



**OPEN MEETING**

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

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

**NOTICE AND AGENDA**

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for January 17, 2018
5. Committee Chair Remarks
6. Member Comments - (Items Not on the Agenda)
7. Department Head Update

**Consent:**

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

None

**Items for Discussion and Consideration:**

8. 312-F (Cordoba 1A6) - Install Windows in Existing Patio Wall Openings
9. 442-B (Cordoba 1A4R) - Room Repurposing, Window Resizing and Wall Revisions
10. 765-A (La Corona, Plan 3B) - Request to Retain Patio Enclosure
11. Discuss a Future Contractor Forum

**Reports:**

None

**Items for Future Agendas**

Begin Review and Updates to Existing Standards

**Concluding Business:**

- 12. Committee Member Comments
- 13. Date of Next Meeting - March 15, 2018
- 14. Adjournment

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



## **OPEN MEETING**

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

**Tuesday, January 17, 2018 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

### **REPORT**

**MEMBERS PRESENT:** Janey Dorrell - Chair, Don Tibbetts, Pat English, and Juanita Skillman

**MEMBERS ABSENT:** Cash Achrekar and Advisor Kay Anderson

**ADVISORS PRESENT:** Mike Mehrain, Ken Deppe, and Walt Ridley

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media were present.

**3. Approval of the Agenda**

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

**4. Approval of the Report for December 19, 2017**

Director Tibbetts made a motion to approve the report. President Skillman seconded. Director English abstained. The remainder of the committee was in unanimous support.

**5. Committee Chair Remarks**

Chair Dorrell welcomed the new advisors, Walt Ridley and Ken Deppe, to the committee, as well as Director Pat English.

She reported that she and Mr. Wiemann will be taping a spot on TV6 and asked if committee had anything they wanted them to discuss. President Skillman recommended showing the new Alterations booklet and the alteration checklist at the taping.

Chair Dorrell said that some of the Members are anxious that residents are performing alterations without permits. She felt everyone's help was needed to report residents who are doing so. President Skillman said Members are told by contractors they don't need a permit and they believe them.

**6. Member Comments**

(2013-C) Rhoda Lindner asked for clarification on the definition of a bathroom split.

**7. Department Head Update**

Mr. Wiemann reported that 607-A had not yet started their alterations.

He stated that the new conformance deposit was started at the first of the year; there have been no complaints about it to date. Additionally, the Contractor Pass process started yesterday, January 16, 2018, and was going relatively smoothly.

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.*

**8. Feasibility of Converting As-Builts to Record Drawings**

Items for Discussion and Consideration:

**9. 105-C (San Sebastian, 7) - Extend Living Room onto Existing Patio**

President Skillman moved to accept Staff's recommendation. Director English seconded. The committee was in unanimous support.

**10. 317-D (Madrid, 4) - Kitchen Wall Revision and Relocate Bedroom Closet**

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

**11. 566-B (Cordoba 1A4) - Wall Revision on Previously Enclosed Atrium**

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

**12. 2003-A (Valencia, FG04) - Kitchen, Bedroom and Atrium Wall Revision and Closet Relocation**

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

### **13. Proposed Policy for Repurposing Closets and Interior Partition Walls**

Mr. Wiemann explained that this policy allows Staff to make decisions about moving walls; however, the committee would still need to approve changing any load bearing walls or if moving a wall changes the purpose of the room.

President Skillman requested that Staff add wording to this Standard stating the option residents have to make an appeal to the committee when they disagree with a decision made by Staff regarding their alteration.

Director English moved to accept Staff's recommendation and to add to the resolutions that in the event that a member doesn't agree with Staff's decision, they may appeal to the committee. Staff should quote the wording regarding this from Policies and Procedures, if applicable. President Skillman seconded. The committee was in unanimous support.

### **14. Discuss Education to Members about Asbestos and Lead-Based Paint**

Mr. Wiemann reported there is an annual notice to the community regarding asbestos. He is working on shortening that document and it will go into the Mutual Consent package. He is planning on bringing the document to the next meeting. Director English recommended having this document available at the New Resident Orientations (NRO) and also to add it to the discussion checklist for Directors for the NRO. Ms. Morton stated she will ask Heather Rasmussen to do so once the document is finalized.

Mr. Wiemann reported that the current Variance Request decision letters do not include what a resident needs to do next after their variance is approved. Staff will begin sending the residents the paperwork they must fill out and return, depending on the type of variance(s) they requested.

The committee requested Staff move the committee to a Thursday as to not conflict with the Traffic Committee meetings.

#### Reports:

None

#### Items for Future Agendas

#### Concluding Business:

### **15. Committee Member Comments**

None

### **16. Date of Next Meeting - February 15, 2018**

**17. Adjournment at 10:37 a.m.**

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

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



## STAFF REPORT

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**DATE:** February 15, 2018  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Mr. John Choy of 312-F (Cordoba 1A6)  
Install Windows in Existing Patio Wall Openings

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### **RECOMMENDATION**

Staff recommends the Board approve the request to install windows in existing patio wall openings with the conditions as stated in Appendix A.

### **BACKGROUND**

Mr. Choy of 312-F Avenida Castilla, a Cordoba style unit, requests Board approval of a variance to install windows where there are existing openings in his front patio wall. The openings were previously applied for via Mutual Consent 170893 in April, 2017 via Mutual Standard 8: Patio Walls.

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

### **DISCUSSION**

Mr. Choy proposes to use the existing opening locations and dimensions for the new window installation. The openings measure 57 inches wide by 57 inches tall and are located 13 inches from the decorative blocks on either side of the front gate to the unit. The heights of the openings are in line with the top of the decorative blocks and entry gate for aesthetic consistency.

The proposed windows would be of white vinyl and be required to meet the existing Mutual Standards for window installations.

Currently there are sixteen pending Mutual consents pending for 312-F as part of a unit remodel. All consents have received their City Final permit and are in the painting and finishing stage prior to obtaining final approval by the Alterations Division.

A Neighbor Awareness Notice was sent to Units 312-E, 328-A, 328-N, 328-D, 328-Q, 329-B and 329-C on February 5, 2018 due to sharing common walls and/or being within 150 feet with a line of sight to the alteration.

A front patio window was approved for 312-E in April 2014 and for 314-A in May 2015.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 312-F.

**Prepared By:** Gavin Fogg, Alterations Inspector  
**Reviewed By:** Kurt Wiemann, Permits, Inspections & Restoration Manager  
**Committee Routing:** Architectural Control and Standards Committee

**ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Attachment 1: Site Plans  
Attachment 2: Variance Request, January 24, 2018  
Attachment 3: Photos  
Attachment 4: Map



## APPENDIX A

### CONDITIONS OF APPROVAL

#### Conditions of Approval:

1. All pending Mutual Consents must receive final approval prior to any new application for Mutual Consent with the Permits and Alterations Department.
2. A Mutual Consent for Unit Alterations has been granted at **312-F** for **Installing windows in existing patio openings**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. No improvement shall be installed, constructed, modified or altered at Unit 312-F, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
4. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 312-F and all future Mutual Members at 312-F.
6. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of

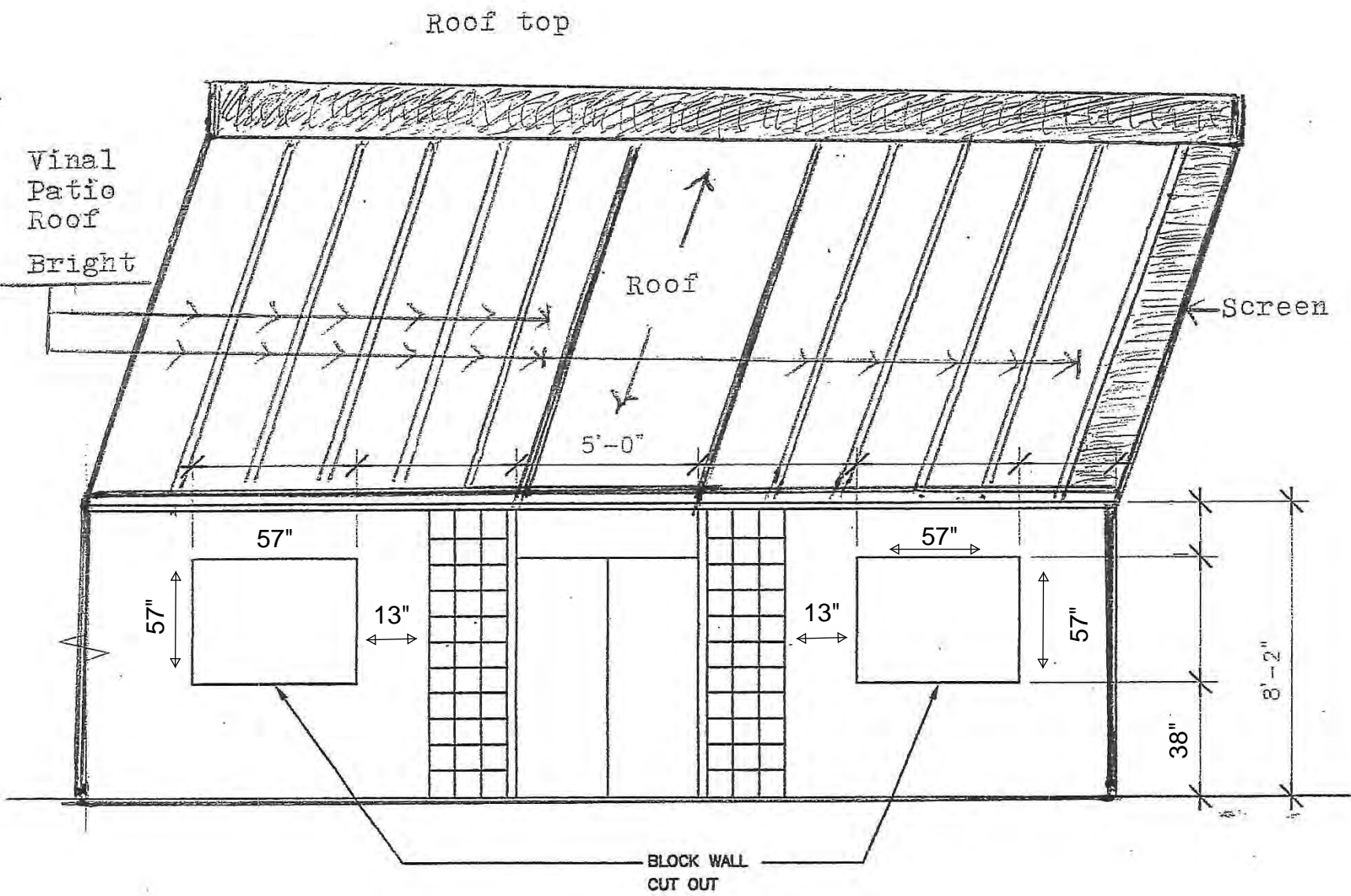
equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
8. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
9. 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.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
12. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Unit Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
13. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the

Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

14. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
15. Any remaining Conformance Deposit is refundable if the Member notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member's address of record with the Mutual. Under no circumstances shall Member be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
16. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
17. 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.
18. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
19. 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.

20. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
22. Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same.



Existing ELEVATION  
312 F AVENIDA CASTILLA



12-18-2017

3120 F. Avenida Castilla

owner

Jong Y. Choy

\* work: patio wall cut open

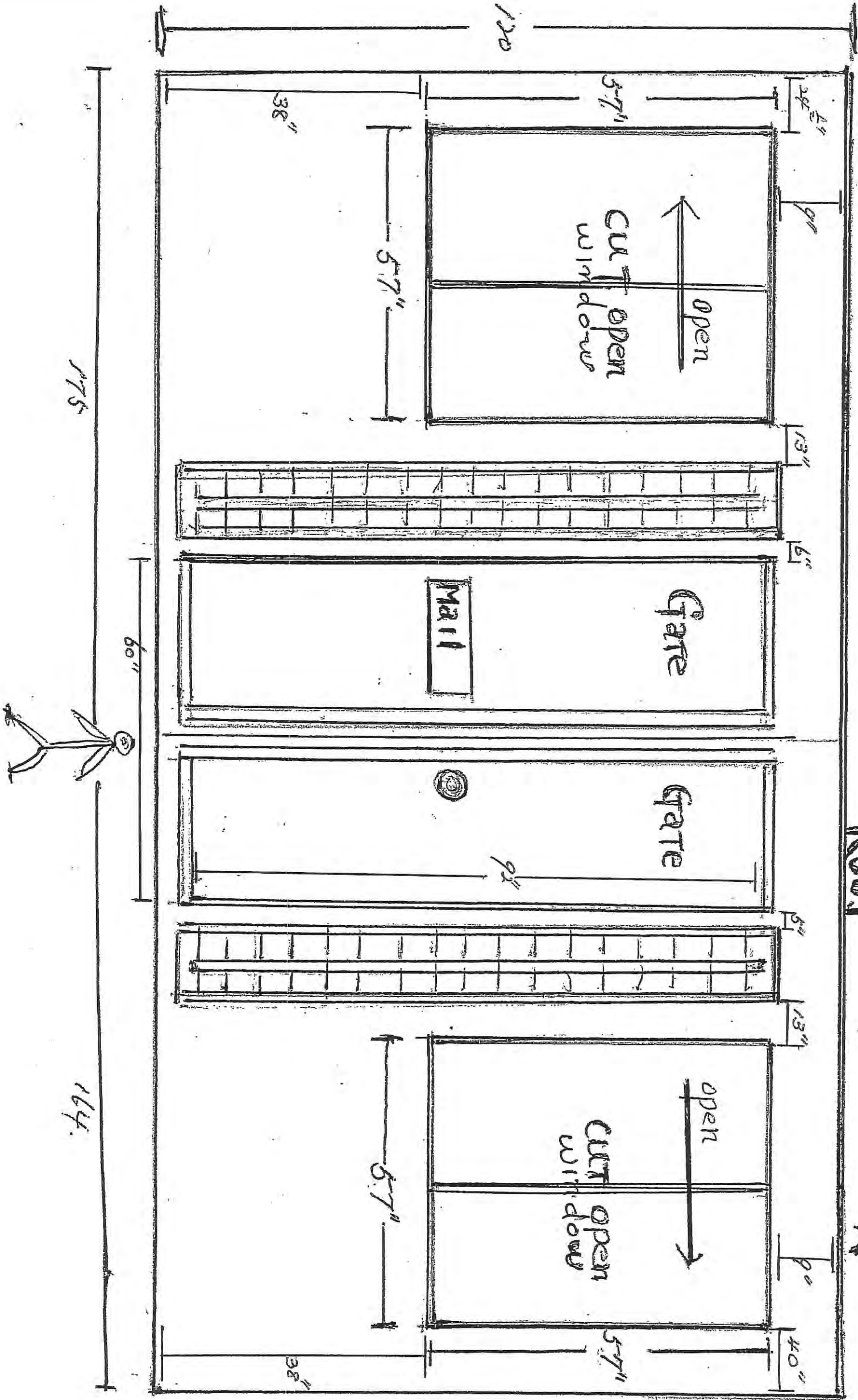
\* HOA permit by. 4-22-2017.

\* window: install.

Roof

R

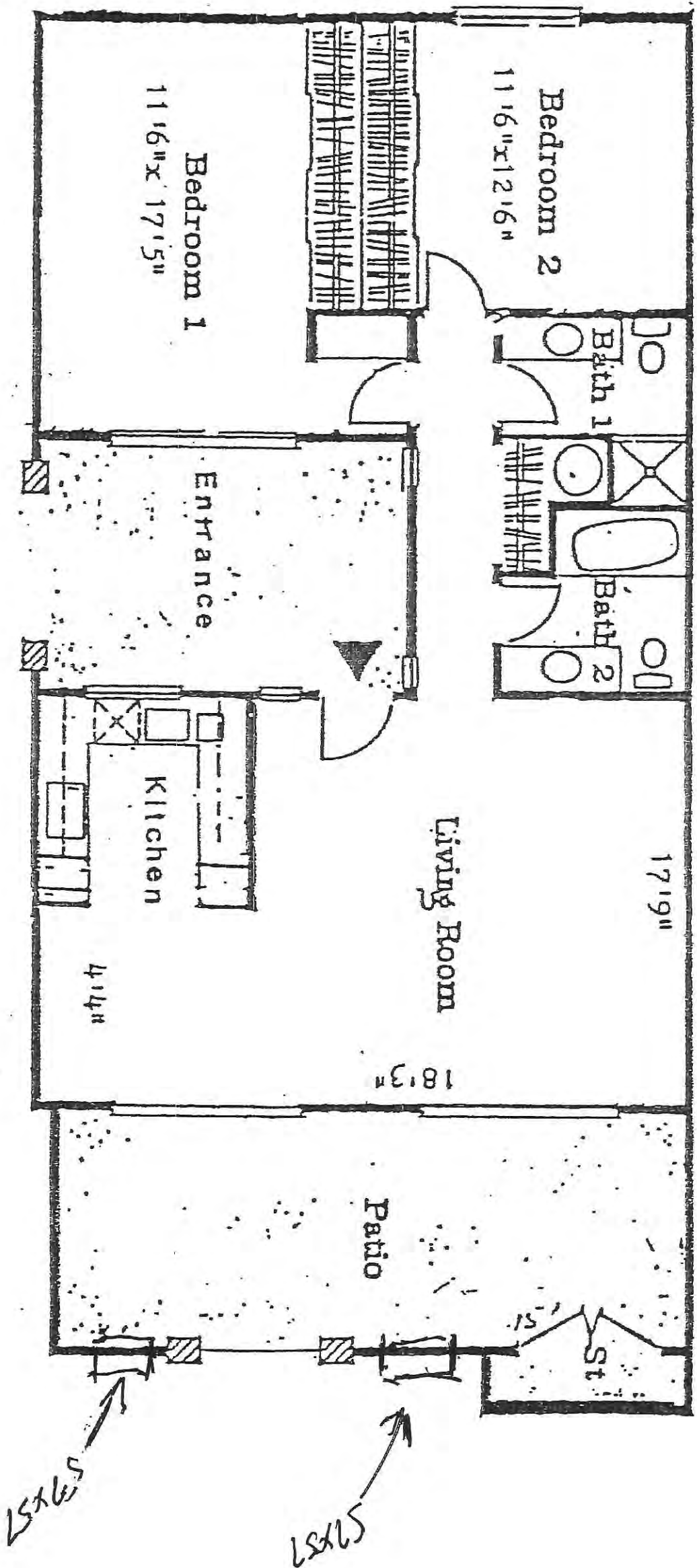
H (949) 206-1573  
C (949) 233-6157





John Yub choy  
312 Avenida Castilla 'H.  
Laguna woods ca 92637  
(949) 233-6157

Cordoba(AB04) END UNIT



-11-



Sample in area

314-B



314-A



312-E




Proposed  
312-F





# Variance Request Form

SA 21221375

Model: <u>CORDOBA</u>	Plan: <u>1A6</u>	Date: <u>1-24-2018</u>
Member Name: <u>Jong yub choy</u>	Signature 	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co. <u>PATIO MASTER</u>	[REDACTED]	Email: [REDACTED]

## Description of Proposed Variance Request ONLY:

(A) INSTALL 2 VINYL WINDOWS IN PATIO WALL



## Dimensions of Proposed Variance Alterations ONLY:

- (A) 2 windows size 57' x 57' Lowe ARIZONA
- (B) please see: Neighbor installed sample. photos.
- (1) 314-A, (2) 314-B, (3) 312-E.
- (4) proposed manor: 312-F.

## FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 1-24-18 Check# 5305 BY: John Choy  
Myung Sun Choy

<h3>Alteration Variance Request</h3> <p>Check Items Received:</p> <p><input checked="" type="checkbox"/> Drawing of Existing Floor Plan</p> <p><input checked="" type="checkbox"/> Drawing of Proposed Variance</p> <p><input checked="" type="checkbox"/> Dimensions of Proposed Variance</p> <p><input checked="" type="checkbox"/> Before and After Pictures</p> <p><input type="checkbox"/> Other: _____</p>	<h3>Complete Submittal Cut Off Date: 1-19-18</h3> <p>Meetings Scheduled:</p> <p>Third AC&amp;S Committee (TACSC): <u>2-15-18</u></p> <p>United M&amp;C Committee: _____</p> <p>Board Meeting: <u>3-13-18</u></p> <p><input type="checkbox"/> Denied <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Tabled <input type="checkbox"/> Other _____</p>
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Attachment: 3









## Attachment: 4





## STAFF REPORT

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

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

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

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

### **DISCUSSION**

Mr. Marsh proposes to remodel the kitchen and dining room by removing the existing interior wall between the kitchen and living room as well as removing half of the existing bathroom (7 feet, 2 inches in length) to create a larger dining area. A new recessed beam will be installed to bear the load previously supported by the atrium wall. A requirement to provide a wet-stamped structural plan is included with the Conditions of Approval shown in Appendix A. A new bathtub will be installed in the remaining bathroom and new closets located in the hallway for an air handling unit and general storage.

