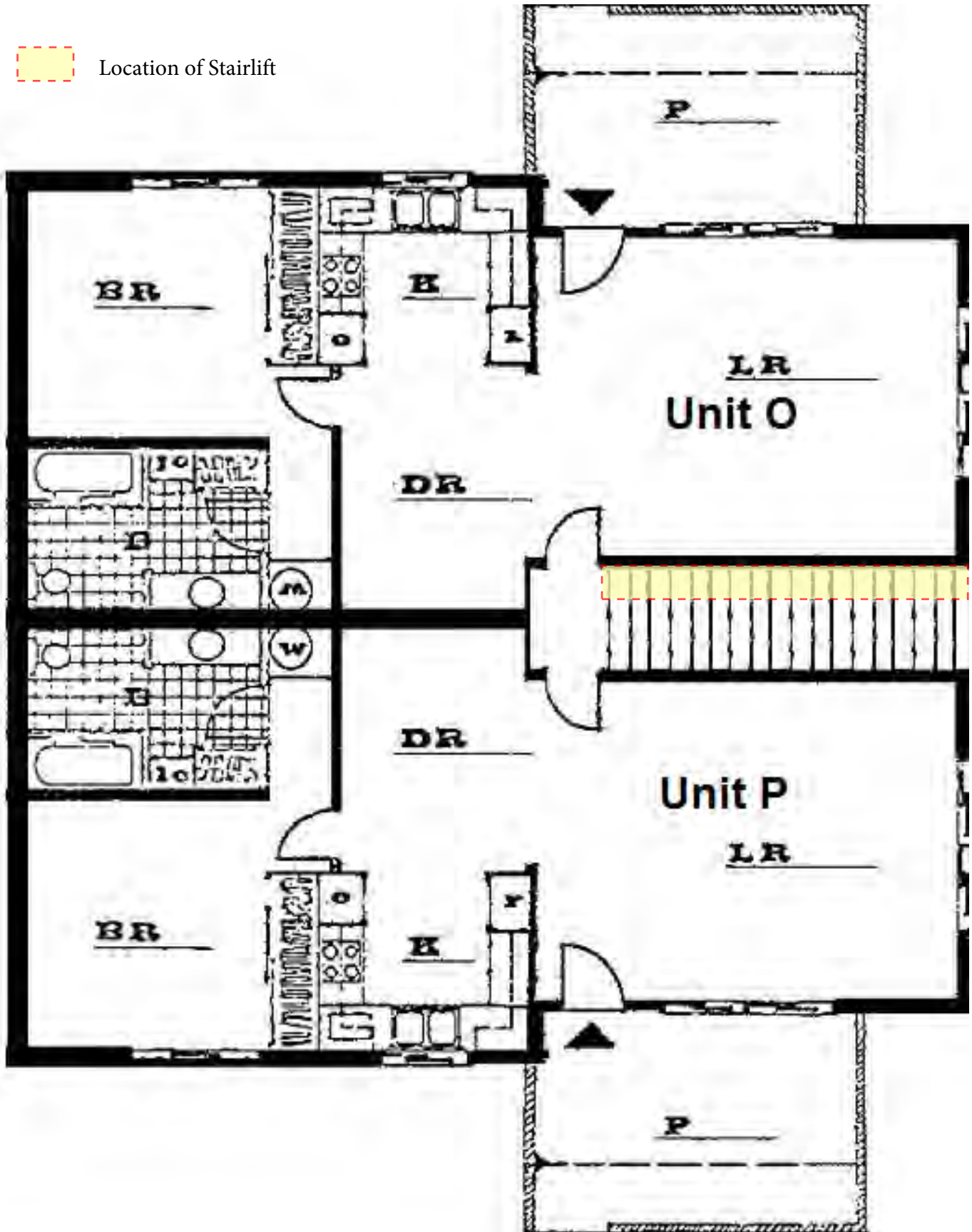
Concrete

Gary Caracciolo, 836 Ronda Sevilla, Unit O,

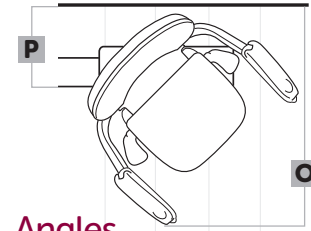
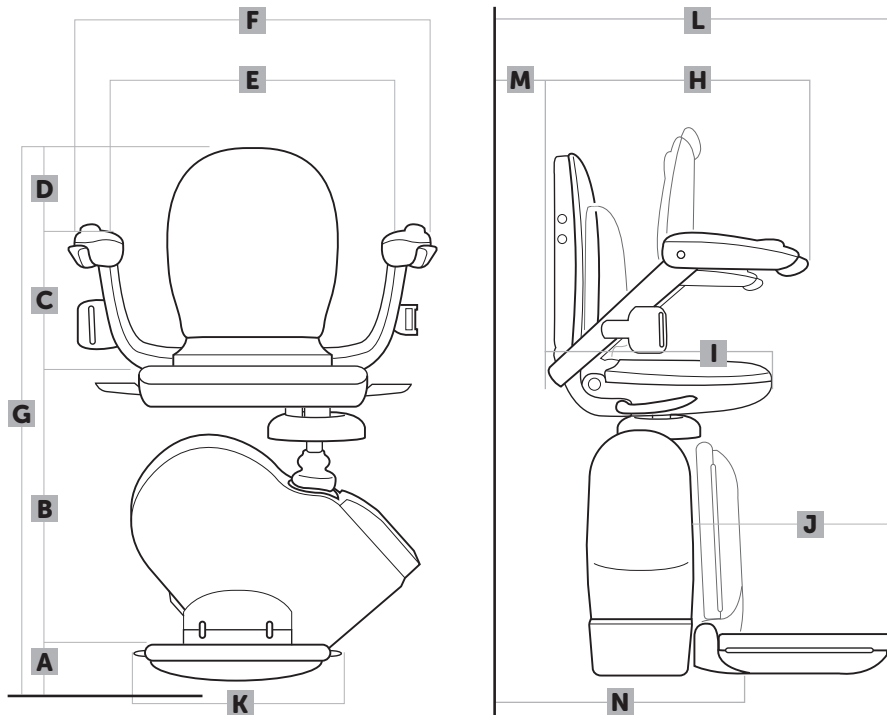




