



OPEN MEETING

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

**Thursday, August 16, 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 July 19, 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. 386-A (Granada, 10A) -Add Window in Living Room and Replace Entry Tile with Concrete
9. 612-B (San Sebastian, 7A) - Replace Sunroom with Permanent Structure Review
10. Review Architectural Standard 17: Patio Gates and Courtyards
11. Review Architectural Standard 18: Gutters and Downspouts
12. Review Revisions to Alteration Standard 43: Bathroom Splits

Reports:

13. Review and Discuss the Revised Interior Flooring Policy

Items for Future Agendas

None.

Concluding Business:

- 14. Committee Member Comments
- 15. Date of Next Meeting - September 20, 2018
- 16. Adjournment

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



OPEN MEETING

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

Thursday, July 19, 2018 – 9:30 a.m.

Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road

REPORT

COMMITTEE MEMBERS PRESENT: Janey Dorrell - Chair, Gary Morrison, Cash Achrekar, Pat English

DIRECTORS PRESENT: Carl Randazzo

COMMITTEE MEMBERS ABSENT: Don Tibbetts, Advisors Kay Anderson, Ken Deppe, and Mike Mehrain

ADVISORS PRESENT: Walt Ridley

STAFF PRESENT: Kurt Wiemann, Gavin Fogg, Eve Morton

1. Call to Order

Chair Dorrell called the meeting to order at 9:32 a.m.

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Report for June 21, 2018

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

5. Committee Chair Remarks

Ms. Dorrell stated so much has been accomplished in the first year of this committee and she feels that the contractors are happier with some of the changes. She stated it couldn't have been done without the wonderful staff.

6. Member Comments

None.

7. Department Head Update

None.

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. 409-C (Madrid, 4) - Return to Previous Alternate Color Schemes for Entry Door and Interior Patio Wall

Director Achrekar moved to accept Staff's recommendation and approve this request. Director Randazzo seconded. The Committee was in unanimous support.

Staff was asked to work on a policy for the next meeting to allow alternate colors on front door colors when possible.

9. 603-C (Granada, 10A) - Bathroom Split and Retain Non-Standard Door Color

Director Morrison moved to accept Staff's recommendation and approve this request for retaining the non-standard door color. Director English seconded. The Committee was in unanimous support.

Director Morrison moved to accept Staff's recommendation and approve this request for the bathroom split with the condition that the plumbing plans are approved by the City. Director English seconded. The Committee was in unanimous support.

Staff was asked to add this type of bathroom split to the bathroom split Standard for the next meeting.

10. Review Architectural Standard 15: Floor Coverings; Exterior

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

11. Review Architectural Standard 16: Fences: Wrought Iron

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

Reports:

12. Review and Discuss Revising the Hard Surface Flooring Policy

Mr. Wiemann went over the history of the hard surface flooring policy in United and stated that he had researched this topic extensively over the last month. He stated that he is proposing that permits not be required for new flooring but a resident must prove that noise is not above the policy level if the person below complains. Mr. Wiemann informed the committee that the proposed procedure is similar to the Grievance Policy which Third Mutual uses when there is a flooring complaint.

Director English said advising residents of what type of flooring is allowed is very important.

Director Randazzo requested that wording is added regarding sound proofing underlayment so noise levels aren't exceeded.

Committee requested that wording is added to say that hard surface flooring IS allowed when there are two floors in the same unit since the current wording does not seem to allow this.

Director Morrison made motion and Director English seconded to keep the noise threshold the same as Third Mutual's, to add the items discussed to the policy, and to bring the revised version back to the next committee meeting. All were in favor except for Director Achrekar.

Items for Future Agendas

Concluding Business:

13. Committee Member Comments

None.

14. Date of Next Meeting - August 16, 2018

15. Adjournment at 10:45 a.m.



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



STAFF REPORT

DATE: August 16, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. David Hoang of 386-A (Granada, 10A)
Add Window in Living Room and Replace Entry Tile with Concrete

RECOMMENDATION

Staff recommends the Board approve the request to add a window in the living room and replace the entry tile with concrete with the conditions as stated in Appendix A.

BACKGROUND

Mr. Hoang of 386-A Avenida Castilla, a Granada style unit, requests Board approval of a variance to add a new window in the living room and replace the existing tiled section of flooring at the entryway of unit with concrete.

Staff found two Mutual Consent entries for patio slab revisions. One Mutual Consent record indicates the slab revision was part of the patio enclosure; the second entry was not available to review. Both Consents were issued in 1989. The previous owner made numerous alterations, all with proper Mutual Consent; Staff feels that although the records do not specifically show this slab, it most likely was permitted. The tile on this slab was present during the most recent Resale Inspection in May 2018 prior to Mr. Hoang purchasing the unit.

Due to the size and location of the window and the tiled area located on potential common area, Policy requires Board approval prior to issuing a Mutual Consent for the alterations.

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

DISCUSSION

Mr. Hoang is requesting to install a new window on the east wall of the living room. The window would measure 6' wide by 6'8" tall and use white vinyl for framing to match the existing living room window (Attachment 2). The header and sill height would match the existing living room window to maintain consistency of appearance.

The proposed living room window addition would face a section of greenbelt that includes a drop in terrain measuring almost 40' therefore; no other units are in line of site with the location of the window.

Mr. Hoang is also requesting to replace the existing tiled entry area located in front of the entry storage closet. The area measures 10' wide by 4' long and is currently slightly lower than the rest of the concrete slab surrounding it. As a result, it presents a tripping hazard and causes leaves and debris to collect on the tile resulting in an unkempt

appearance. A level concrete slab would help prevent the buildup of debris and eliminate tripping hazards.

Also shown on the site plans is the relocation of the water heater, the addition of ceiling fans in the living room and both bedrooms, addition of recessed lights in the living room and the installation of solar tubes to both bathrooms; these alterations can be processed as over-the-counter Mutual Consents.

Currently, there are no open Mutual Consents for Unit 386-A.

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

A Neighbor Awareness Notice was sent to Units 386-H and 387-D on July 30, 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.

Previously, a request for a similar living room window addition in a Granada style unit was granted to 384-A in May 1993, 384-H in June 2011, and 386-E in February 2014. A request for an additional living room window located at 385-A, (Valencia floor plan) was approved in December 2014.

Previous similar requests to add a window in the living room have been approved by the Board for units 603-A in December 2012 and 592-E in November 2010.

Previous requests to extend the entry patio have been approved by the Board for Manors 385-C (Valencia) in August 2012, 384-H (Granada) in April 2011, 23-E (Granada) in March 2010, and 369-D (Granada) in October 2007, adding credence to the assumption that the slab had sufficient approval.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 386-A.

Prepared By: Gavin Fogg, Alterations Inspector

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

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request, July 13, 2018
Attachment 3: Photos
Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **386-A**, ("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 **386-A** for **Add window in living room and replace tile with concrete at entry**, 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. Prior to the Issuance of a Mutual Consent for Alternations, the Shareholder shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at 386-A and all future Mutual Shareholders at 386-A.
5. 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.
6. 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.
7. 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.

8. Prior to the Issuance of a Mutual Consent for Alterations, **the Shareholder 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 Shareholder. 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 Alterations staff to review.
9. 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.
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. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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>.
21. 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.

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

LW request for 1 variance & 5 alterations Manor 386-A Avenida Castilla

Laguna Woods

July 12, 2018

Manor 386 A Avenida Castilla

Request for Variance

This is a petition to request approval of an alteration to the above mentioned manor.

The East wall of the building is shared by two units, mine (Unit A) and my neighbor (Unit F). Each Unit has a window as shown on picture #1. The windows offer a beautiful and unobstructed view. They face a greenbelt which gives no access to any other unit and no concrete walkway, just a place for occasional walkers to go by (see picture #3). Beyond the greenbelt the terrain drops, so there is no other unit in the wall's line of sight (see picture #4).