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

The existing enclosed atrium will be split using drywall over stud wall construction to create a walk-in closet for the master bedroom and an en suite bathroom. The bathroom will include a toilet, shower, sink and two closets for storage and a stacked washer and

dryer. Access from the master bedroom to the bathroom and closet will be through new two 32 inch wide pocket doors. The proposal also calls to remove the existing closet in the master bedroom, which would reduce the bedroom's entry alcove by the depth of the closet.

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

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

A Neighbor Awareness Notice was sent to Units 442-A, 442-C and 442-D on February 5, 2018 due to sharing common walls or being potentially affected during construction.

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

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

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

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

**Committee Routing:** Architectural Control and Standards Committee

**ATTACHMENT(S)**

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, December 29, 2017

Attachment 3: Photos

Attachment 4: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

#### Conditions of Approval:

1. A Mutual Consent for Unit Alterations has been granted at **442-B** for **Room Repurposing, Window Resizing and Wall Revisions**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
2. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
3. Prior to the Issuance of a Mutual Consent for Unit Alterations, **the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed.** The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review.
4. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing construction methods or materials such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
5. No improvement shall be installed, constructed, modified or altered at Unit **442-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

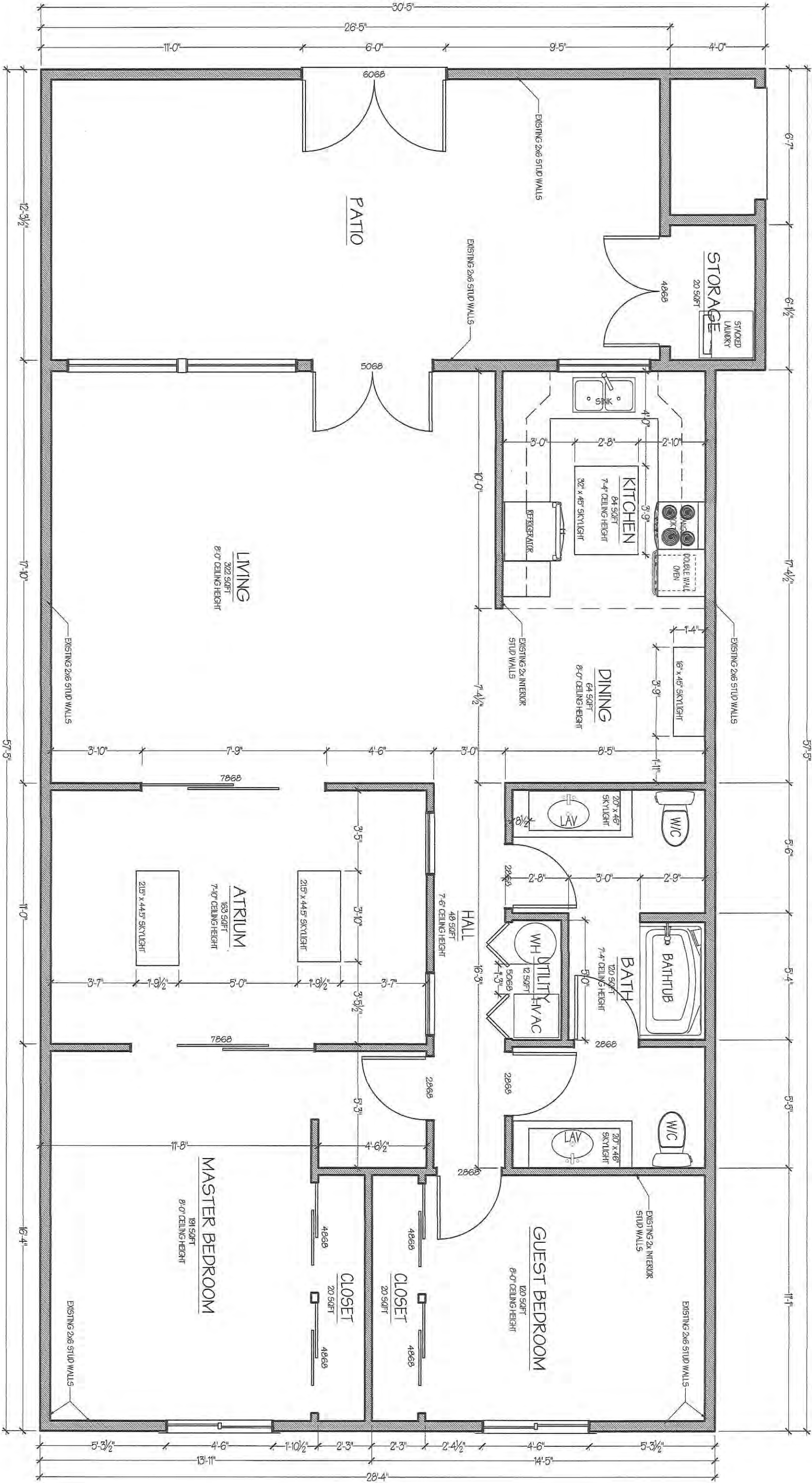
6. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
7. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 442-B and all future Mutual Members at 442-B.
8. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
9. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
10. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
11. 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.
12. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
13. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual



Color Selections” at Resident Services, located at the Community Center first floor.

14. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Unit Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
15. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
16. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
17. Any remaining Conformance Deposit is refundable if the Member notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member's address of record with the Mutual. Under no circumstances shall Member be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
19. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

20. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
21. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
22. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
23. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
24. Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same.



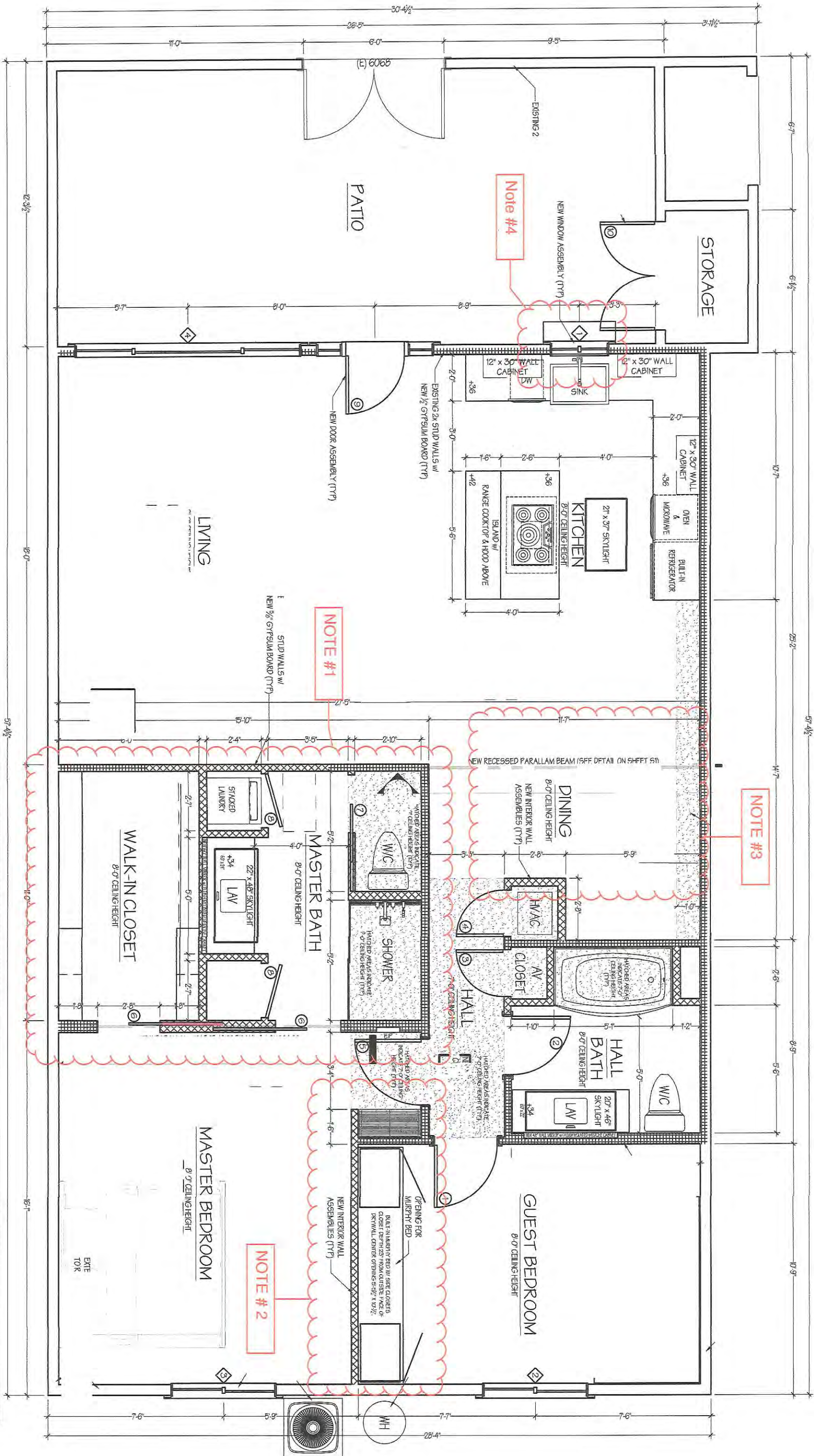
EXISTING FLOOR PLAN

MANOR # 442-B AVENDIA SEVILLA

Model: Cordoba  
Member: William Marsh  
Applicant: William Marsh

Date: December 27, 2017  
Phone: [REDACTED]