Location of Stairlift



# Acorn 130 Superglide / Outdoor



## Angles

### Standard Indoor 130

Short seat post	40-55
Standard seat post	29-55°
Tall seat post	23-55°

### Outdoor 130

Standard seat post	27-55°
--------------------	--------

### Hinge Section 130 (indoor only)

Manual hinge folds back	130°
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## Maximum Rail Length

10 metres	394 inches
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## Specifications

### Dimensions

	mm	inch
<b>A</b> Floor to top of footrest	95	3 <sup>3</sup> / <sub>4</sub>
<b>B</b> Top of footrest to top of seat (Short) (Tall)	445 (410) (505)	17 <sup>1</sup> / <sub>2</sub> (16 <sup>1</sup> / <sub>4</sub> ) (19 <sup>3</sup> / <sub>4</sub> )
<b>C</b> Top of seat to top of arms	250	9 <sup>3</sup> / <sub>4</sub>
<b>D</b> Top of arms to top of seat back	190	7 <sup>1</sup> / <sub>2</sub>
<b>E</b> Width between armrests (Wide arm version)	445 (495)	17 <sup>1</sup> / <sub>2</sub> (19 <sup>1</sup> / <sub>2</sub> )
<b>F</b> Overall width	605	23 <sup>3</sup> / <sub>4</sub>
<b>G</b> Overall height to floor	980	38 <sup>1</sup> / <sub>2</sub>
<b>H</b> Length of arms from seat back	470	18 <sup>1</sup> / <sub>2</sub>
<b>I</b> Length of seat base from seat back	435	17
<b>J</b> Length of footrest	325	12 <sup>3</sup> / <sub>4</sub>
<b>K</b> Width of footrest	310	12 <sup>1</sup> / <sub>4</sub>
<b>L</b> Front of footrest to stringer	570	22 <sup>1</sup> / <sub>2</sub>
<b>M</b> Back of seat to stringer	13	1/2
<b>N</b> Folded width	310	12 <sup>1</sup> / <sub>4</sub>
<b>O</b> Minimum width required to swivel at top	670	26 <sup>1</sup> / <sub>4</sub>
<b>P</b> Distance from front of rail to stringer (Wide arm version)	215 (240)	8 <sup>1</sup> / <sub>2</sub> (9 <sup>1</sup> / <sub>2</sub> )

**Power supply input range** 120 - 240v AC

**Carriage power** 24v DC batteries

**Motor Power** 0.25KW

**Method of Drive** Rack and Pinion

**Maximum Capacity** 127kgs (19.9st) (300lbs)\*

**Maximum Capacity HD version** 159kg (25st) (350lbs)\*

**Motor Output Speed** No greater than 0.15 m/s

Measurements are only a guide and subject to site and clients survey.

\*300lbs / 350lbs reference applies to the USA / CANADA certification ONLY.



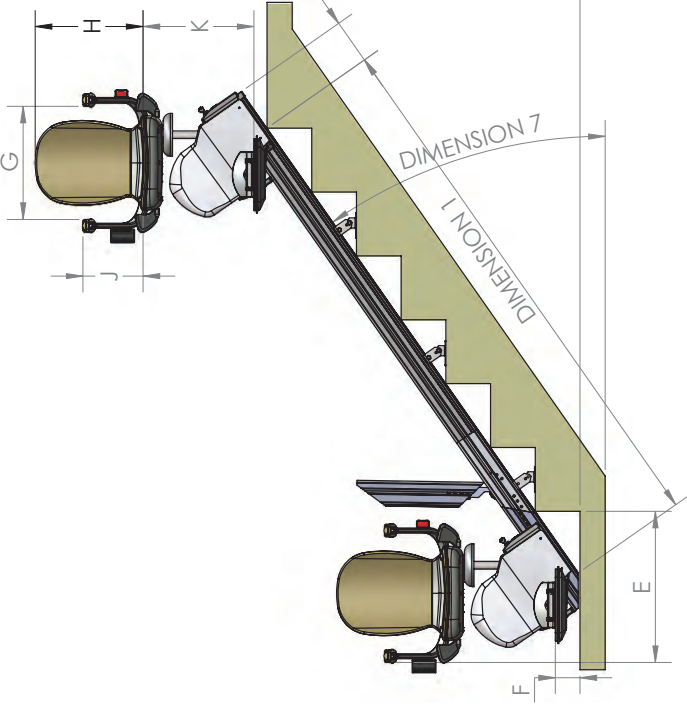
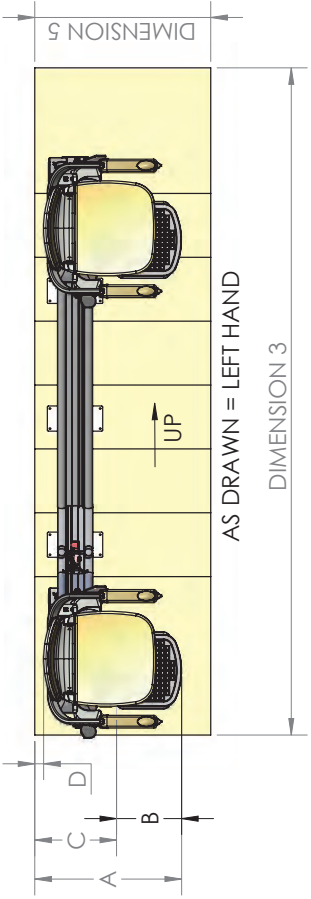
**MODEL: ACORN SUPERGLIDE 130 - STANDARD**  
 RATED LOAD: 300lbs  
 DRIVE TYPE: STEEL RACK & PINION  
 TRACK: EXTRUDED ALUMINIUM PROFILE  
 MAX SPEED: 27 fpm  
 DRIVE POWER: BATTERY 2 X 12VDC, 8.5Ah  
 TRANSFORMER: INPUT 120V AC, 60Hz, 29W,  
 CLASS 2', OUTPUT 15 VAC, 60Hz, 2.5A  
 CONTROLS: 2 X 1/R REMOTE CONTROL  
 UL CERTIFIED FOR USA & CANADA # SA 13138