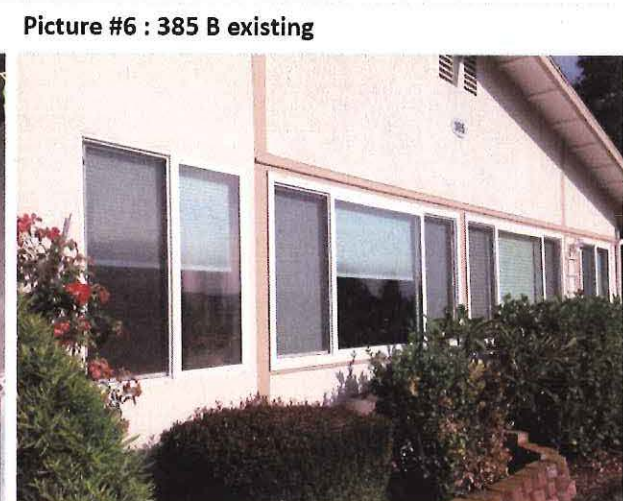
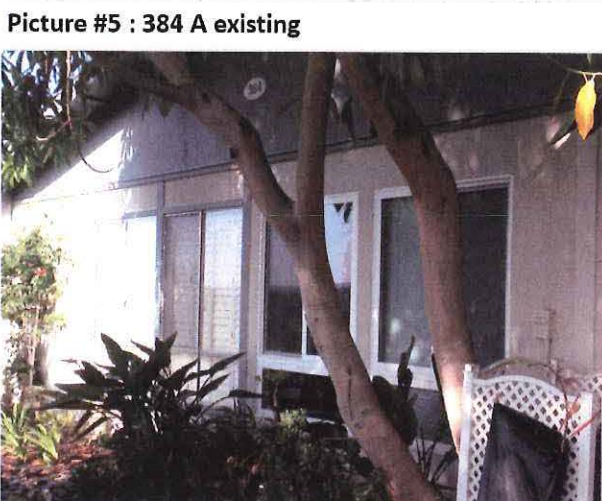
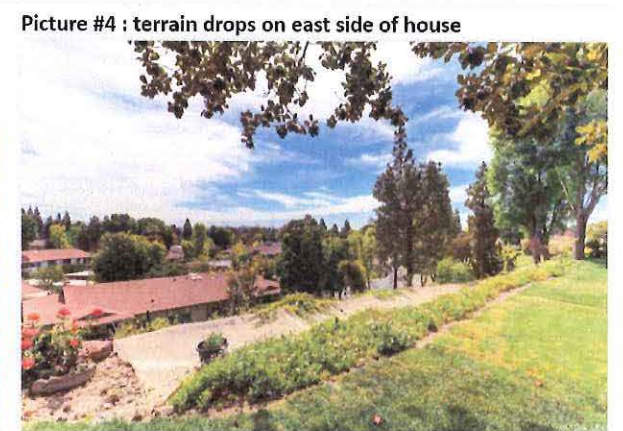
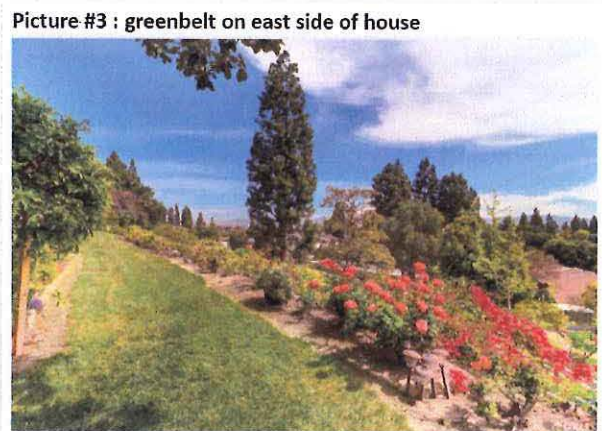
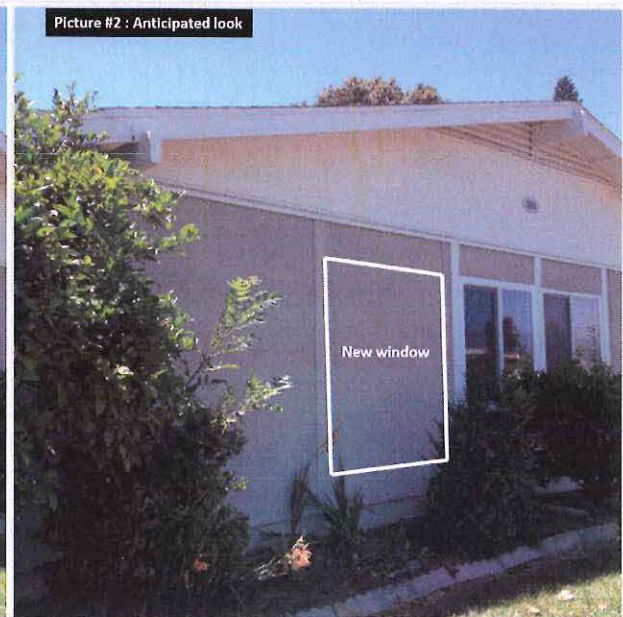
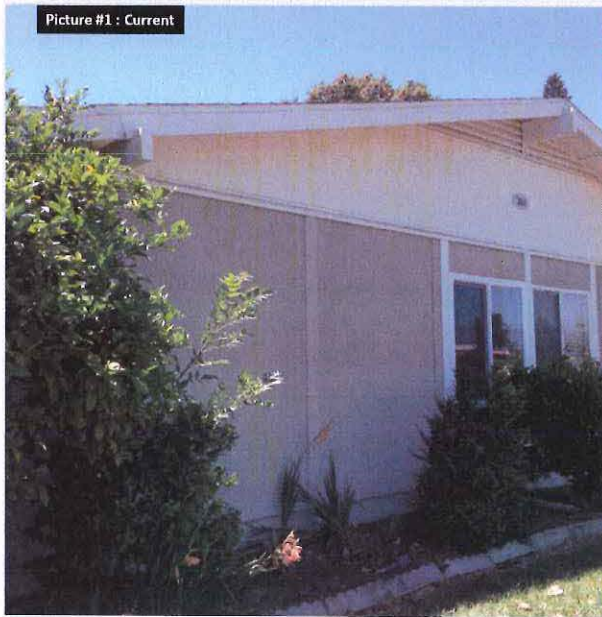
The alteration would consist of adding one window to the existing one to enrich the view from the Unit's living room. A rendering of the anticipated wall look is provided in picture #2.

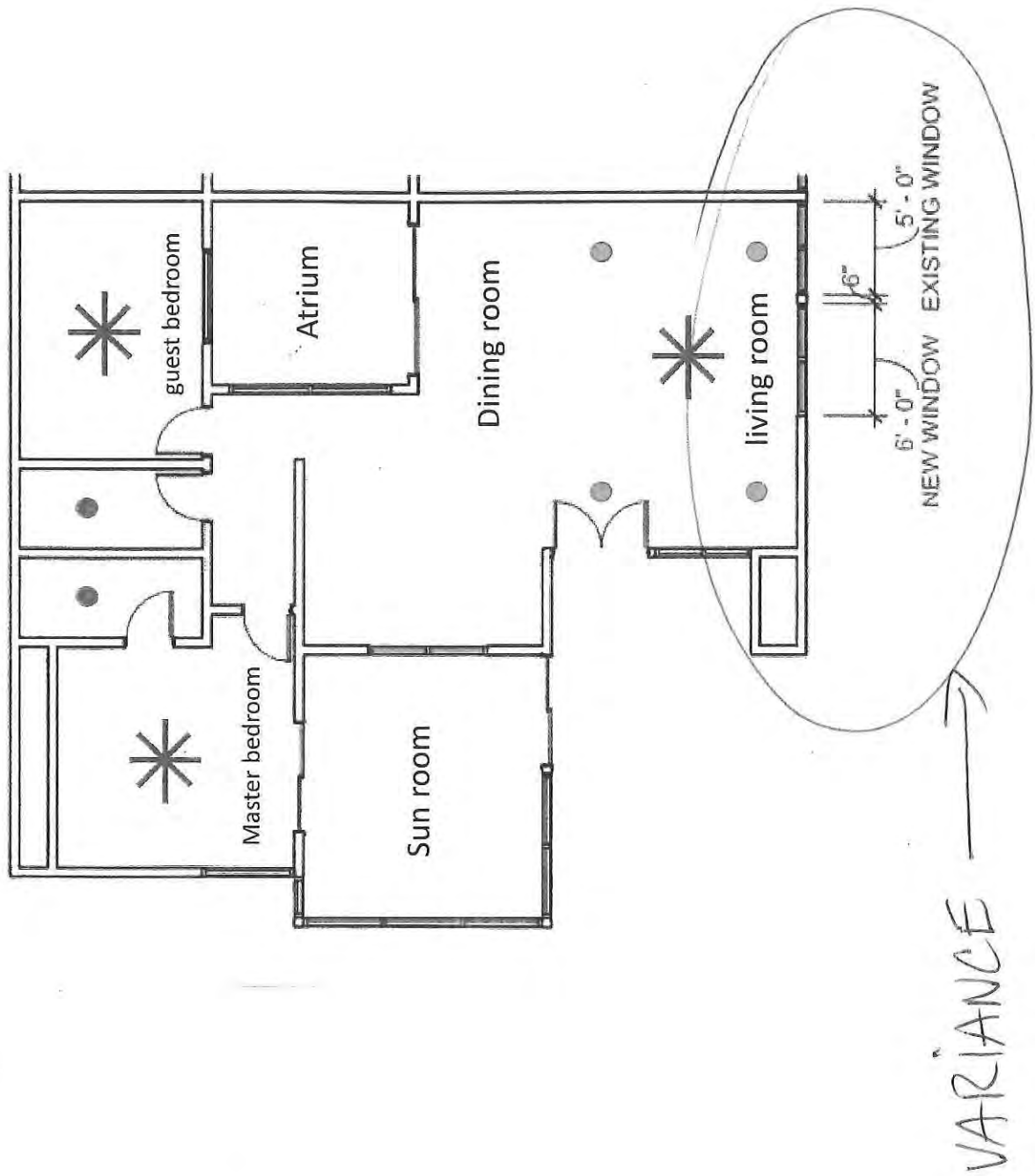
For reference, there are other units facing the same greenbelt which already have extended or additional windows on the same east walls (see pictures 5 and 6).