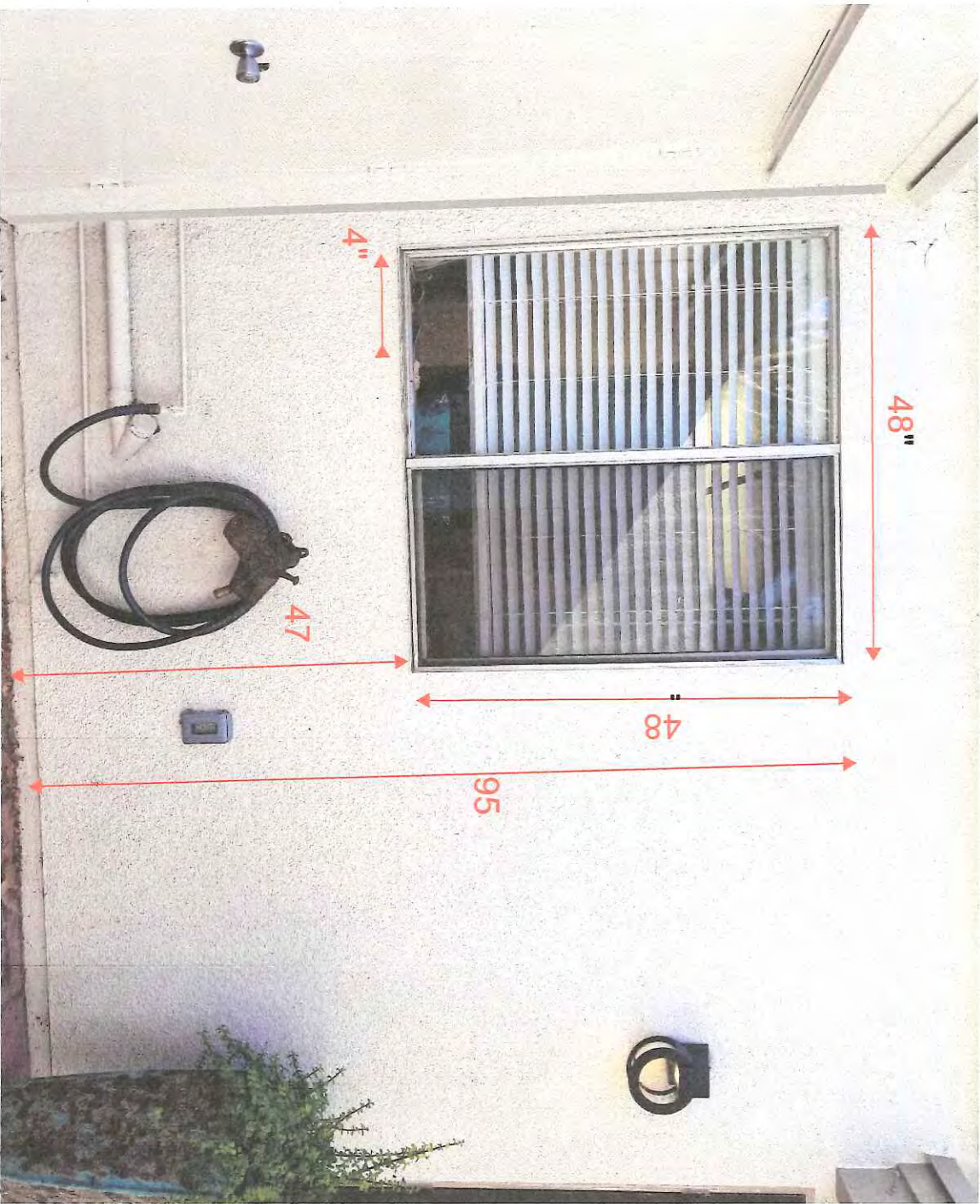
# NEW FLOOR PLAN

MANOR # 442-B AVENDIA SEVILLA

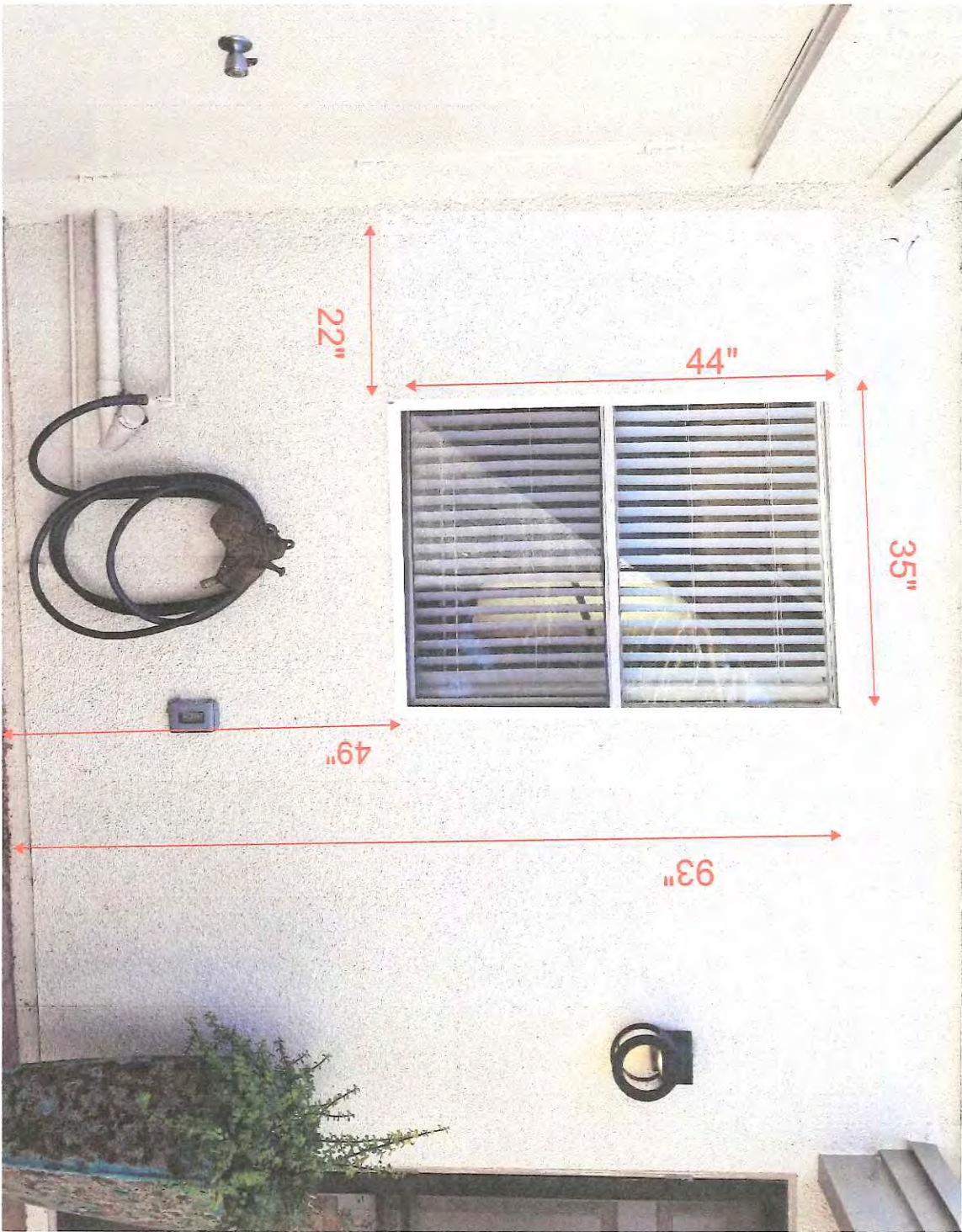
Model: Cordoba  
Member: William Marsh  
Applicant: William Marsh

Date: December 27, 2017  
Phone: [REDACTED]





**EXISTING KITCHEN WINDOW**  
 Located within Enclosed Patio



**PROPOSED KITCHEN WINDOW**  
 Located within Enclosed Patio






 MANOR # **442-B**  
☒ ULWM ☐ TLHM  
 SA 21211775

## Variance Request Form

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

## Description of Proposed Variance Request ONLY:

**NOTE #1 Construct Master Bath & Closet**

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

**NOTE #2 Realign Bedroom Demising Wall**

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

**NOTE #3 Removal 1/2 Bath**

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

**NOTE #4 Kitchen Window Realignment**

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

## Dimensions of Proposed Variance Alterations ONLY:

**NOTE #1** Master Bath: Size 10.5 X 9.2 Area 97.5 sqft Within existing enclosed Atrium  
 Master Closet: Size 10.5 X 6 Area 64 sqft Within existing enclosed Atrium

**NOTE #2** Guest Bedroom: Ordinal size: 10.3 X 12.5 Area: 128 sqft Revised: No Change in size or area  
Master Bedroom: Ordinal size: 15.5 X 10.9 Area: 192 sqft Revised: 15.5 X 12.5 Area: 205 sqft

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

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

## FOR OFFICE USE ONLY

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

## Alteration Variance Request

## Check Items Received:

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

Complete Submittal Cut Off Date: 01-19-18

## Meetings Scheduled:

Third AC&amp;S Committee (TACSC): \_\_\_\_\_

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

Agenda Item #9 Page 11 of 14

# The Newport Murphy Bed



## *Features*

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

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

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

[Buy As Shown](#)



Attachment: 3





## Attachment: 4





## STAFF REPORT

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**DATE:** February 15, 2018  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request Mr. Mosen Asadi of 765-A (La Corona, Plan 3B),  
Request to Retain Patio Enclosure

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### **RECOMMENDATION**

Staff recommends the Board approve the request to retain the patio enclosure with the conditions as stated in Appendix A.

### **BACKGROUND**

Following a request for a Resale Inspection, on June 23, 2017, the Alterations Division performed an inspection for Unit 765-A. During the inspection, Staff found an unauthorized room addition on the front patio along with five unauthorized replacement windows of varying sizes within the bedrooms and dining room, and an unauthorized window addition in the dining room. Mutual Member, Mr. Mosen Asadi, was contacted and given notice to remove the structure and return the windows to original authorized sizes or apply for a Variance. The City of Laguna Woods also inspected the Unit and issued a Stop Work Notice.

Mr. Asadi submitted a Variance Request to retain the alterations and was denied by the Board on September 12, 2017.

In accordance with Resolution 01-13-182, Mr. Asadi submitted a letter of appeal to the Board's decision and on September 26, 2017, the appeal was denied at the November 14, 2017, United Mutual Board meeting.

Neighbor Awareness Notices for both the original Hearing (August 22, 2017) and the Appeal to Board Denial Hearing (October 24, 2017) were mailed on August 9, 2017, and October 17, 2017, respectively and did not receive any responses from neighbors.

Subsequent to Mr. Asadi speaking at the November 14, 2017, United Mutual Board meeting and submitting a letter of request for review (Attachment 1), Staff was directed to review the circumstances surrounding the alteration. On December 14, 2018, the City Attorney for the City of Laguna Woods issued a letter (Attachment 2) to Mr. Asadi requiring the demolition of the structure or proof of conformance to building code, as well as obtaining appropriate permits. Staff contacted Mr. Asadi via letter (Attachment 3) requesting a list of conditions be met to have the request to retain the patio enclosure revisited by the United Mutual Board.



## **DISCUSSION**

In the above referenced letter, Mr. Asadi was provided with a list of items that would require action to be taken in order to have the patio enclosure revisited. The items are as follows:

1. Obtain City approval of plans for patio enclosure
2. Correct roof tie-in and shingle color
3. Correct the trim and alignment around alteration windows
4. Correct the alignment of the upper windows of patio enclosure
5. Have electrical inspection performed for unpermitted electrical work.

Since receipt of the letter, Mr. Asadi has met with Staff on several occasions to work on a plan of action to achieve the requested conditions. Mr. Asadi has been cooperative and met all the requirements set forth by the Mutual and the City of Laguna Woods. Mr. Asadi has hired a licensed contractor to complete the work.