**STANDARD SAFETY EQUIPMENT**  
 AUTOMATIC STOP LIMIT SWITCHES  
 FINAL LIMIT SWITCH (UP & DOWN)  
 MECHANICAL OVERSPEED GOVERNOR  
 SAFETY GEAR CAM  
 SELF LOCKING DRIVE  
 EMERGENCY HAND WINDING HANDLE  
 CARRIAGE & FOOTREST SAFETY EDGES (5)  
 SEATBELT  
 CONSTANT PRESSURE DIRECTION CONTROLS  
 SWIVEL SEAT (UP SIDE DIRECTION ONLY)  
 FOLDING ARMRESTS, FOOTREST & SEAT

**CRITICAL MEASUREMENTS (as indicated on drawing)**  
 A) MAX CARRIAGE WIDTH (footrest lowered): 23.75"  
 B) FOOTREST DEPTH & WIDTH: 12.75" x 12.75"  
 C) MIN CARRIAGE WIDTH (footrest folded): 12.25"  
 D) DISTANCE BETWEEN SEAT BACK & WALL: 0.5"  
 E) SPACE REQUIRED AT FOOT OF STAIRS: 23.75"  
 F) FLOOR TO FOOTREST HEIGHT: 3.75"  
 G) SEAT WIDTH (between arms): 17.5"  
 H) DISTANCE BETWEEN TOP OF SEAT BACK & SEAT CUSHION: 17"  
 J) DISTANCE BETWEEN TOP OF ARMREST & SEAT CUSHION: 9.754"  
 K) DISTANCE BETWEEN SEAT CUSHION & FOOTREST: 17.5"  
 L) OVERHANG: 8"

**MEASUREMENT INFORMATION**  
**THE FOLLOWING ITEMS**  
**WILL BE OBTAINED AS NEEDED**  
**FOR THE INSTALLATION**  
 1) TOP NOSE TO FLOOR  
 2) OVERALL HEIGHT  
 3) TOTAL DEPTH OF RUN  
 4) HAND  
 5) MINIMUM WIDTH  
 6) STAIRCASE CONSTRUCTION  
 7) ANGLE OF STAIRS

**NOTE: ALL CLEARANCES ARE CODE COMPLIANT. THERE ARE NO ENCROACHMENTS AT THE LANDINGS OR THROUGHOUT THE RUN OF THE LIFT**



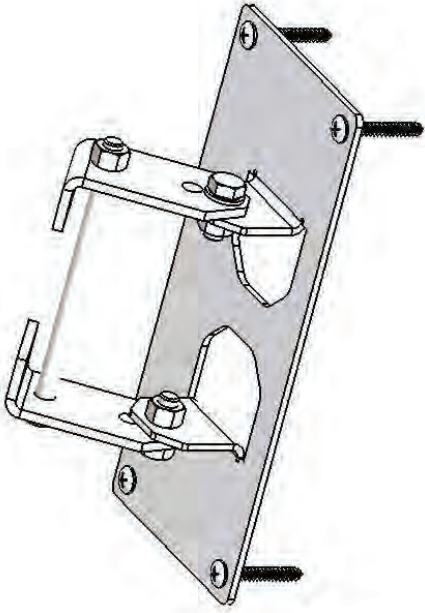
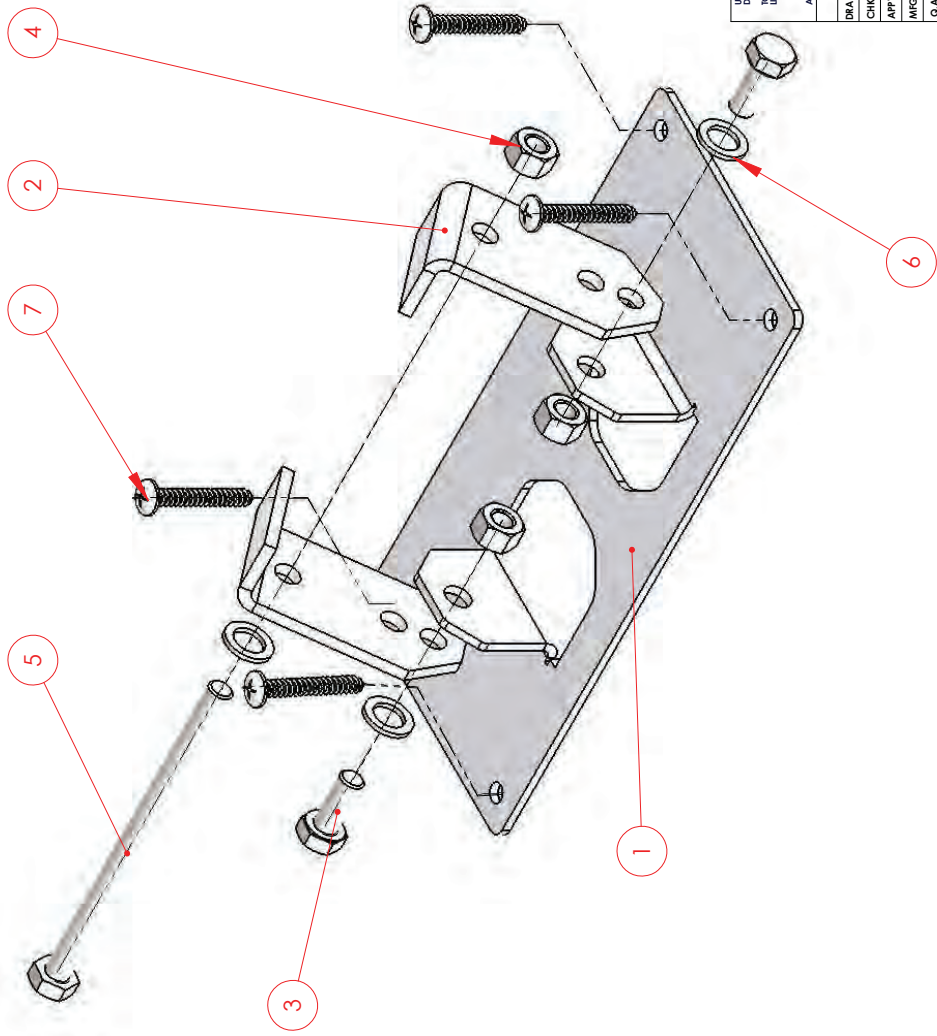
**THIS EQUIPMENT IS COMPLIANT WITH -**  
 ASME A 18.1 2011  
 ASME A 18.1 2005  
 NEC 2011  
 BS EN 81-40: 2008  
**AND ITS SUPPLEMENTS**