Respectfully,

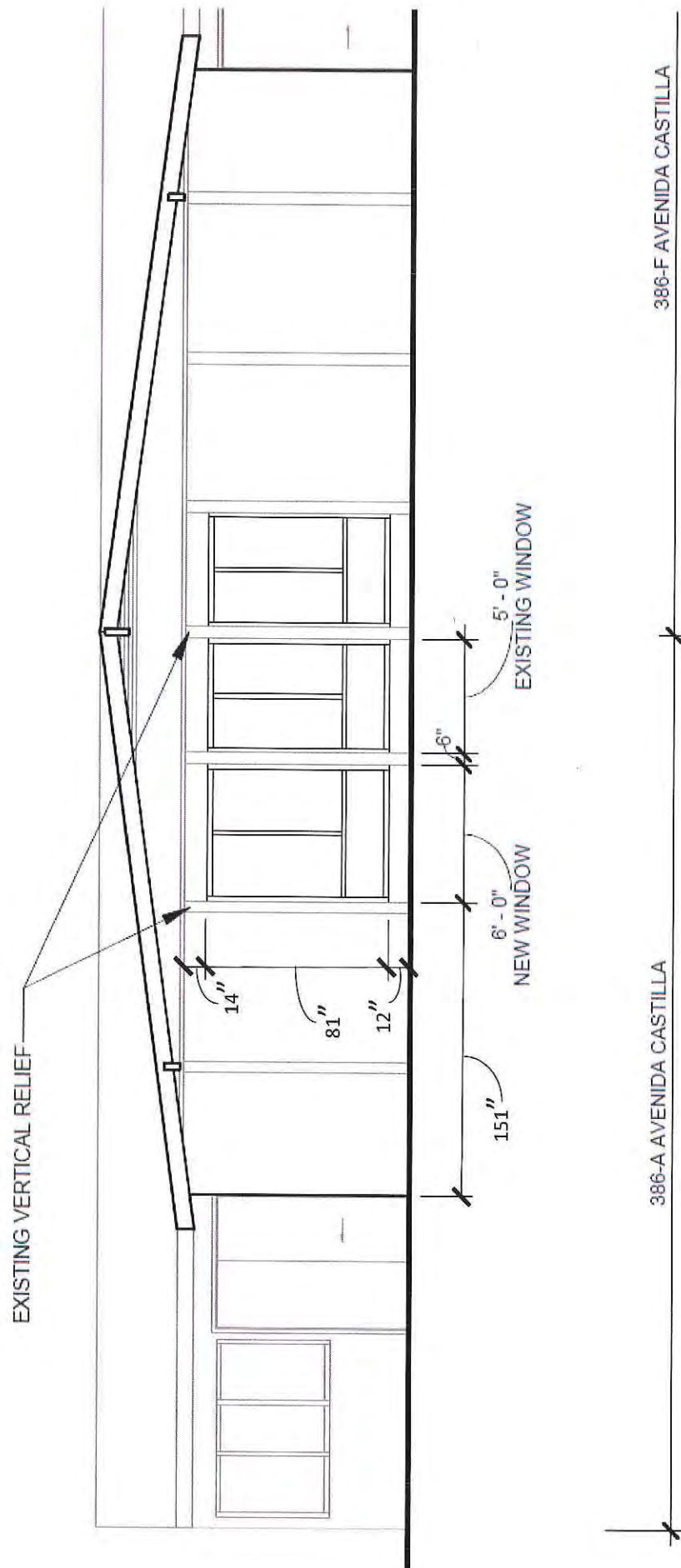
A handwritten signature in black ink, appearing to read "David Hoang", with a stylized flourish at the end.