This report contains a number of attachments; some of which require explanation:

Attachment 1: A copy of the letter from Mr. Asadi dated December 10, 2018, requesting a further review of his appeal. Staff had met with Mr. Asadi prior to receipt of this letter.

Attachment 2: Letter from City Attorney, City of Laguna Woods, dated December 14, 2018, outlining the steps available to Mr. Asadi to resolve the Notice of Violation.

Attachment 3: Letter from United Mutual Board, December 22, 2018, reiterating the letter from the City and outlining the steps necessary for Mr. Asadi to attain another review of his issue. This letter was reviewed by the Mutual's legal counsel prior to mailing.

Attachment 4: A copy of the open Job card and Residential Permit Application obtained from the City of Laguna Woods.

Attachment 5: A copy of the letter from the Building Official for the City of Laguna Woods, confirming the appropriate initial inspections have been completed and that the alteration patio enclosure has been approved to move forward with the City permit application, subsequent to Mutual approval.

Attachment 6: A copy of the Submittal for Residential Electrical Feeders provided to the City by a licensed electrician, Dickson Electric, Inc., which shows the electrical work load calculations to be within code. The actual work will inspected upon issuance of a building permit.



Attachment 7: A copy of a letter stamped by licensed architect Mark Noble regarding the required roof ventilation to the patio enclosure.

Attachment 8: A copy of a roofing agreement with licensed contractor, McCormack Roofing, pending Mutual approval to commence work.

Attachment 9: A copy of wet stamped structural plans signed by a registered Civil Engineer.

Attachment 10: Photos of corrected building trim and window alignment.

As part of the Variance Request Conditions of Approval, Staff has added Condition #1, upon Variance approval, the Member agrees to go before the United Mutual Disciplinary Board for review and possible disciplinary action, if the Board deems necessary.

Following guidance from the Committee Chair, Staff has attached a Unit History for Mr. Asadi within Laguna Woods Village, together with examples of other existing room additions on La Corona style unit's front patios.

Currently, there is one open Mutual Consent for a water heater relocation (Mutual Consent 171664) for unit 765-A.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 765-A.

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

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

**Committee Routing:** Architectural Control and Standards Committee

## **ATTACHMENT(S)**

Appendix A: Conditions of Approval

Attachment 1: Letter from Mr. Asadi, December 10, 2018

Attachment 2: Letter from City Attorney, City of Laguna Woods, December 14, 2018

Attachment 3: Letter from United Mutual Board, December 22, 2018

Attachment 4: City of Laguna Woods Job card and Residential Permit Application.

Attachment 5: Letter from Building Official, City of Laguna Woods, January 26, 2018



Attachment 6: Submittal of for Residential Electrical Feeders

Attachment 7: Letter, from Architect for Roof Ventilation

Attachment 8: Roofing Agreement with Contractor

Attachment 9: Structural Plans Wet Stamped by Civil Engineer

Attachment 10: Photos of Corrections





## APPENDIX A

### CONDITIONS OF APPROVAL

#### Conditions of Approval:

1. A Mutual Consent for Unit Alterations has been granted at **765-A** for **Retain Front 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 Member.
2. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
3. Prior to the issuance of a Mutual Consent for Unit Alterations, 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 Member 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 Member'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.
4. No improvement shall be installed, constructed, modified or altered at Unit 765-A, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms



of the approval.

5. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
6. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 765-A and all future Mutual Members at 765-A.
7. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
8. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
9. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
10. 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.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is





maintained upon completion of the proposed improvement.

12. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Unit Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
14. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
15. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
16. Any remaining Conformance Deposit is refundable if the Member notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member's address of record with the Mutual. Under no circumstances shall Member be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance



Deposit is made by Member within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.

17. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
18. 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.
19. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
20. 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.
21. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
23. Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same.

Attachment 1

12/12/17 sent  
w.  
United  
BODs

From: Mosen Asadi, Unit No 765-A  
To: United Board Directors  
Subject: Appeal for resolving patio covering of 765-A  
December 10, 2017

Dear Board Members

I had a problem with my patio-covering permit. My appeal to resolve this dispute was denied on November 14, 2017. My friend, who is an attorney advised me that under the law, a disability has to be considered. My disability, like most foreign-born citizens, is that English is not my mother language. I cannot, therefore, express my thoughts and defend my case in a short period like US born citizens. As a result, my appeal with architectural control committee on October 24, 2017 was denied. The issue of my disability was not considered in my hearings, and I was told to be silent when I was explaining related technical points about the matter and the guilty verdict was given, which I believe was unfair.

I like to resolve this misunderstanding in a friendly and fair manner, considering my disability. Per my attorney's advice, I request that this be done through new hearing and discussions, per internal dispute resolution (Civil Code 5925-5965).

I, thus, kindly request that I be allowed to express my defense in architectural committee with consideration given to my disability and in a new cooperative environment. I also promise to provide a written defense to minimize my disability of being able to articulate verbally my explanation in English language. This will also give a chance to directors to read and fully understand my technical points (regarding the covering of the patio), so a fair resolution can be achieved.

I am in hope for your kind considerations.

Best regards,

*Mosen Asadi*  
Mosen Asadi



RECEIVED  
DEC 12 2017  
Gen Mgrs. Office

## Attachment 2

Mosen Asadi  
765 Calle Aragon, Unit A  
Laguna Woods, CA 92637

Re: Notice of Violation

Dear Mr. Asadi:

This office serves as City Attorney for the City of Laguna Woods. Our records show that you own, control, or occupy the property with a physical address of 765 Calle Aragon, Unit A, Laguna Woods (“Property”).

We have been informed by the City of Laguna Woods (“City”) that the Property is currently in violation of certain provisions of the Laguna Woods Municipal Code (“LWMC”). Under the Laguna Woods Municipal Code, both the owner and occupier of a property are responsible for ensuring compliance with all applicable regulations. (LWMC § 1.08.020.) Specifically, the violations at-issue involve the unpermitted construction of a patio room addition or enclosure..

The City has made an internal effort to obtain voluntary compliance from you by both providing notice of the violations and by issuing several administrative citations in an effort to get the Property into compliance with the City’s regulations. At this point, the City has turned the case over to our office, acting in the capacity of City Attorney, to handle this matter.

The following violation exist on the Property:

1. **Laguna Woods Municipal Code section 10.22.010:** Section 10.22.010 adopts by reference the California Residential Code, 2016 Edition (“CRC”). In turn, Section 105.1 of the CRC provides that “[a]ny owner or owner’s authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, covert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.”

**In order to correct this violation, no later than 30 days from the date of this letter, you must either (1) apply for and secure a permit to fully demolish the unpermitted structure on the Property and then fully demolish the structure consistent therewith and remove all associated debris from the Property or (2) submit complete (including all fees, plans, applications, etc.) applications to secure all required permits (i.e., building and planning) to allow the structure to**



**remain. If you opt for Option 2, you must also within 60 days of the date of this letter take all necessary actions to get final approvals for the required permits.**

As required by law, we are providing you notice that “in accordance with Sections 17274 and 24436.5 of the Revenue and Taxation Code, a tax deduction may not be allowed for interest, taxes, depreciation, or amortization paid or incurred in the taxable year” for any property that is deemed a public nuisance. (Cal. Health & Saf. Code § 17980(d).) Moreover, as required by law, we are hereby providing you notice that it is unlawful for a lessor to retaliate against a lessee pursuant to Section 1942.5 of the Civil Code for reporting a violation.

I look forward to your complete cooperation in this matter. **Please consider this your final warning. If you fail to bring the Property into compliance by the times and means prescribed, you will leave the City no choice but to consider our legal options, which could include bringing a legal action or causing a demolition.**

If you have any questions regarding any of the foregoing, please contact me at

██████████

RUTAN & TUCKER, LLP

A handwritten signature in black ink, appearing to read 'Noam Dushman', is written over a circular, textured background.

Noam Dushman,  
Laguna Woods City Attorney's Office

ND



December 22, 2017

Mosen Asadi  
765 Calle Aragon, Unit A  
Laguna Woods, CA 92637

Mr. Asadi,

I am writing to follow up on our meeting at your Unit on December 15, 2017, regarding the unauthorized alterations that were performed on your Unit 765-A. As you may recall, these alterations were discovered by United Mutual Inspectors in the resale process on June 23, 2017. Subsequent to this discovery, you filed a Variance Request to retain the alterations on July 28, 2017, which was denied by the United Mutual Board of Directors (Board) on September 12, 2017.

You filed an appeal to this decision on September 24, 2017, which was subsequently denied by the Board on November 14, 2017. In that decision, The Board directed you to remove your alteration by February 12, 2018.

It has come to our attention that the City of Laguna Woods (City) has issued a Notice of Violation to you regarding this issue. In that Notice, dated December 14, 2018, the City has given you an order to remove the structure by January 13, 2018.

If you intend to demolish the structure as directed, you must obtain a Mutual Consent and City permit for demolition. If it is your intent to keep the structure, you must submit plans for your alteration to the City immediately. You must obtain approval for those plans prior to the deadline of January 13, 2018. If the City approves your plans, you may resubmit those plans to the Mutual for reconsideration of your Variance Request.

As a reminder, the work that the Mutual has deemed unacceptable is as follows:

- Consistency and compatibility with Village aesthetics
- Roof tie-in and shingle color
- Trim around replacement windows
- Upper window alignment
- Alignment of all windows
- Unpermitted electrical work



To avoid further legal action you must comply with the Notice of Violation and the terms in this correspondence. For the Mutual to allow you to obtain a Variance and Mutual Consent, you must complete all of the items listed above by the deadlines imposed by both authorities. You must communicate with me throughout the process to avoid any misunderstandings.

After completion of the work in a satisfactory manner, you are required to obtain City sign off on any permits from the City and final inspection by the Mutual for all work mentioned above.

Sincerely,  
For the Board of Directors

Kurt Wiemann  
Permits, Inspections & Restoration Manager



# JOB CARD

CITY OF LAGUNA WOODS

BUILDING DIVISION

INSPECTION REQUEST: (949) 639-0500

\*\*\* Requests MUST be received prior to 4 p.m. for next day inspection.

Job

Address: 765A Calle Aragon

Description

of Work: Enclosed Extension

Patio, Re-Roof & Add Light, Switch & Fan

Building

Permit # 54457-B

Mechanical:

Electrical:

Plumbing:

Owner: MOSEN ASAOI

Contractor: MCCORMACK

Issue

Date: 1/26/18

Type of Construction

II

At the time of Permit issuance, a copy of the Permit is also sent to the county assessors office. Failure to take "Final Inspection" within prescribed time frame will result with permittee paying "a new full permit fee".