REVISION		DESCRIPTION		DATE		DRAWN		CHECKED		APPROVED	
00000048	H	Drawing Update	K, McC		21-04-15						
HB11754	G	Updated			04-09-14						
HB11395	F	Released			10-09-13						
HB10431	E	Released			13-04-11						
HB10188	D	Released			21-09-10						
HB10185	C	Released			15-09-10						

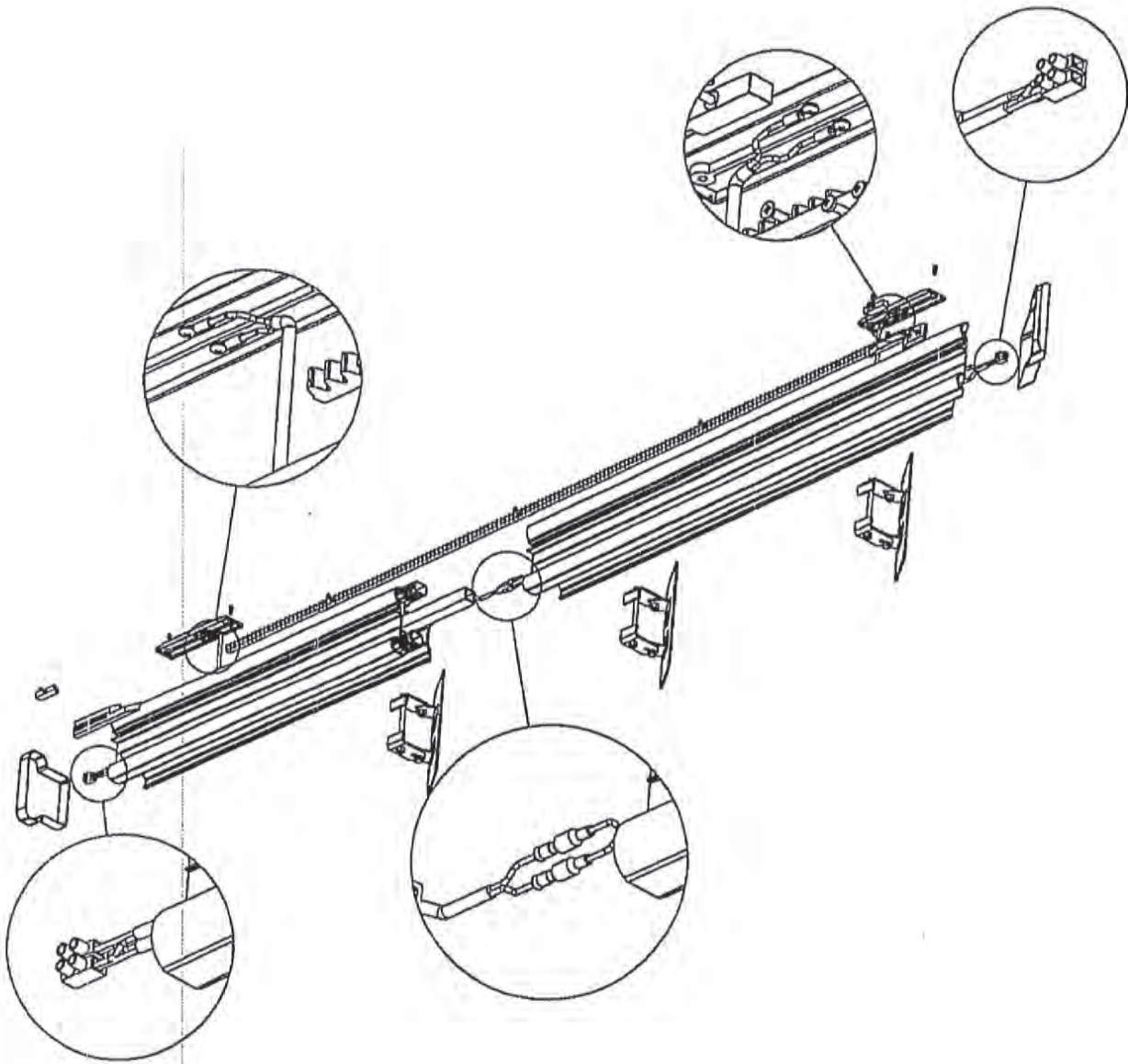
FINISH:	GENERAL SURFACE FINISH - 1.2µm TO 1.8 µm (UNLESS OTHERWISE STATED)
DESCRIPTION:	THE INFORMATION IN THIS DRAWING IS CONFIDENTIAL TO LEMAC. IT IS NOT TO BE REPRODUCED OR PART WITHOUT PRIOR WRITTEN PERMISSION
DESCRIPTION:	Acorn Stairlift Info Schematic
DWG NO.	49472-509G
WEIGHT (grams)	
ACORN / BORN No. CROSS REF.	
ACORN/IGL No. CROSS REF.	