David Hoang

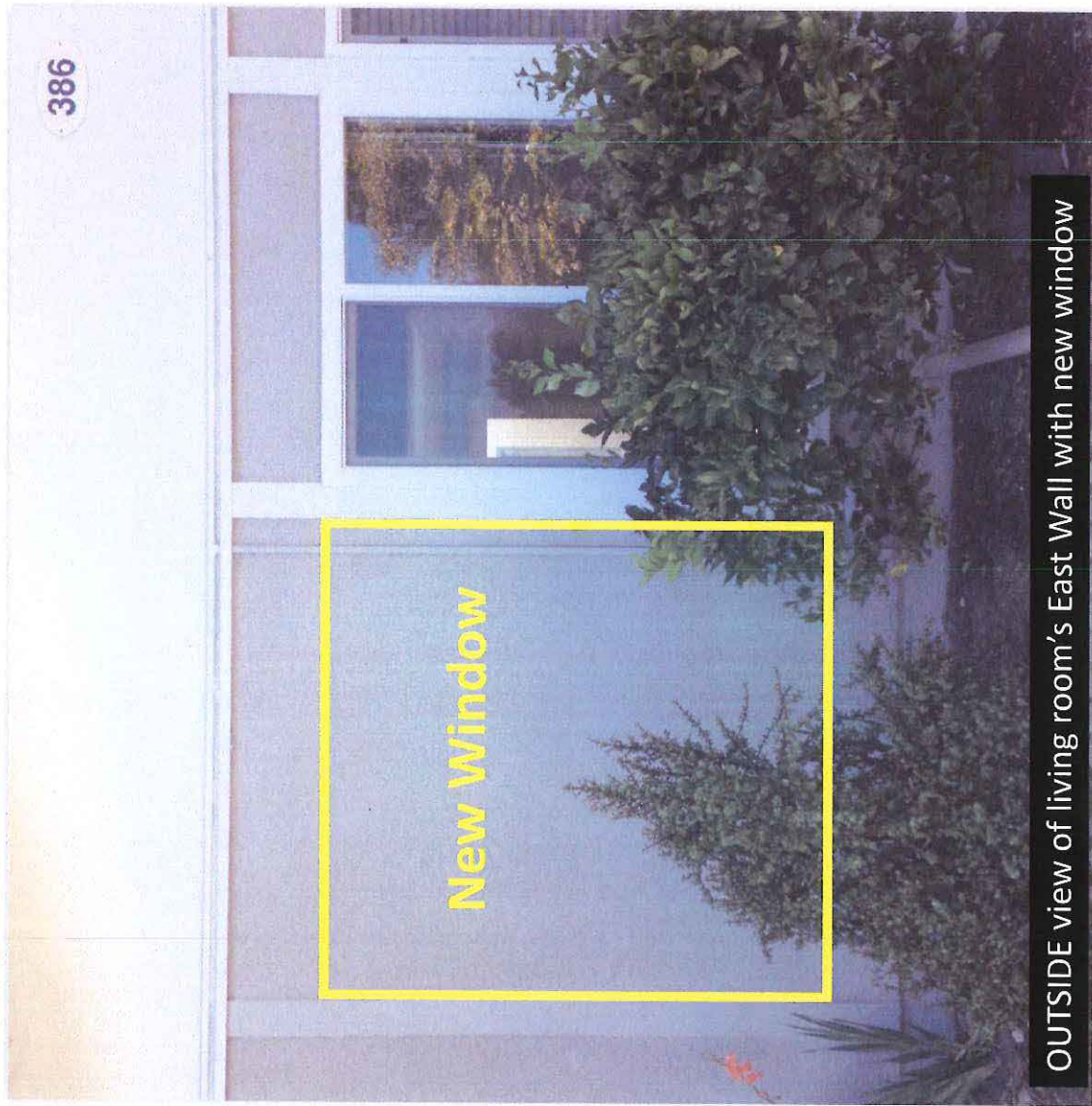




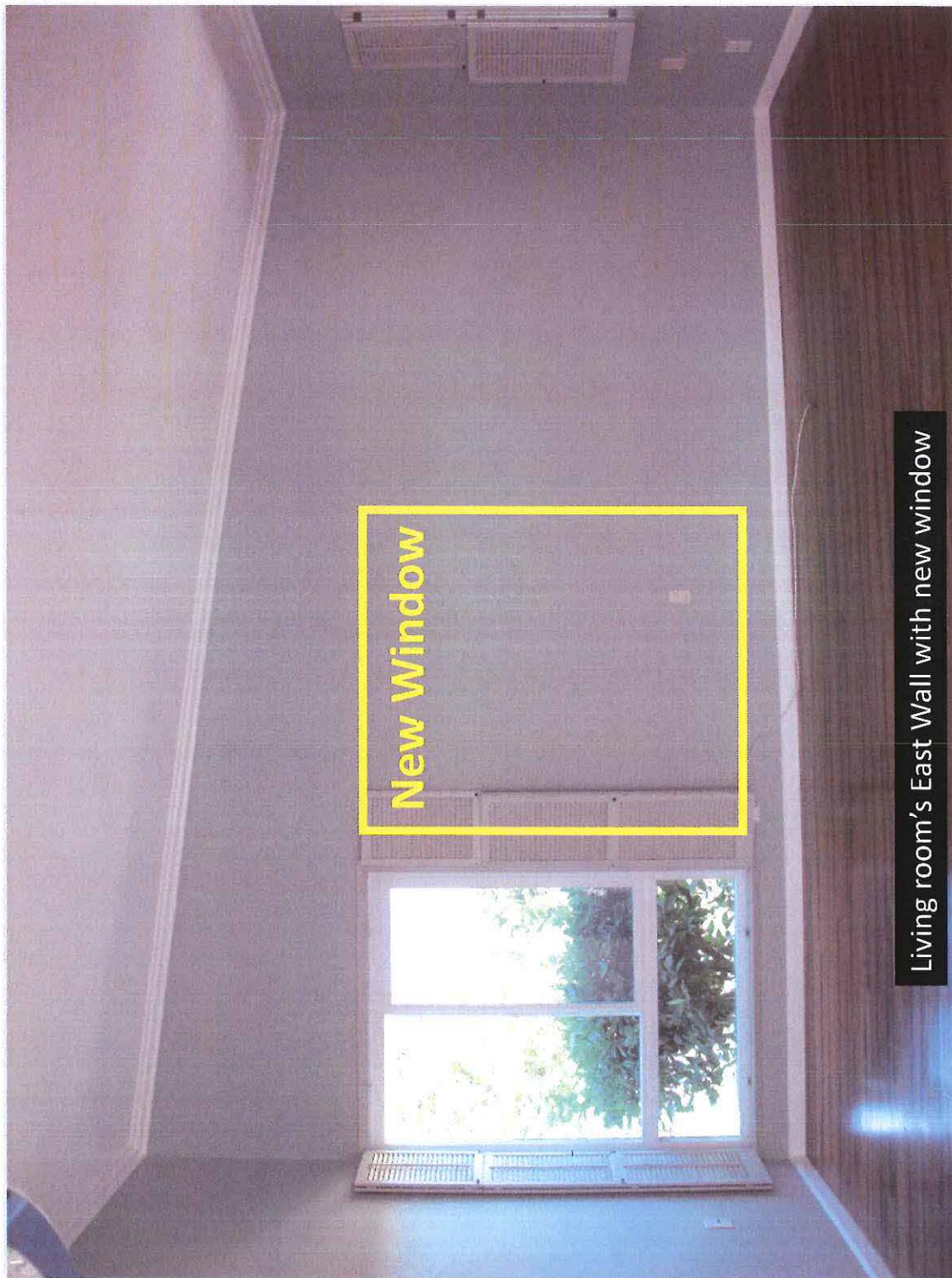
VARIANCE: Add a window to living room



VARIANCE (continue)
Outside view



VARIANCE (continue)
Inside view

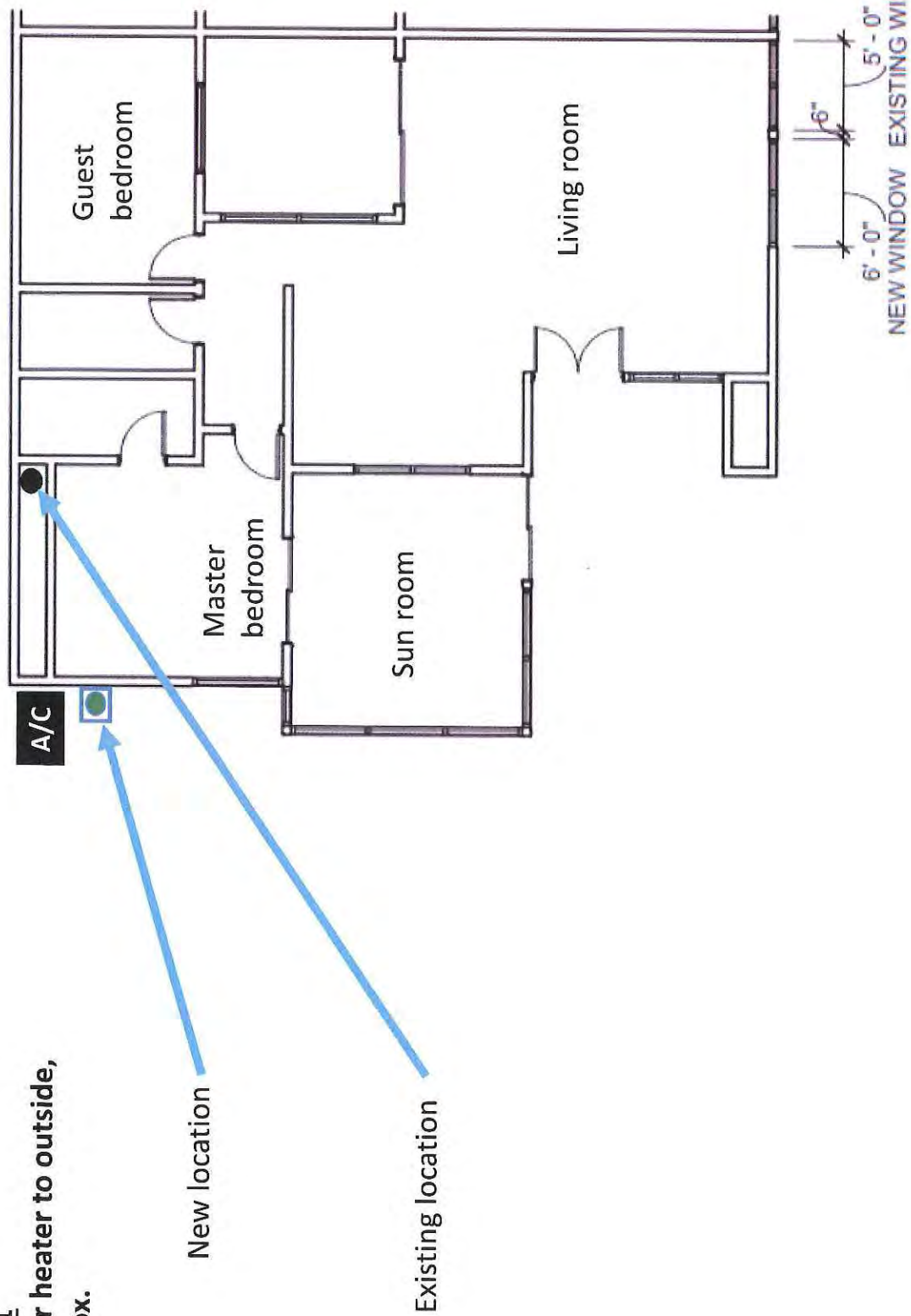


ALTERATIONS

- 1) Relocate Water Heater to outside of house.
- 2) Add Ceiling fans to living room, master bedroom & guest bedroom.
- 3) Add 4 Recessed lights to living room.
- 4) Add Solar tube to 2 bathrooms.
- 5) Replace 4' x 10' concrete in front of house.