Misc. Inspections Date Inspector

Pad Footings

Grade Beams

Epoxy Bolts

Notes

With each called inspection > Have PLANS & JOB CARD located near site of inspection.

## Residential Addition / Remodel

INSPECTION REQUEST: (949) 639-0500

ALL WORK SHALL BE INSTALLED per the 2013 CRC, CMC, CEC, CPC

### Building / Site Inspections

			Date	Inspector	
Prior to Backfill/Concrete Pour	Asbestos Documentation [ ]	Footings/ Rebar / Hardware [ ]			Prior to Backfill/Concrete Pour
	Backwater Valve (If Required) [ ]	Underground Plumbing -10' Test [ ]			
	UFER Ground in Footing [ ]	6" Sand Bed (No Rocks) Clean Backfill on Site			
	Sewer Lateral w/ Test [ ]	Pre-Slab/ Underslab [ ]			
	Track & ledger [ ]	Windows (In Progress) [ ]			
	Radiant Barrier [ ]	Floor Nailing (Before Walls) [ ]			
	Roof Deck Nailing - All Roof Penetrations, Attic Vents, Boundary Nailing				
	Exterior Shear & Hardware - Shear Transfers shall Extend to Floor/ Roof Diaphragm: [ ]				

### Combination Inspection

The Roof & Exterior Walls need to be Weathertight and ALL of these Items are to be ready at the time of this Inspection

			Date	Inspector	
Prior to Covering Walls	Rough Framing - Per Plans [ ]	Trusses per City Stamped plan [ ]			Prior to Covering Walls
	Windows (Leave Labels On) [ ]	Tempered / Egress [ ]			
	Rough Electrical (Per CEC) Cable W/ 1 1/4" of Stud Face Protected				
	Grounding Electrode Conductors - Ground Rod/ Bond Water & Gas [ ]				
	Rough Mechanical (Per CMC) HVAC, Ducts, Misc. / HERS Test [ ]				
	Access/ Platform/ Light/ Switch/ Outlet [ ] Vents (Dryer/ Bath, Range) [ ]				
	Rough Plumbing All Pipes Filled & Protected (Top-Out)/Water Piping [ ]				
Prior to Cover of Fasteners	Insulation Baffle for Eave Vents [ ]	Insulation Installed per Title 24 [ ]			Prior to Cover of Fasteners
	Fire Blocking/Caulking in Place [ ]	Drywall Nailing/ or Screwing [ ]			
	Tub-Shower (Wet Wall) [ ]	Gas Test (After Drywall/ Cabinets) [ ]			
	Exterior Lath (Seal All Penetrations) (No Scratch & Brown Inspections) [ ]				
	Shower Pan/Sloped/Filled/Dam [ ]	Interior Lath (Seal Penetrations) [ ]			

### General List of Final Inspection Items (Other Items May Apply)

Prior to MECH ELECT	Label All Breakers [ ]	AFCI / GFCI Where Required [ ]	Final		Prior to MECH ELECT
	Sub Panel - Isolate Neutrals [ ]	Service - Inspectors Release [ ]	Electrical		
	Recheck Attic Installations [ ]	A/C Condenser Secured to Platform [ ]	Final		
	B'-Vent Terminations [ ]	Disconnect in Sight [ ]	Mech.		
	ALL Fixtures Installed & Sealed [ ]	Expose ALL Wall Cleanouts [ ]	Final		
	Paint Exterior Exposed Pipes [ ]	Hose Bibbs - Anti-Siphon [ ]	Plumbing		
		Smoke/ CO Detectors Installed [ ]			

Planning Final -----

Final Inspection

Attachment 4



**RESIDENTIAL ALTERATION - PERMIT**CITY OF LAGUNA WOODS - BUILDING SERVICES DIV.  
(949) 639-0500 • 24264 El Toro Road, Laguna Woods, CA 92637Job Site Address: 765-A**RESIDENT INFORMATION**Resident Name: MOSEN ASADI

Resident Telephone Number: [REDACTED]

Email Address: [REDACTED]

**PROPERTY OWNER INFORMATION (Required)**

(Co-Op owners identify ULWM as the owner and complete resident information.)

Property Owner Name: MOSEN ASADI

Owner Telephone Number: [REDACTED]

Email Address: EH SAME

Owner Mailing Address: [REDACTED]

City: [REDACTED] State: [REDACTED] ZIP: [REDACTED]

**ARCHITECT, ENGINEER, OR AGENT INFORMATION**☐ Architect ☐ Engineer ☐ Authorized Agent

Name: [REDACTED]

Telephone Number: [REDACTED]

Email Address: [REDACTED]

Mailing Address: [REDACTED]

City: [REDACTED] State: [REDACTED] ZIP: [REDACTED]

**OWNER OR AUTHORIZED AGENT'S DECLARATION**

I certify that I have read this application and state that the information herein is correct. I agree to comply with all local ordinances and state laws relating to building construction and I make this statement under penalty of law. Furthermore, I hereby authorize representatives of the City of Laguna Woods to enter upon the above-listed property for inspection purposes.

Permit applications and plan submittals will expire by limitation in 180 days unless pursued in good faith or a written request for extension is approved. Issued permits will expire by limitation if work is not started within 180 days or if work is abandoned for more than 180 days. All extension requests must be submitted in writing to the City of Laguna Woods Building Official as specified by the CBC, Sections 105.3.2 & 108.5.

This permit is obtained on behalf of, and with knowledge of, the property owner.

Signature: Mosen Asadi Date: 1/26/2018Print Name: MOSEN ASADI

Revision Date: November 2015

PERMIT #: 54457-B**VALUATION OF THIS PROJECT (Required)**

\$ [REDACTED]

**CONTRACTOR'S INFORMATION**Contractor: MC GORMACKLicense Number: [REDACTED] Expires: 6/30/2019

Contractor's Telephone Number: [REDACTED]

Contractor's Mailing Address: [REDACTED]

City: [REDACTED] State: [REDACTED] ZIP: [REDACTED]

**CONTRACTOR'S DECLARATION (Select only one)**

I HEREBY AFFIRM UNDER PENALTY OF PERJURY that I am licensed under provisions of Chapter 9 (commencing with Section 7000 of Division 3 of the Business and Professions Code), and my license is in full force and effect.

☐ I HAVE AND WILL MAINTAIN A CERTIFICATE OF WORKERS' COMPENSATION INSURANCE, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation carrier and policy number are:

Carrier: Workforce Business ServicesPolicy Number: WC 90-00-851-07 Expires: 12/31/2018

☐ I HAVE AND WILL MAINTAIN A CERTIFICATE OF CONSENT TO SELF-INSURE FOR WORKERS' COMPENSATION, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I CERTIFY THAT IN THE PERFORMANCE OF THE WORK FOR WHICH THE PERMIT IS ISSUED, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall herewith comply with those provisions.

**WARNING:** FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Signature: [REDACTED] Date: [REDACTED]

Print Name: STEVE GUNBER**NOTES:**

[REDACTED]

Full Sized Plans Provided ☐**DESCRIPTION OF WORK (Check and complete all that apply)**

Building Type: [REDACTED] Sq. Ft. Area: [REDACTED] Occupancy: [REDACTED]

☐ Room Addition. Sq. Ft.: [REDACTED]☐ Balcony Cover. Sq. Ft.: [REDACTED] ☐ Lattice: ☐ Solid:☐ Balcony Enclosure. Sq. Ft.: [REDACTED]☐ Patio Cover. Sq. Ft.: [REDACTED] ☐ Lattice: ☐ Solid:☒ Patio Enclosure. Sq. Ft.: ENCLOSE - ADD WINDOWS TO EXISTING☐ Washer/Dryer Hookup ☐ Vents☐ Windows: [REDACTED] ☐ Doors: [REDACTED] ☐ Skylight/Solatubes: [REDACTED]

(Identify only new construction windows and doors not eligible for Retrofit Certification)

Water Heater: ☐ Change-Out ☐ RelocationHVAC Systems: ☐ New ☐ Change-Out☐ Heat Pump ☐ Heat ☐ A/C Only ☐ Roof Unit Wt.: [REDACTED]☐ Central System ☐ In-Wall Unit ☐ Mini-Split UnitElectrical: ☒ Receptacles: 2 ☒ Switches: 1 ☐ New Circuits☒ Ceiling Fans: 1 ☐ Fixtures/Can Lights: [REDACTED]Panel: ☐ New Sub ☐ Change-Out ☐ Upgrade: [REDACTED] amps (SCE approval needed)Bath: ☐ Remodel ☐ New ☐ Bath Split☐ Water Closets (toilets): [REDACTED] ☐ Lavatory (sinks): [REDACTED]☐ Tub: [REDACTED] Type: ☐ Insert ☐ Tile ☐ Hydro-Tubs: [REDACTED]☐ Tub/Shower: [REDACTED] Type: ☐ Insert ☐ Tile☐ Shower: [REDACTED] Type: ☐ Insert ☐ TileKitchen: ☐ Remodel☐ Dishwasher ☐ Microwave ☐ Cooking UnitRoofing: ☐ Re-Roof ☐ Roof Repair. Sq. Ft.: [REDACTED]Type: ☐ BUR ☐ Composition ☐ Tile ☐ Metal ☐ Single Ply**ISSUANCE (Issuance does not denote approval of work)**

Permit Issued By: [REDACTED] Date: [REDACTED]

Plan Check: 34 + 34 Date: [REDACTED] Received By: [REDACTED]

Additional Plan Check:

Building: 115 + 115

Electrical: [REDACTED]

Mechanical: [REDACTED]

Plumbing: [REDACTED]

Issuance: 34.00 + 34.00 Revision Fee: [REDACTED]SB 1473: 50SMIP: 1.00

Energy Form Assist: [REDACTED]

Reproduction: [REDACTED]

C&amp;DMMP Deposit: [REDACTED]

TOTAL FEES: 367.50

BALANCE: [REDACTED]



January 26, 2018

## CITY of LAGUNA WOODS

Kurt Wiemann  
Permits, Inspections and Restoration Manager  
24351 El Toro Road  
Laguna Woods , CA 92637

Re: 765A Calle Aragon

Dear Mr. Weimann,

On January 16, 2018, the City Building Department inspected the patio area to determine what would be needed to permit the proposed area to be enclosed. The property Owner needs to obtain a permit for the added electrical circuit, added roof vent and re-roof of the patio area.

The City requested plans related to the as-built condition an electrical load calculation and architect clearance for the added vent needed to be installed in the roof and to re-roof the area in question with matching materials and removal of the exposed metal flashing in the middle area of the roof.