ITEM NO.	PART NUMBER	DESCRIPTION	QTY.
1	31515-805	130 Stairplate	1
2	31515-804	Acorn Rail Clamp	2
3	2231-820	M8 x 20 Hex Screw ZP ISO4018	2
4	2238-108	M8 Nut ZP ISO4034	3
5	2231-830	M8 x 120 Hex Screw ZP ISO4015	1
6	2132-108	M8 Plain Washer ISO7089	3
7	2144-698	No 12 x 1.500in Self Tapping Screw	4



DO NOT SCALE DRAWING		REVISION	A
LEMAC		DESCRIPTION:	
130 Stair Clamp Set		DWG NO. 41418-001	
DEBUR AND BRIGHTEN EDGES		SCALE: 1:2	
FINISH:		SHEET OF 1	
TOLERANCES: ANGULAR: ±0.5°		WEIGHT: (grams)	
DIMENSIONS ARE IN MILLIMETERS		MATERIAL:	
TOLERANCES: LINEAR: ±0.50mm		DATE: 04.02.15	
LINEAR: ±0.10mm		SIGNATURE	
ANGULAR: ±0.5°		DATE	
NAME		SIC Cont	
J.N.		Vendor No.	
CHKD		Make/Buy	
APPLYD		Last Save By	
MGC		J Newlands 04 February 2015 07:52:24	
G.A.			
ModBy		-/-	

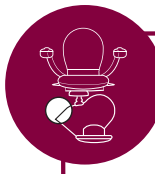
REV	DESCRIPTION	DATE
1	LEMMC	
2	Roll Viring	
3	49351-Assy/3	



# QUICK USER GUIDE 130 STRAIGHT



This is a quick start reference guide to help get you started using your Acorn 130 straight stairlift.

It is important for your safety that you study the User Manual to completely familiarise yourself with your stairlift.




## KEEPING LIFT ON

- 1 Key must always be kept in the on position as shown.
- 2 Switch must always be kept in the on position as shown.



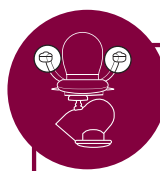


**IMPORTANT - THE SWITCH SHOULD REMAIN ON WHILE THE LIFT IS PARKED ON A CHARGE POINT.**



## IMPORTANT - SEAT BELT MUST BE WORN DURING OPERATION.

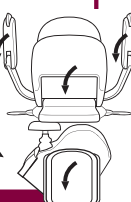
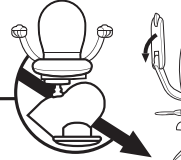
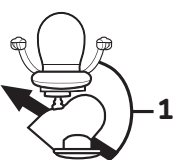
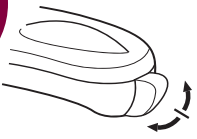
### SEAT BELT

- 1 Retract the seatbelt and pull over lap.
- 2 Push seatbelt into the buckle until it clicks.



## OPERATING THE LIFT

- 1 Press the switch towards the stairs to go up.
- 2 Press the switch away from the stairs to go down.

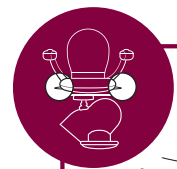
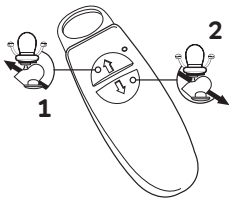


**REMINDER - THERE IS A 2 SECOND DELAY ONCE THE TOGGLE OR REMOTE IS PRESSED BEFORE THE LIFT STARTS TO MOVE. BOTH ARMS MUST BE COMPLETELY DOWN FOR THE STAIRLIFT TO OPERATE.**

**IMPORTANT - MAX WEIGHT USED ON LIFT IS 300 LBS. AND 350 LBS. ON HD MODEL. EXCEEDING WEIGHT LIMIT CAN RESULT IN SERIOUS INJURY.**

## REMOTE CONTROLS

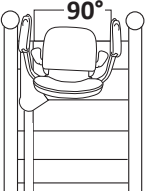
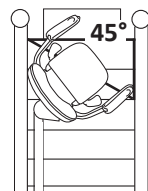
- 1 Press the up arrow for the lift to go up.
- 2 Press the switch away from the stairs to go down.



## SWIVEL SEAT

At the top of the stairs push down on the lever to swivel the seat. Seat will lock at 45° and 90° when handle is released.

The seat must be swiveled back into position to operate.



**REMINDER - MAKE SURE THE SEAT IS LOCKED INTO POSITION FACING AWAY FROM THE STAIRCASE BEFORE GETTING ON OR OFF THE STAIRLIFT.**

## IN CASE OF UNEXPECTED STOP

*\*In the unlikely event that a problem should occur:*

- 1 When home alone using the stairlift we recommend that you carry a cell phone and alert others if you need help.
- 2 Remain calm on the stairlift making sure that both arm rests are down.
- 3 It is a good practice to ask someone else to help you troubleshoot.
- 4 Release the direction controller on the arm rest and press again in the **DOWN** direction.
- 5 If you must disembark for any reason: turn the seat, depressing the seat swivel lever allowing the lift to face the staircase. Release handle and lock the seat in place for a safe exit.

**IF THE STAIRLIFT FAILS TO OPERATE, PLEASE REMAIN CALM AND ALERT OTHERS BEFORE ATTEMPTING TO DISEMBARK THE STAIRLIFT.**

### IMPORTANT INFORMATION FOR USERS WITH A MANUAL HINGE

Using the remote control, move the lift up to an intermediate charge point if fitted or the top charge point. Once completed, manually lift the hinge to allow access through the doorway that was obstructed.

It is important that the stairlift is moved to the nearest charge point to ensure battery drain does not occur. Images shown for illustrative purposes only and may change.



# The Acorn 130 Outdoor Stairlift



Acorn 130 Outdoor Stairlift

This Acorn Stairlift is the perfect solution for anyone who struggles with their patio or porch steps. With all of the same features as the Acorn 130 Stairlift, the Acorn Outdoor stairlift is weather sealed to International Protection Code IP55 to protect it from the elements. While regaining access within your home is top priority, it's equally important for you to enjoy the freedom of being able to go outside your home to a garage, front porch, or patio.

## Any Outdoor Need

---

The Acorn 130 Outdoor Stairlift can be used for virtually any outdoor application, such as front entry steps, patios, decks, steps to and from a garage, and even to a boat dock or landing.