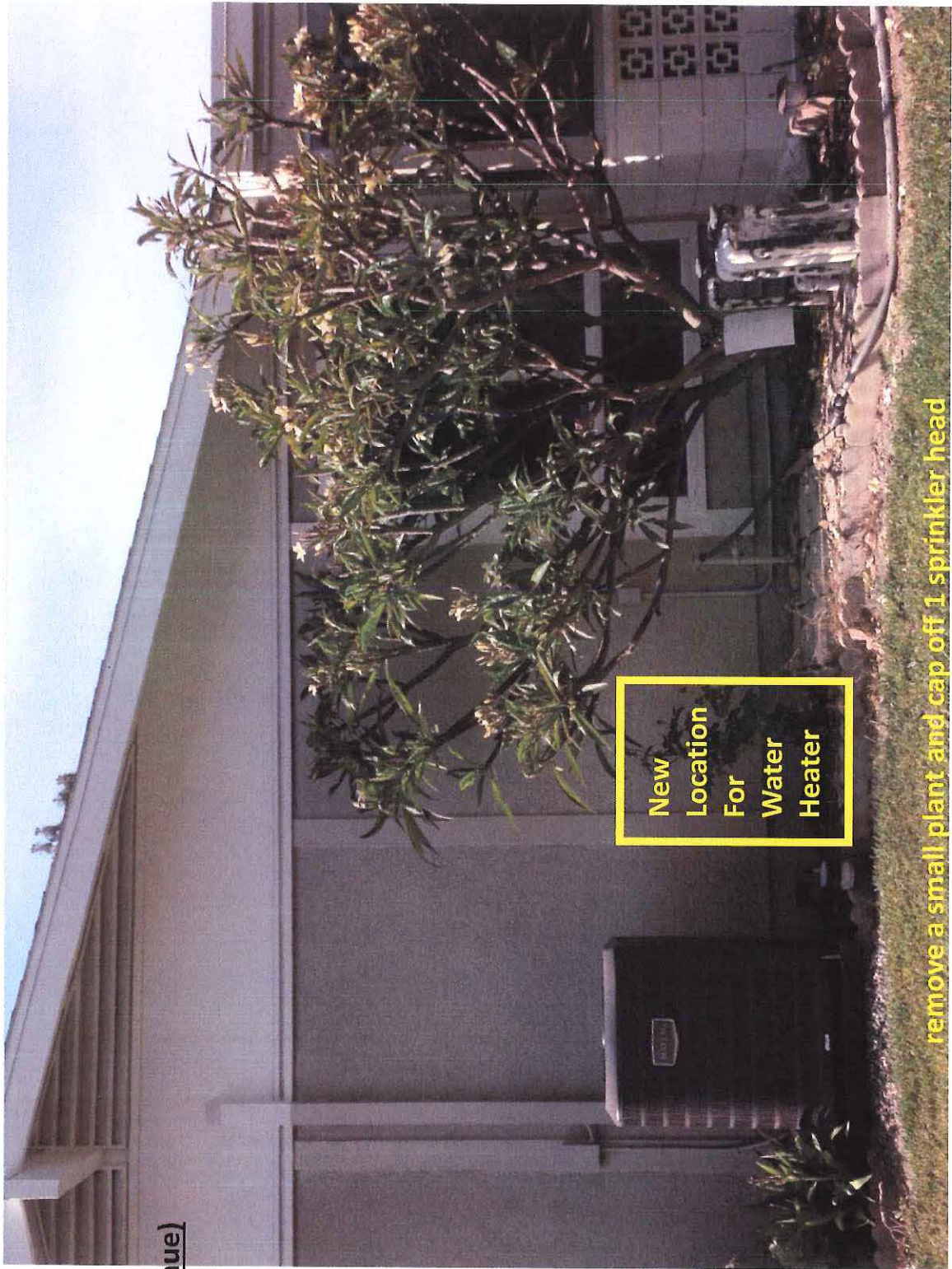
ALTERATION#1

**Relocate water heater to outside,
next to A/C box.**



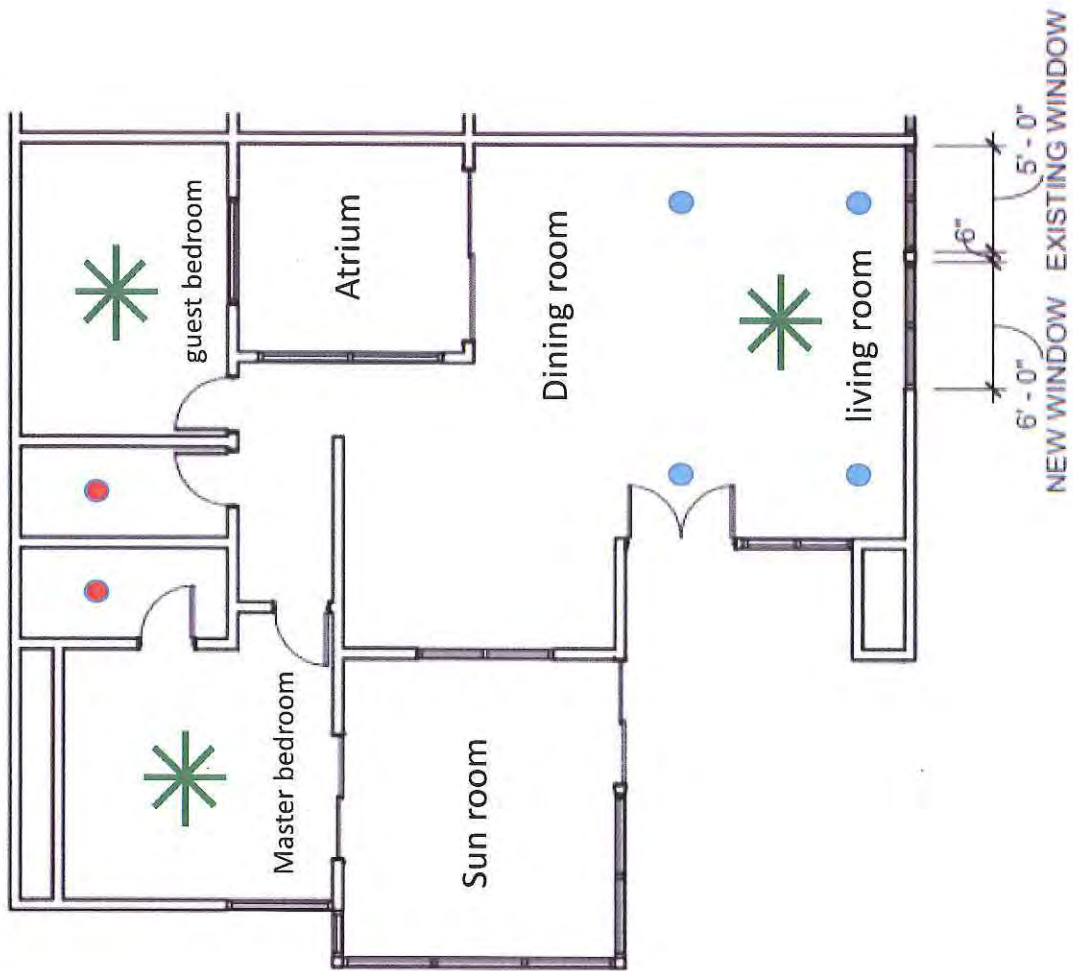
ALTERATION#1 (continue)

**New location for
Water Heater**



ALTERATION (continue)

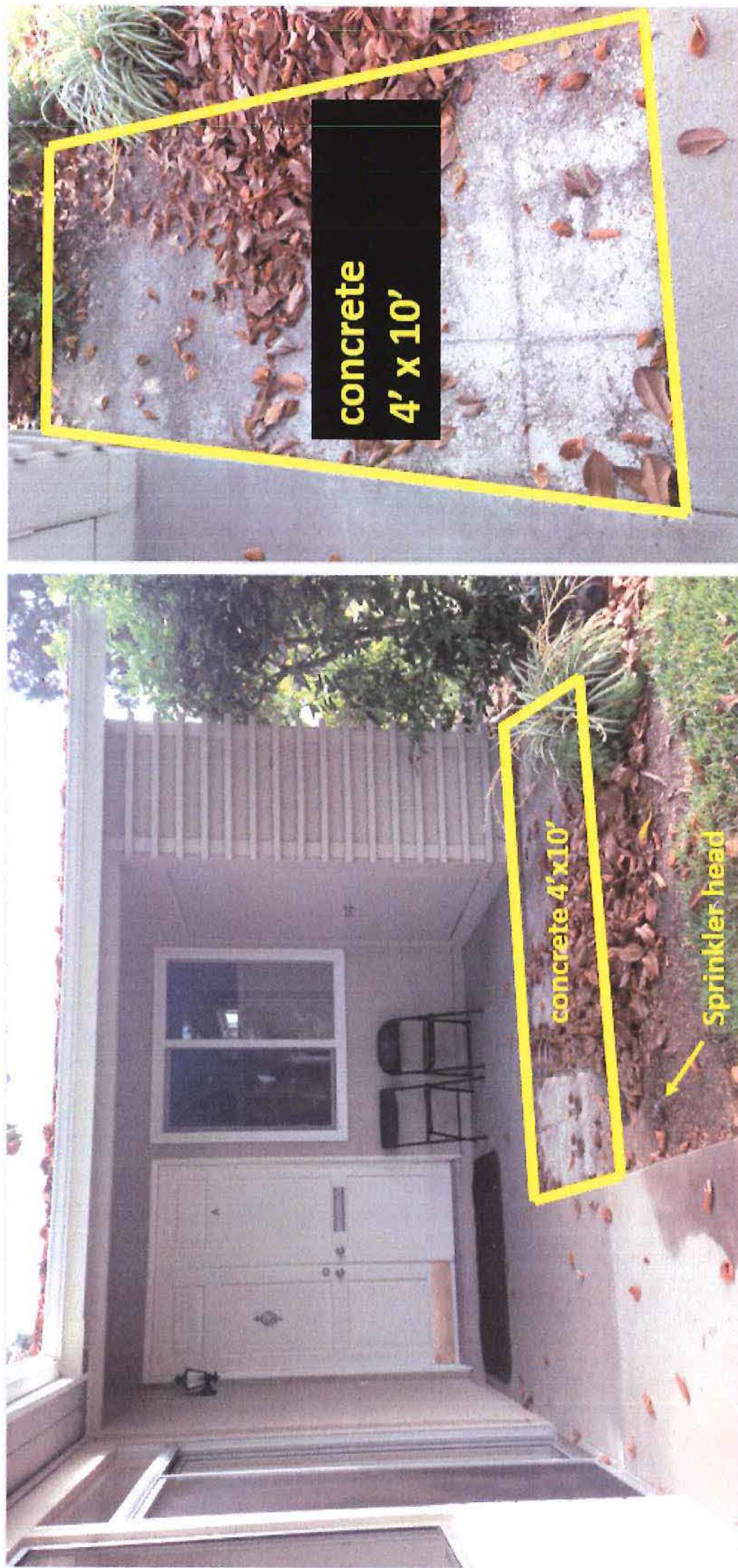
- #2) Add **Ceiling fans** to living room, master bedroom & guest bedroom.
- #3) Add 4 **Recessed lights** to living room.
- #4) Add **Solar tube** to 2 bathrooms.