The property was inspected by an architect, electrician and roofing contractor. The City has prepared the necessary documents to permit and inspect the property in question. The enclosed patio area will be inspected as an enclosed non-habitable patio area. The roof vent will require the removal of a portion of the roof and replaced with matching material. Since this is an enclosed exterior patio area, the windows and improvements to this area can be inspected and approved as installed.

The licensed electrician has already performed an electrical load calculation and came to the result that everything is okay (a copy of his report is enclosed). To this date, everything on the matter of issuing an after-the-fact-permit on the patio area and windows is in compliance with the minimum building requirements.

Sincerely,

  
Corrie Kates  
Contract Building Official

# Attachment 6



## City of Laguna Woods Submittal for Residential Electrical Feeders Worksheet

Enter the nameplate rating or minimum whichever is greater.

Watts/VA's

*Multiply the total residence square footage by 3	850	=	2550
Kitchen small appliance circuits		+	3000
Laundry 20 amp appliance circuit enter 1500		+	1200
**Water Heater (Min 4500 watts)		+	4500
Dish Washer		+	852
Microwave		+	1000
Disposal		+	1140
Washer Dryer (Min 5000 watts)		+	2712
Ovens		+	0
Range		+	2700
Additional appliances or circuits not considered constant load		+	
		+	↓
		+	
Sub Total of Watts		=	19654
-10,000		-	10,000
Sub Total		=	9654
X 40%		X	40%
Sub Total		=	3861.6
+10,000		+	10,000
Sub Total		=	13861.6
Enter the greater of all heater or AC loads combined		+	8760
Enter additional constant load appliances		+	0
Total Wattage Load		=	19621
÷240		÷	240
Final Load in Amps		=	81.75
Existing Panel Capacity			100.00

\*This is the load allowance for the general lighting and receptacle circuits.

\*\* Tankless water heaters are to be calculated as a continuous load appliance for all watts exceeding 4500.

If the appliance is listed Amperage (amps) you will need to convert them to Wattage or Volt-Amperage (Watts/VA's) to use in this worksheet.

To do so, determine if the appliance is 120 volts or 240 volts and enter that figure in the top space. Next enter the amperage listed on the device and finish the calculation.

	Voltage
X	Amperage
=	Watts or Volt-Amps

Job Site Address: 765-A Calle Aragon

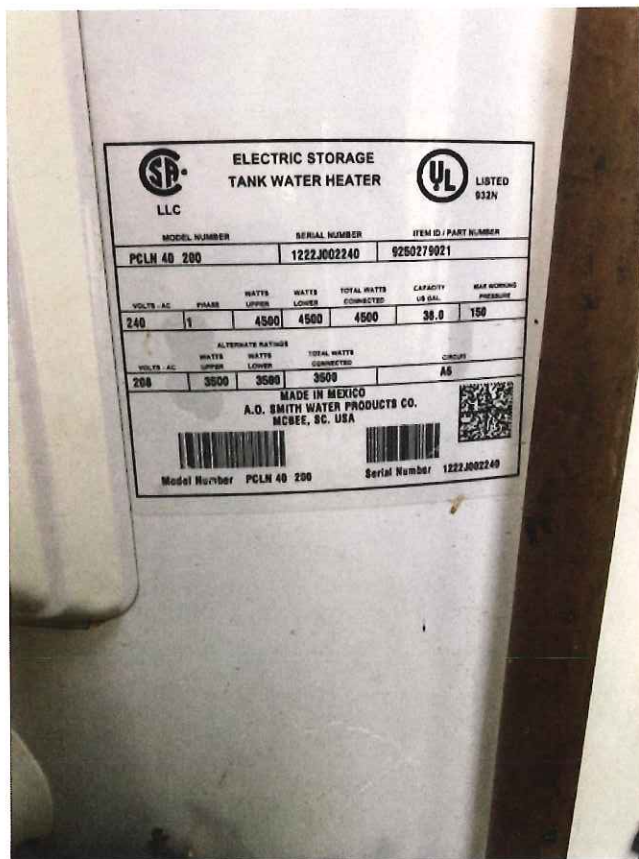
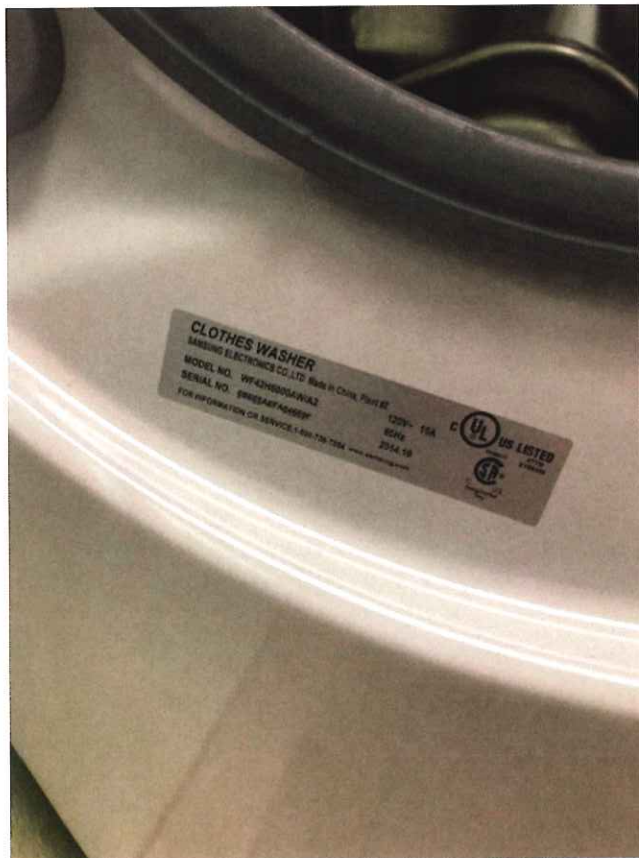
Licensed Electrician Company Name: Dickinson Electric

Signature: [Signature] Print Name: Rich Dickinson

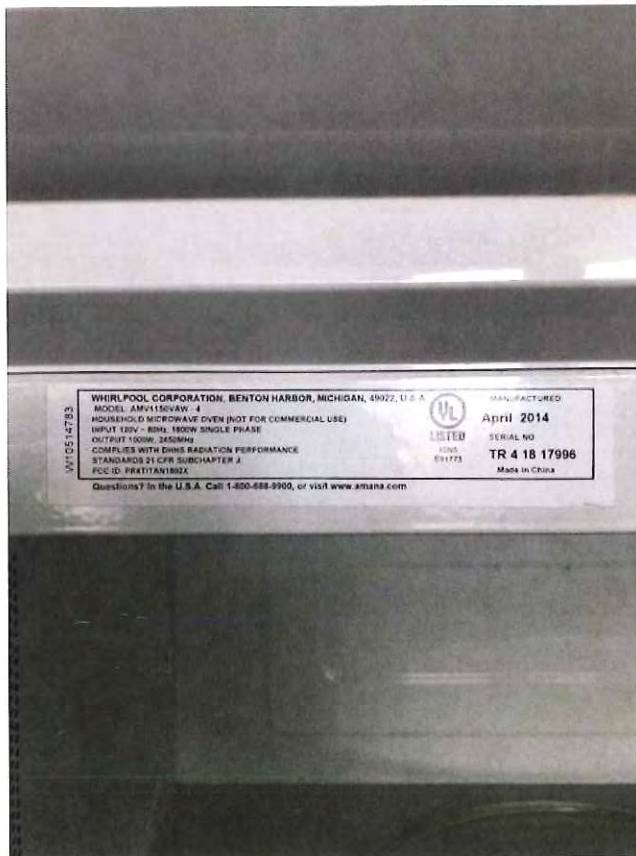
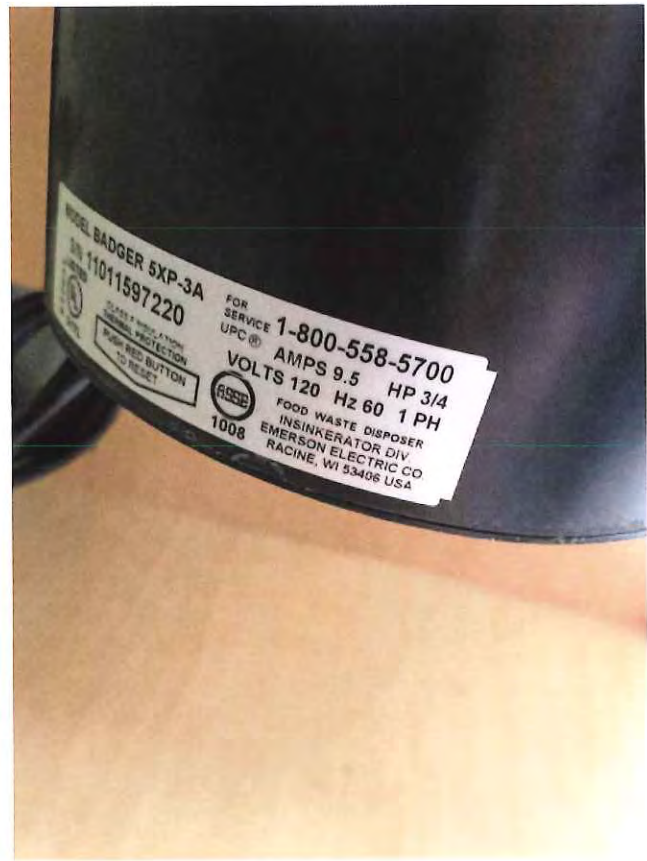
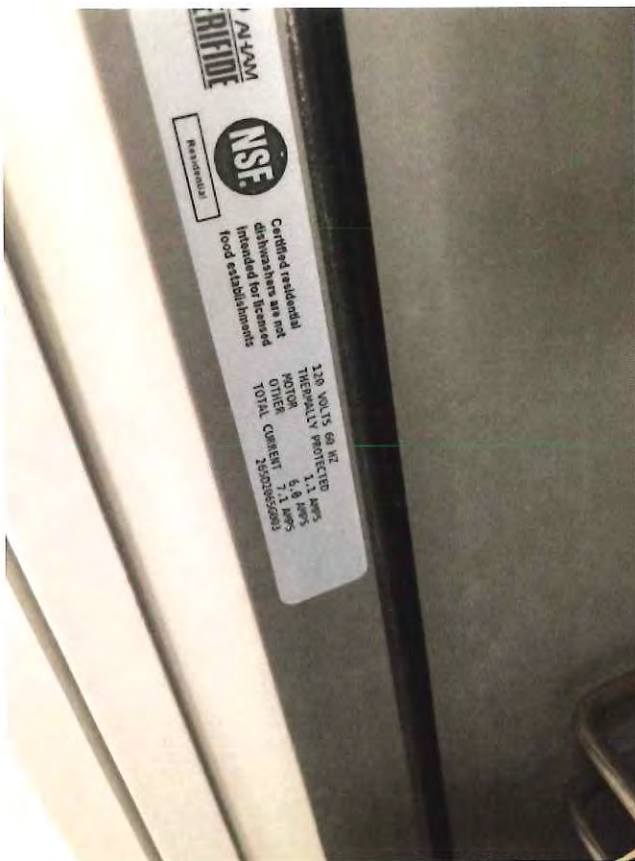
Date: 1/29/18 License Number: C10-474848