## Waterproof Cover

---

Enjoy the home you love, both inside and out. The Acorn 130 Outdoor Stairlift is weather proof and comes with a durable, waterproof cover for extra protection.



## As Easy as a Touch of a Button

---

Acorn Stairlifts are simple to use. We've engineered paddle switches at the end of each arm rest that control the movement of the stairlift. The ergonomic design of the armrests, coupled with the easy touch paddle switches, make it easy to use by anyone with dexterity challenges. There is a paddle switch on each arm rest so you can operate the stairlift with either your left or right hand.



Paddle Switches

## 2 One-Touch Remote Controls

---

Another way to control the stairlift is with our one-touch remote controls. For extra convenience we provide 2 wireless remotes with every lift, one for the user and one for anyone who maybe assisting those on the stairlift.



Acorn 130, Remote Control

## Safety Sensors

---

With 12 safety sensors located throughout critical areas of the stairlift, you and your loved ones will never need to worry. Safety sensors on the footrest and carriage stop the lift automatically should there be any obstruction on your staircase.



Acorn 130, Safety sensors on footrest

## Retractable Safety Belt

---

Safety belts are important to keep you safe and secure during the stairlift operation. They provide peace of mind by ensuring that whoever is using the stairlift will never need to worry. Safety belts are standard on every Acorn Stairlift. They are easy to use and conveniently retract automatically.



Secure, retractable Safety Belt



## Acorn 130 Straight Stairlift

- 1 Footrest Up
- 2 Footrest Down
- 3 Footrest Under
- 4 Upper Arm Interlock
- 5 Lower Arm Interlock
- 6 Seat Interlock
- 7 Upper Safety Cover
- 8 Lower Safety Cover
- 9 OSG Overtravel
- 10 3 Limit Switches

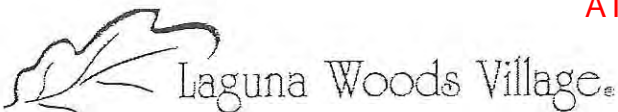


## Advanced Safety Features



At Acorn Stairlifts, safety is our top priority. This is why we've made sure every stairlift includes all the safety features needed to ensure you and your loved ones are protected on or around the stairlift.

One of the most important safety features on all Acorn Stairlifts is the “soft-start” and “soft-stop” function. This feature uses advanced programming to ensure a safe and comfortable ride by providing a gradual and smooth start and stop of the stairlift every time it is used.



MANOR # 836-0

ULWM  TLHM

Variance Request Form

SA 21344715

Model: CADIZ Plan: GA Date: 1/28/19

Member Name: GARY CARACCILO Signature: [Signature]

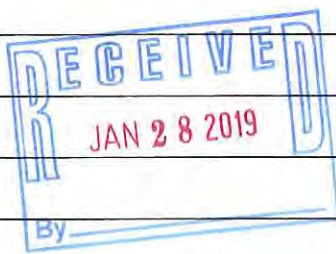
[Redacted]

Contractor Name/Co: ACORN STAIR LIFTS, INC

Mailing Address: (to be used for official correspondence) 3333 MICHELSON DR. Ste 420, IRVINE, CA 92612

Description of Proposed Variance Request ONLY:

STAIR LIFT



Dimensions of Proposed Variance Alterations ONLY:

FOR OFFICE USE ONLY

RECEIVED BY: L7 DATE RECEIVED: 1-28-19 Check# 1042 BY: [Signature]

<b>Alteration Variance Request</b>	<b>Complete Submittal Cut Off Date:</b>
<p>Check Items Received:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawing of Existing Floor Plan</li> <li><input type="checkbox"/> Drawing of Proposed Variance</li> <li><input type="checkbox"/> Dimensions of Proposed Variance</li> <li><input type="checkbox"/> Before and After Pictures</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p>Meetings Scheduled:</p> <p>Third AC&amp;S Committee (TACSC): _____</p> <p>United M&amp;C Committee: _____</p> <p>Board Meeting: _____</p> <p><input type="checkbox"/> Denied <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Tabled <input type="checkbox"/> Other</p>

January 24, 2019

To whom it may concern,

Mr. Gary Caracciolo is a patient in my Pulmonary Practice at Kaiser Permanente in Orange County. He has chronic hypoxemic respiratory failure and is severely disabled and dependent on home oxygen. Due to his pulmonary disease, he has great difficulty with exertion and has great difficulty with climbing stairs and steps. He is seeking to install a stair lift to improve his symptoms and mobility. Please give strong consideration his request.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

 MD ASOBY

Eduardo Torres, MD, FCCP

Pulmonary and Critical Care Medicine

Kaiser Permanente, Orange County





Linda OMalley

**Fw: ada**

1 message

GaryC

Sat, Jan 26, 2019 at 12:03 AM

To:

**From:** GaryC  
**Sent:** Saturday, January 26, 2019 12:00 AM  
**To:** Gary Caracciolo  
**Subject:** ada

The Fair Housing Act requires owners of housing facilities to make reasonable exceptions in their policies and operations to afford people with disabilities equal housing opportunities. For example, a landlord with a "no pets" policy may be required to grant an exception to this rule and allow an individual who is blind to keep a guide dog in the residence. ~~The Fair Housing Act also requires landlords to allow tenants with disabilities to make reasonable access-related modifications to their private living space, as well as to common use spaces.~~ (The landlord is not required to pay for the changes.) The Act further requires that new multifamily housing with four or more units be designed and built to allow access for persons with disabilities. This includes accessible common use areas, doors that are wide enough for wheelchairs, kitchens and bathrooms that allow a person using a wheelchair to maneuver, and other adaptable features within the units.