ALTERATION (continue)

- #5) Replace 4' x 10' concrete to keep the front area cleaner and it doesn't interfere with sprinkler system or vegetation.

Replace 4' x 10' concrete to front of house



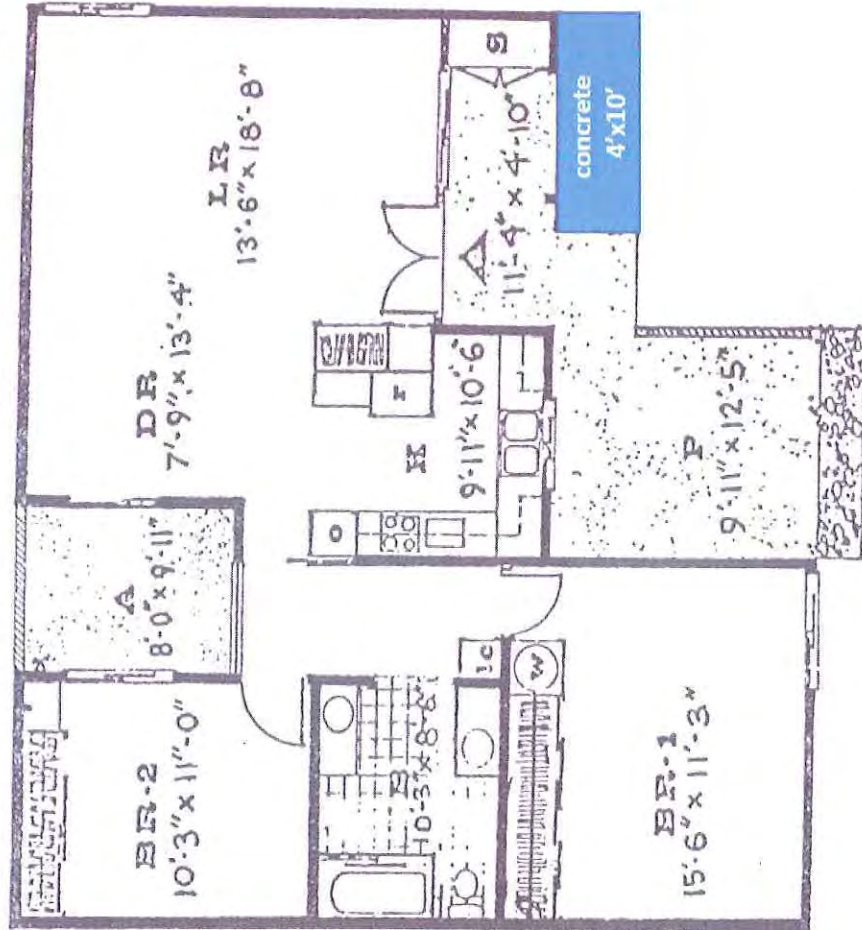
ALTERATION #5 (continue)

GRANADA (10A)
BARCELONA (10B)

**COLDWELL
BANKER**

RESIDENTIAL BROKERAGE

Debbie Sagorin
ASSOCIATES



END

Variance Request Form

SA _____

Model: <u>GRANADA</u>	Plan: <u>IDA</u>	Date: <u>07-13-2018</u>
Member Name: <u>DAVID HOANG</u>	Signature: <u>David Hoang</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Oneway Diego Rives Construction</u>		
Mailing Address: <u>Inc.</u> (to be used for official correspondence)		

Description of Proposed Variance Request ONLY:

Add a window to east side living room wall.

Dimensions of Proposed Variance Alterations ONLY:

The newly added window which will be adjacent to existing window and has dimension of $x = 6'$; $y = 6.6'$. Please see detail drawing inside.

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

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:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

☐ Denied

☐ Approved

☐ Tabled

☐ Other _____

Attachment : 3



Steep hillside drop
blocks view from
other units



View from top of
hillside







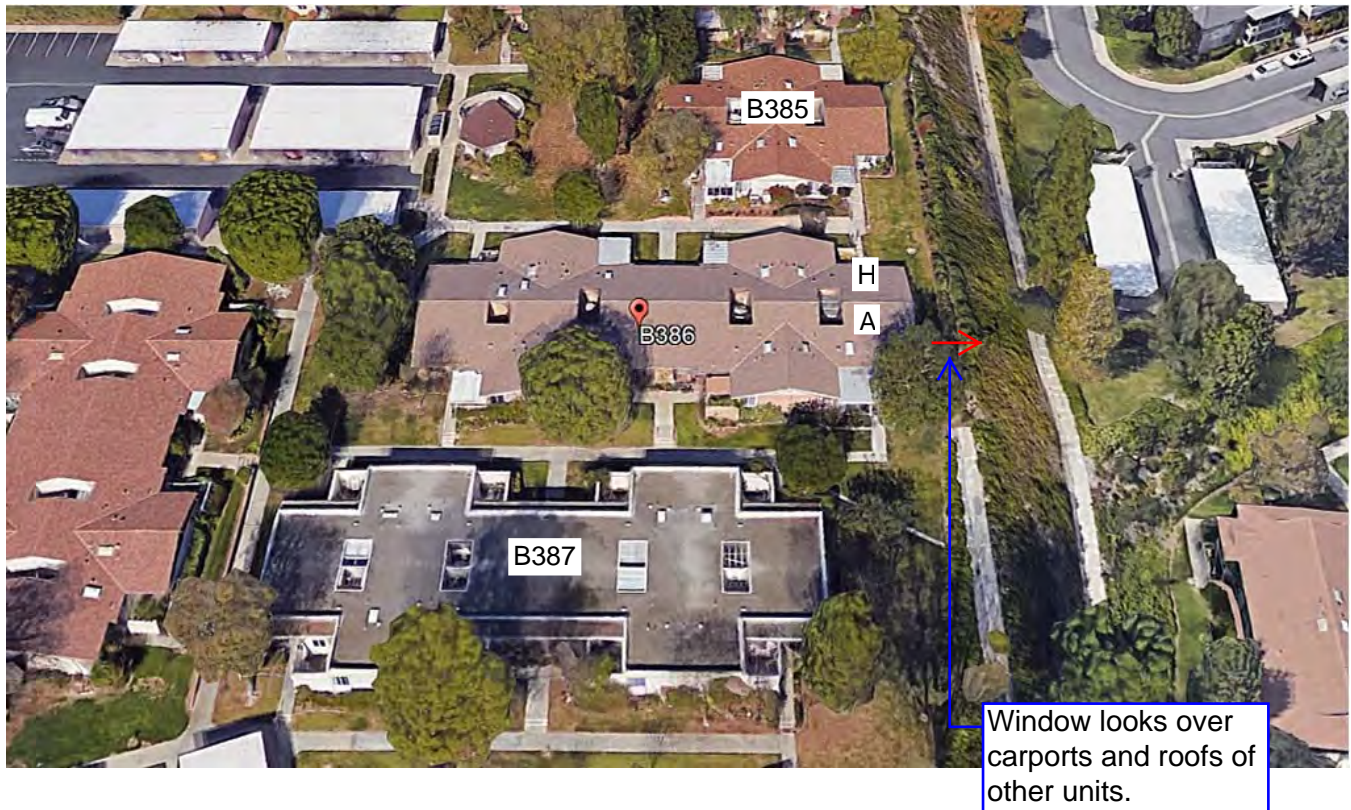
Example of entry
area usage



Example of entry
area usage



Attachment: 4





STAFF REPORT

DATE: August 16, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Kazuya Takahashi of 612-B (San Sebastian, 7A)
Replace Sunroom with Permanent Structure

RECOMMENDATION

Staff recommends the Board approve the request to replace the existing sunroom with a permanent structure with the conditions stated in Appendix A.