# 765-A Calle Aragon





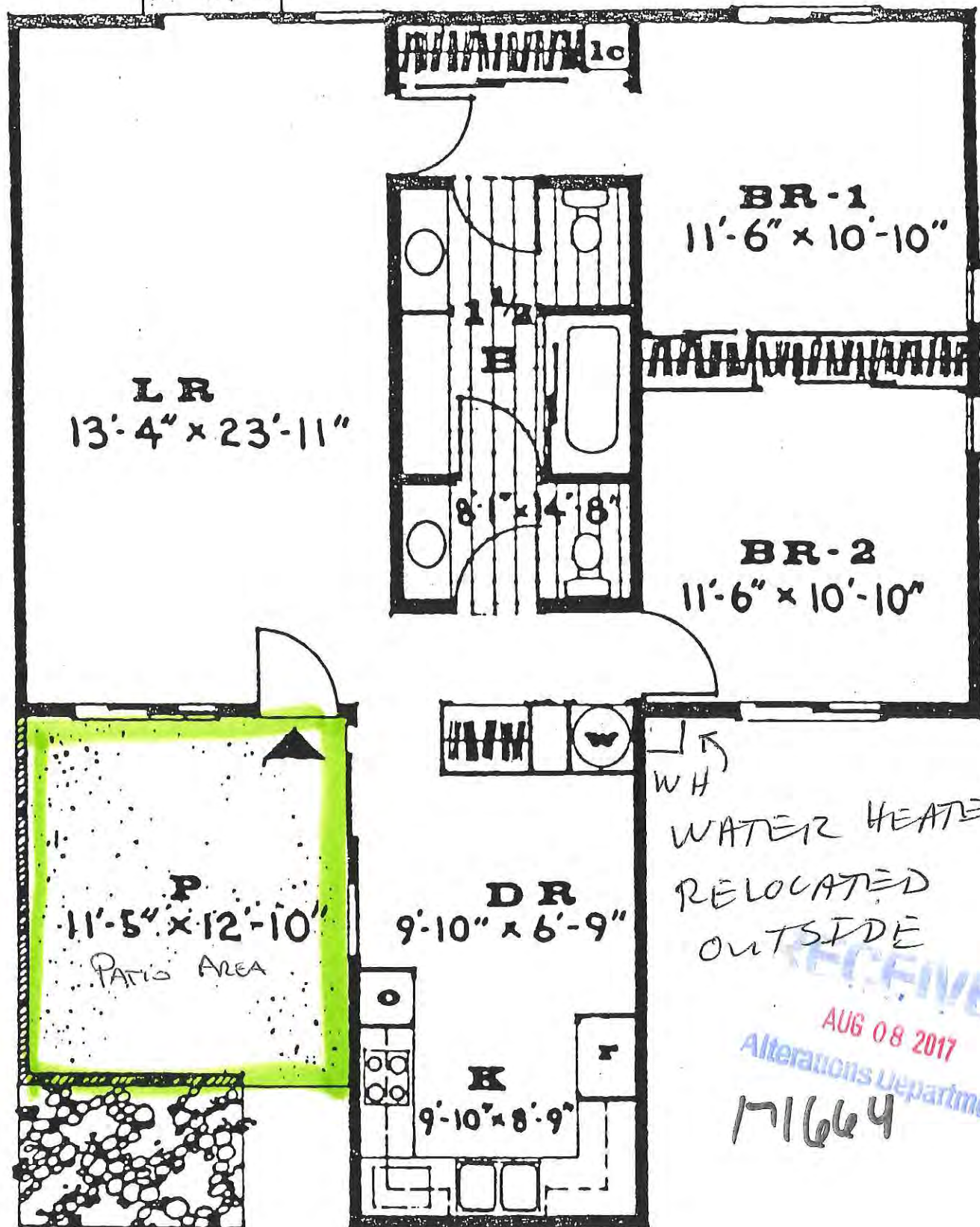






LA CORONA(3 PLAN)

765-A





## Attachment 7

Mark Noble Architect  
26503 Dinerall  
Mission Viejo, CA 92691  
(949) 533-8876

January 20, 2018

Project  
Mosen Asadi Residence  
765-A Calle Aragon  
Laguna Woods, CA

The new Patio Enclosure enclosed the eave of the existing house. There are 26 2" dia vent holes exposed to the Patio Enclosure area.

Provide a new roof vent with 78 sq in net free area of venting into the Patio Enclosure roof.

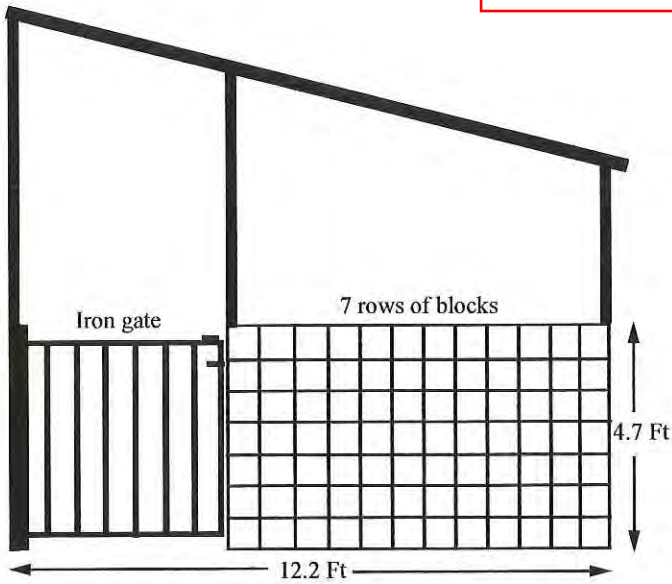
Mark Noble



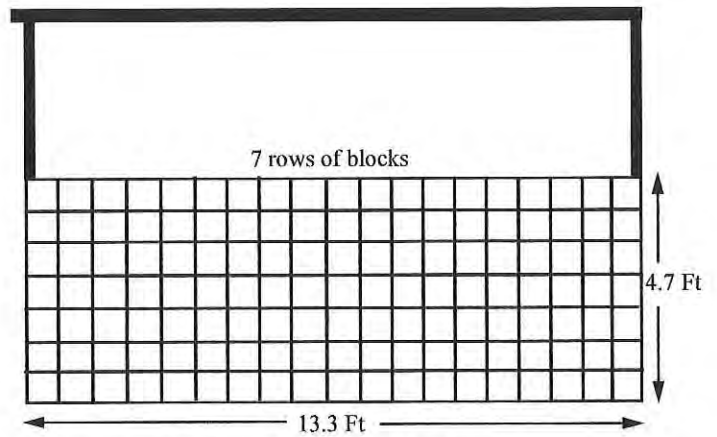


QUOTE DATE 12/20/17

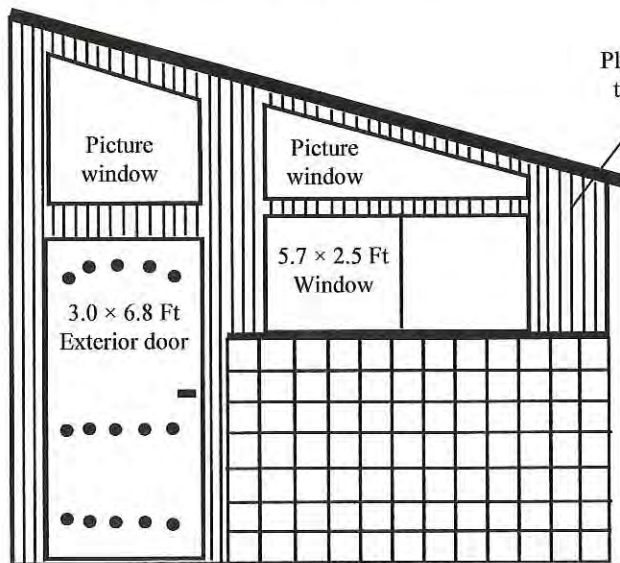
# Attachment 9



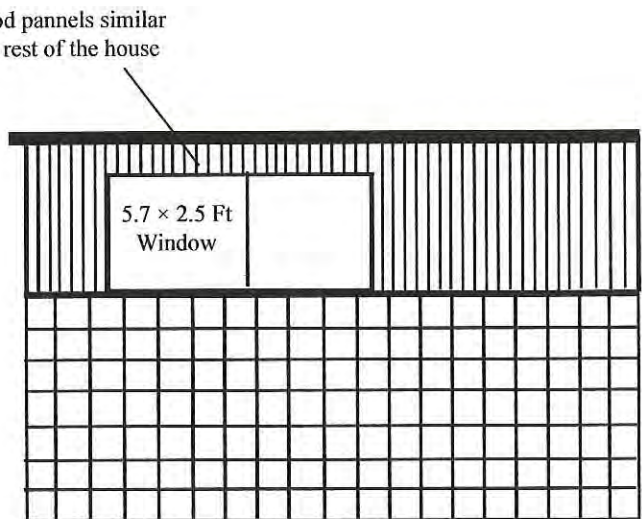
Front view (BEFORE)



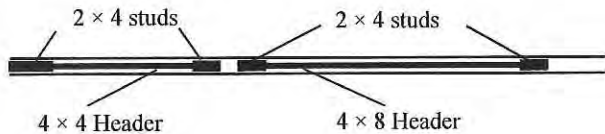
Right-side view (BEFORE)



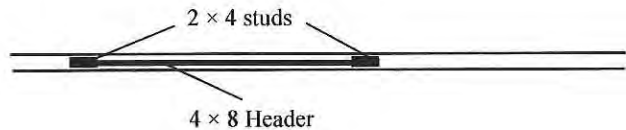
Front view (AFTER)  
ELEVATION A



Right-side view (AFTER)  
ELEVATION B



Top view of front (AFTER)



Top view of right-side (AFTER)

ELEVATION  
SCALE: 1/4 In = 1 Ft



Oct. 9, 2017



## Attachment 10