Virus-free. [www.avg.com](http://www.avg.com)



Attachment: 3

Front of Building

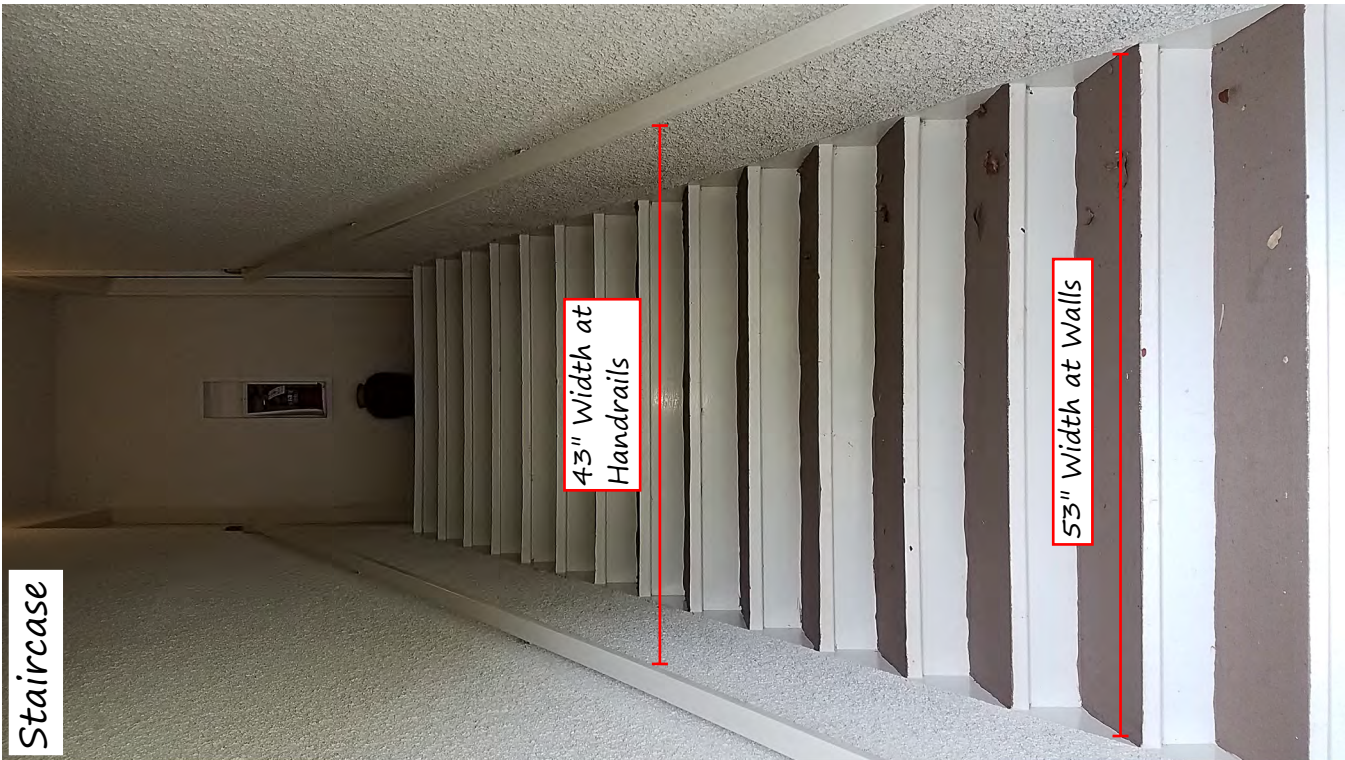


Staircase





Top Landing



Staircase

Unit  
212-P



Unit  
212-P

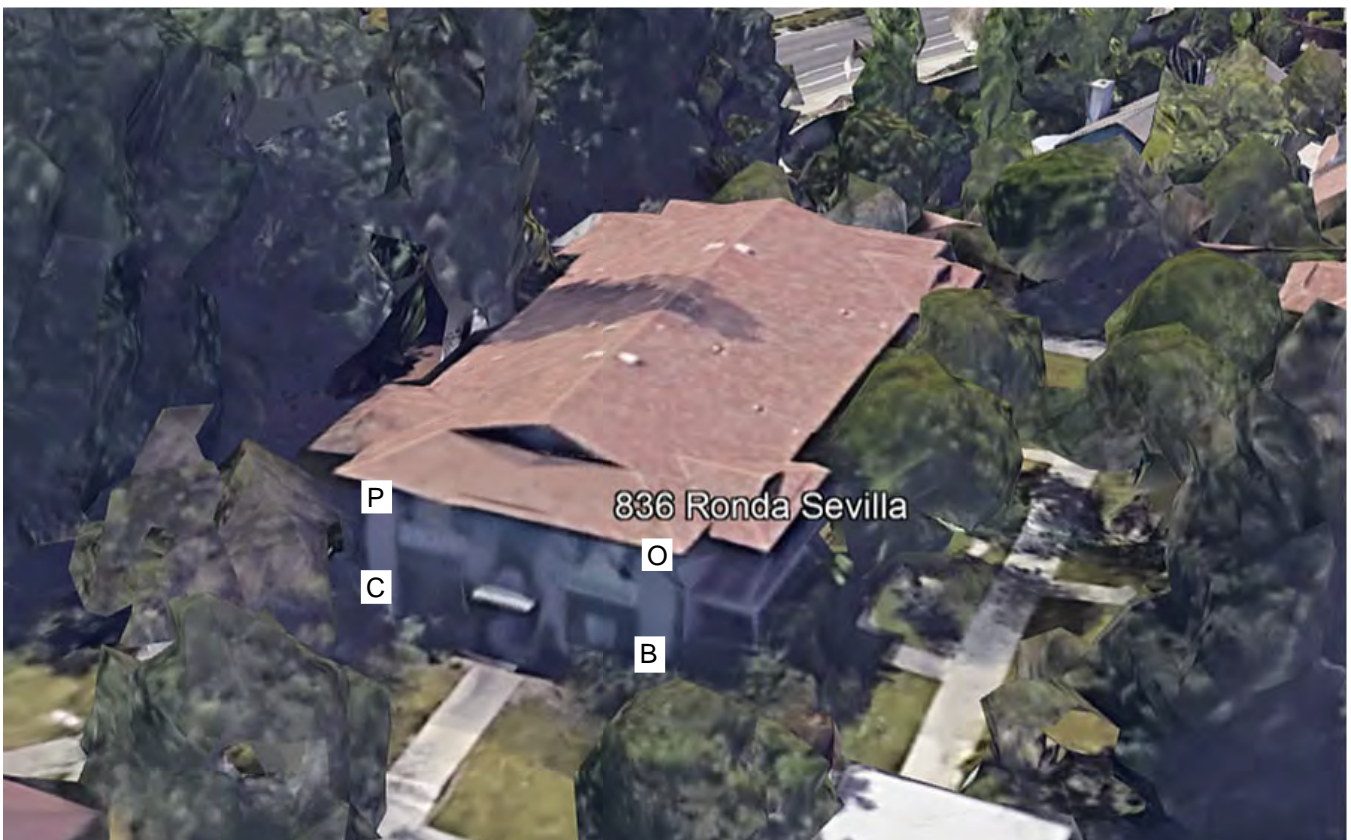






Unit  
212-P

Attachment: 4





## **STANDARD 18: GUTTERS & DOWNSPOUTS**

OCTOBER 2010, RESOLUTION 01-10-224

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 NOVEMBER 2018, RESOLUTION 01-18-113

### **1.0 GENERAL REQUIREMENTS**

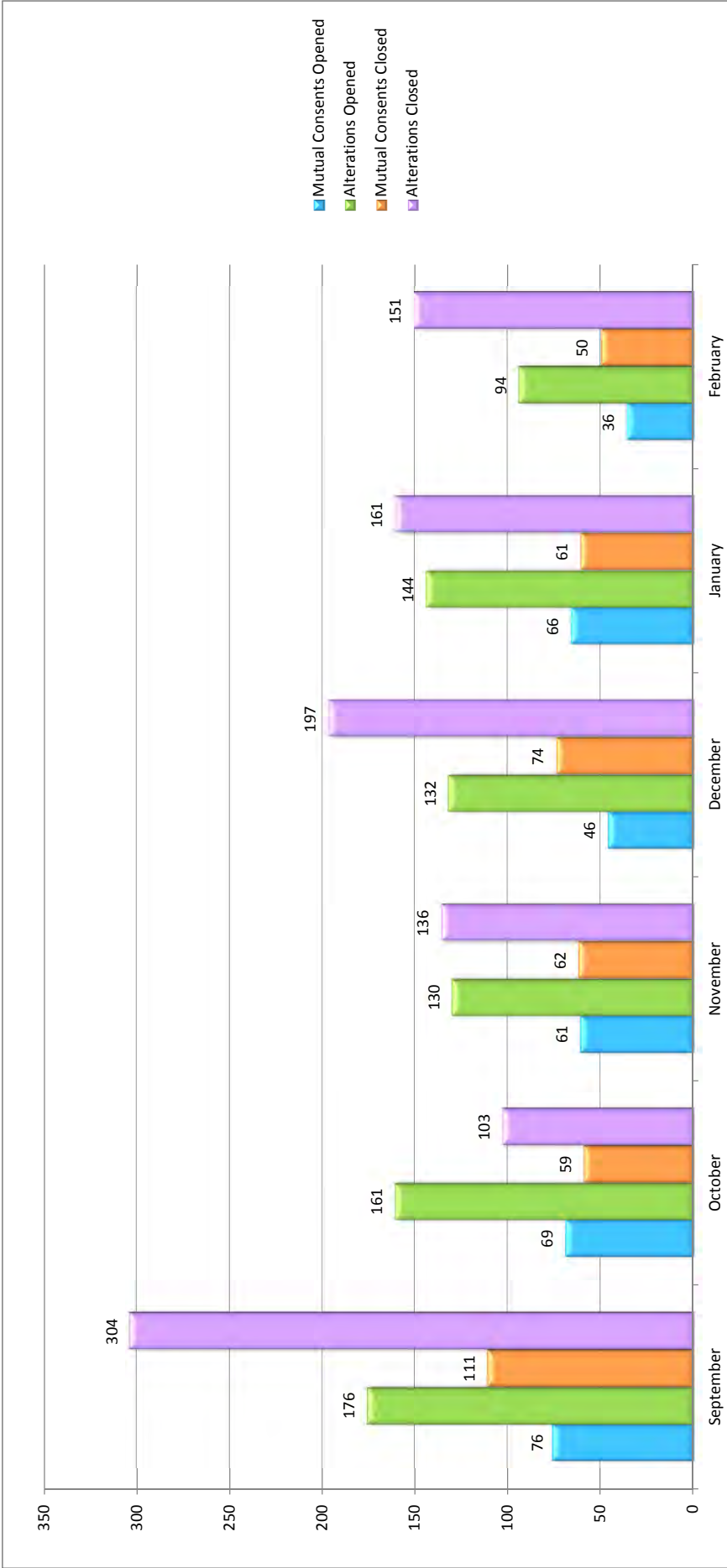
**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

- 2.1** All gutters and downspouts will be of the same style and color to match existing gutters on the building.
- 2.2** Gutters must be a minimum 5" wide, measured at the top.
- 2.3** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.4** Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper or steel gutters and downspouts are not permitted.
- 2.5** Gutters are required to slope one inch for every 20 feet toward the downspout.
- 2.6** Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.

- 2.7** Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.
- 2.8** Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.9** All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.10** Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.11** Downspouts are required to be 3" x 4" and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.
- 2.12** The ends of downspouts must drain into a proper drainage system such as a drywell, onto pavement or a splash block that routes the water at least three feet downhill from the foundation of the building and onto properly graded soil. Downspouts are prohibited from draining directly onto a roadway and/or into the storm drain system.

# Permits and Alterations Division Mutual Consents Report United Mutual



	September	October	November	December	January	February	Total
<b>Mutual Consents Opened</b>	76	69	61	46	66	36	354
<b>Alterations Opened</b>	176	161	130	132	144	94	837
<b>Mutual Consents Closed</b>	111	59	62	74	61	50	417
<b>Alterations Closed</b>	304	103	136	197	161	151	1052

\* One Mutual Consent may contain multiple individual Alterations