BACKGROUND

Mr. Takahashi of 612-B Avenida Sevilla, a San Sebastian style unit, requests Board approval of a variance to replace the existing prefabricated sunroom with a permanent wood framed structure which is located on common area that was granted via Mutual Consent for exclusive use to the Member in 1993.

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

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

DISCUSSION

Mr. Takahashi proposes to construct a 20' wide by 12' room addition within the same footprint as the existing prefabricated sunroom located at the front of the unit. The new structure will consist of wood frame construction with drywall and exterior stucco finish to match the existing exterior of the building.

The proposal calls for the existing concrete slab and footings to be used (shown in the foundation plan in Attachment 1). Verification of the existing footings will be conducted upon approval of the request; if required, new footings will be installed to meet building code.

The proposed structure will have an entry door measuring 3' wide by 6'8" tall alongside a 3' wide by 3' tall window on the right elevation. The existing walkway would provide a sufficient landing for the entry door to meet building code. Currently, entry to the unit from the front requires passage through the sunroom. The proposed entry will maintain that effect.

The front elevation will contain three matching 4' wide by 3' tall windows, while the left elevation would contain a 6' wide by 6'8" tall sliding glass door that opens onto the existing covered patio; providing the required landing area.

A new asphalt shingle roof to match the existing building will be installed with a 1:12 slope. Gutter and downspout plans to meet building code shall be required upon approval of the variance request, prior to a Mutual Consent being issued. Such plans shall be in accordance with existing Mutual Standard Section 18: Gutters & Downspouts.

The existing section of covered patio that adjoins the sunroom would remain in place.

At the time of writing this report, there are no open Mutual Consents for unit 612-B.

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

A Neighbor Awareness Notice was sent to Units 605-B, 606-C, 606-D, 606-P, 606-Q, 612-A and 612-C on July 30, 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.

Patio enclosures with wood frame structures have been approved previously at 414-C in October 2017 and 105-C in February 2018; however, those structures differed from this request as they took place on the original patio footprint of their units. There are no examples of requests for existing sunroom replacements on previously granted common area. Staff feels that a permanent structure would be an aesthetic improvement from the prefabricated sunroom and add to the value of the unit.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 612-B.

Prepared By: Gavin Fogg, Alterations Inspector II

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

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request, July 10, 2018
Attachment 3: Photos
Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **612-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholder s ("Shareholder ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Alterations has been granted at **612-B** for **Replace existing sunroom with wood framed sunroom**, 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 612-B and all future Mutual Shareholders at 612-B.
4. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
5. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or

other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

6. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
7. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Shareholder may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Shareholder's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.
8. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a 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, the Shareholder shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
10. 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).
11. Prior to the issuance of a Mutual Consent for Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
12. Shareholder hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the

Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

13. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
14. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
15. Shareholder's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
16. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
17. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
18. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Shareholder or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Shareholder; fines levied for construction violations; costs incurred by the Mutual

in repairing damage to Mutual property caused by Shareholder's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

19. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Shareholder agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
20. Any remaining Conformance Deposit is refundable if the Shareholder notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Shareholder's address of record with the Mutual. Under no circumstances shall Shareholder be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Shareholder within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
21. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
22. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
23. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
24. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
25. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
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27. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
28. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
29. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
30. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.

GENERAL NOTES

- A. CODE
1. All floor openings as shown on the schedule marked as security openings, and the following rules shall apply:
 - A. 1. Minimum thickness shall be 1/4" thick minimum with solid core construction.
 - A. 2. Wood flush type doors shall be 1/4" thick minimum with solid core construction.
 - A. 3. Hollow core doors or doors less than 1/4" thick shall be covered on the inside face with 18 gauge sheet metal attached with screws at 8" centers around the perimeter or equivalent.
 - A. 4. Wood panel type doors shall be fabricated of lumber not less than 1/4" thick. Dimensions shall not exceed 300 square feet in area. Sills and rails shall be of solid lumber in thickness with overall dimensions of not less than 1/4" and 3" in width. Mullions shall be considered a part of adjacent panels unless noted as required herein for sills and rails except mullions not over 18" long may have an overall width of not less than 2".
 - A. 5. Carved glass shall have a thickness of not less than 3/8".
 - A. 6. Glazed openings within 40" of the door lock when the door is in the locked position shall be fully tempered glass or approved burglary resistant material, or shall be protected by metal bars, screens or grills having a maximum opening of 2". The provisions of this section shall not apply to view ports or windows which do not exceed 2" in their greatest dimensions.
 - A. 7. Door stops of in-swinging doors shall be of one piece construction with the jamb or joined by rabbet to the jamb.
 - A. 8. All fire type hinges shall be accessible from outside the secured area when the door is closed. Hinges shall be secured with removable hinge pins. In addition, they shall have minimum 1/4" diameter steel jamb stud with 1/4" minimum protection unless the hinges are shaped to prevent removal of the door if the hinge pins are removed.
 - A. 9. The stile plate for hinges and the landing device for protecting dead bolts in wood construction shall be secured to the jamb and the wall framing with screws not less than 2-1/2" in length.
 - A. 10. Doors shall have deadlocking latch key-operated lock on the exterior and locks operable from the interior. Locks shall be of the type which require a key to operate. Supply door bolts with hardened inserts.
 - A. 11. Straight dead bolts shall have a minimum throw of 1" and an embedment not less than 5/8".
 - A. 12. A hook-shaped end on expanding lag dead bolt shall have a minimum throw of 3/4".
 - A. 13. The installer shall post a conspicuous location in the building a certificate signed by the installer and builder stating that the installation conforms with the requirements of Title 24, Chapter 2-53, and that the materials installed conform with the requirements of Title 20, Chapter 2, 4-3.
 - A. 14. All fire-rated materials shall be certified by the manufacturer as complying with the California Energy Commission (C.E.C.) Quality Standards for Insulating Material.
 - A. 15. Doors and windows between conditioned and outside or unconditioned spaces such as garages and compartments for central air gas furnaces shall be fully weather-stripped.
 - A. 16. Manufactured doors and windows shall be certified and labeled in compliance with the appropriate infiltration standards listed in Table 2-53 of the energy regulation.
 - A. 17. All exhaust systems shall be provided with back draft dampers.
 - A. 18. Caulk around all plumbing and electrical penetration into the building envelope and between exterior wall panels.
 - A. 19. Masonry and factory built fireplaces shall have the following:
 - A. 1. Tight fitting operable metal or glass doors converting the entire opening of the fire box.
 - A. 2. A combustion air intake to draw air from the outside of the building which is at least six square inches in area and is equipped with a readily accessible operable and tight fitting damper.
 - A. 3. Tight fitting flue damper with readily accessible control.
 - A. 4. Continuous burning pilot lights are prohibited.
 - A. 20. Doors shall be constructed, installed and insulated according to chapter 10 of the currently adopted California Building Mechanical Code. All joints of the door system shall be tightly sealed with mastic or tape.
 - A. 21. Gas-fired space heating equipment and appliances shall have intermittent ignition devices.
 - A. 22. HVAC equipment, water heaters, boilers, shower heads and faucets shall be certified by the California Energy Commission (CEC).
 - A. 23. Water heaters shall have an insulation factor of R-12 or greater or shall have a combined interior/exterior insulation of R-16 or greater. The first 5 feet of pipe closest to the water heater shall have an insulation factor of R-3.
 - A. 24. Insulate recirculating hot water piping in non heated spaces.
 - A. 25. Gas fired household heating and cooling appliances shall have intermittent ignition devices.
 - A. 26. General lighting in kitchen and bathrooms shall have an efficiency of not less than 25 lumens per watt or greater.
 - A. 27. Thermostatically controlled heating or cooling systems (except heat pumps) shall have an automatic thermostat with a clock mechanism which can be manually programmed to automatically set back the thermostat set point for at least two periods within 24 hours.

D. SOUND TRANSMISSION

1. Electrical outlet boxes in opposite faces of separation walls will be separated horizontally by 24" back sides of outlet boxes to be sealed with 1/8" resilient sealant and backed with a minimum 2" minimum fiber insulation. TV, telephone and intercom devices shall be installed in boxes accordingly.
2. All rigid conduit ducts, plumbing pipes and appliances vents shall be isolated from the building construction by means of a resilient sleeve mount or minimum 1/4" thick approved resilient material.
3. Mineral fiber insulation will be installed in joist spaces whenever a plumbing pipe or duct penetrates a floor-ceiling assembly or where such a unit passes through the plane of a separation wall within a wall. The insulation will be installed to a point 12" beyond the pipe or duct.
4. Metal ventilating of conditioned air ducts shall be lined.

E. SECURITY

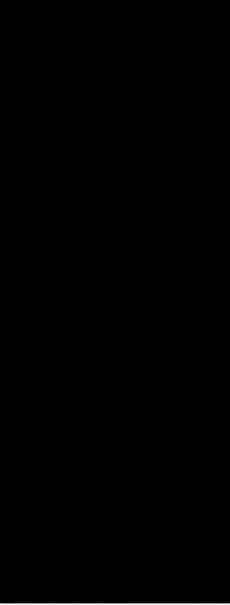
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 - A. 9. The stile plate for hinges and the landing device for protecting dead bolts in wood construction shall be secured to the jamb and the wall framing with screws not less than 2-1/2" in length.
 - A. 10. Doors shall have deadlocking latch key-operated lock on the exterior and locks operable from the interior. Locks shall be of the type which require a key to operate. Supply door bolts with hardened inserts.
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 - A. 24. Insulate recirculating hot water piping in non heated spaces.
 - A. 25. Gas fired household heating and cooling appliances shall have intermittent ignition devices.
 - A. 26. General lighting in kitchen and bathrooms shall have an efficiency of not less than 25 lumens per watt or greater.
 - A. 27. Thermostatically controlled heating or cooling systems (except heat pumps) shall have an automatic thermostat with a clock mechanism which can be manually programmed to automatically set back the thermostat set point for at least two periods within 24 hours.

F. ADDITIONAL REQUIREMENTS

1. Provide sheet metal clothes dryer moisture exhaust duct from clothes dryer and vent to the outside via the shortest route as recommended by dryer manufacturer. Clothes dryer moisture exhaust duct is limited to 14" with 2 elbows from the clothes dryer to point of termination. Reduce the length by 2" for every elbow in the excess of 2.
2. Conduct all surface and roof water to be shed or an approved alternate location as a non-eruptive device and in an approved manner. (25 minimum)
3. The surface of all floors and exterior walkways, patios, decks and balconies shall be slip resistant.
4. Guardsails and balcony railings shall be 39" in height. Handrails and stair railings on the open side of stairs shall be 34" in height. Guardsails and stair railings shall be 34" above the top of the handrails. Guardsails, balcony railings and stair railings on the open side shall have intermediate rails so that a sphere 4" in diameter cannot pass through and shall be able to support a 20 pound per linear foot load to be applied horizontally at right angles to the top rail.
5. Provide hand held smoke detectors mounted on the ceiling or wall at a point vertically located on an upper level, the smoke detector shall be mounted on the center of the ceiling directly above the doorway.
6. Enclosed usable space under stairways requires one-hour construction on enclosed side.
7. Chimneys shall have spark arrestors of 1/2" corrosion resistant metal mesh.
8. Provide under floor ventilation by openings in exterior foundation walls. Such openings shall have a net area of not less than 1 square foot for each 180 square feet of interior floor area. Openings shall be located as close to corners as practical and shall provide cross ventilation. The openings area at such openings shall be approximately equally distributed along the perimeter of the floor. The openings shall be covered with corrosion resistant metal mesh with mesh opening of 1/4" in dimension.
9. Provide ventilation openings for enclosed attics and enclosed other spaces formed where ceilings are applied directly to the underside of roof rafters. Such openings shall have a net area of not less than 1 square foot for each 180 square feet of interior floor area. Openings shall be located in the upper portion of the space to be ventilated at least 3 feet above eaves or cornice against the entrance of rain. The openings shall be covered with corrosion resistant metal mesh with mesh opening of 1/4" in dimension.
10. Gas fired furnaces and water heaters require combustion air openings of 1 square inch per 1000 BTU (100 square inch minimum). Half of the required opening area shall be within 12" of the ceiling and half shall be within 12" of the floor. The openings shall be covered with corrosion resistant metal mesh with mesh openings of 1/4" in dimension. The compartment containing the furnace or water heater shall be separated from the rest of the building by a clearance from the front of the equipment to the combustion air openings.

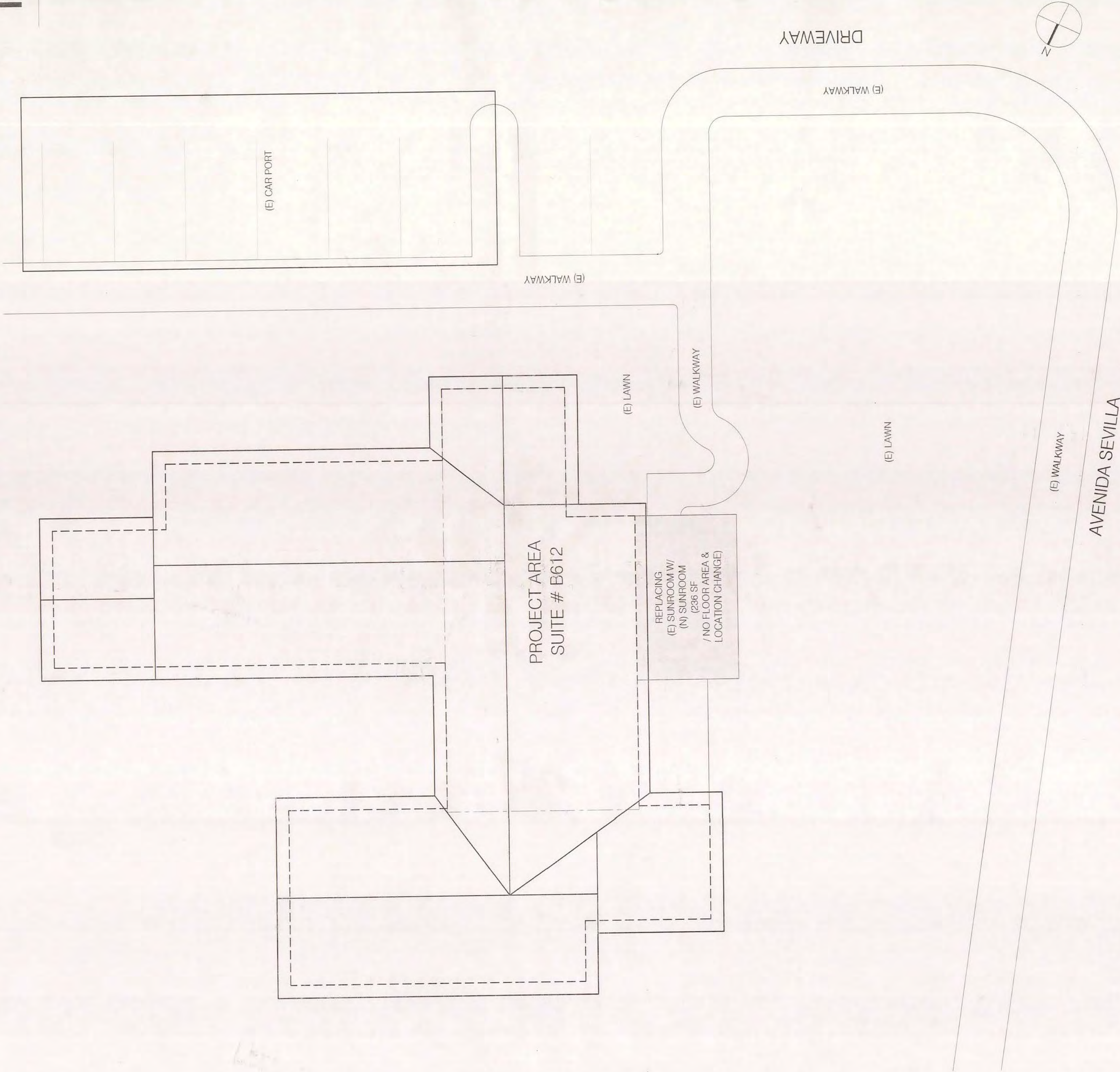
H. GREEN BUILDING STANDARD

1. A minimum of 50% of construction waste is to be recycled. CGC 4.408.1.
2. The builder is to provide an operation manual (containing information for maintaining appliances, etc.) for the owner at the time of final inspection. CGC 4.410.1.
3. During construction, ends of short lengths are to be sealed, and mechanical equipment is to be connected. CGC 4.504.1.
4. VOC's must comply with the limitations listed in Section 4.504.3 and Tables 4.504.1, 4.504.2, 4.504.3, 4.504.4, 4.504.5, 4.504.6, 4.504.7, 4.504.8, 4.504.9, 4.504.10, 4.504.11, 4.504.12, 4.504.13, 4.504.14, 4.504.15, 4.504.16, 4.504.17, 4.504.18, 4.504.19, 4.504.20, 4.504.21, 4.504.22, 4.504.23, 4.504.24, 4.504.25, 4.504.26, 4.504.27, 4.504.28, 4.504.29, 4.504.30, 4.504.31, 4.504.32, 4.504.33, 4.504.34, 4.504.35, 4.504.36, 4.504.37, 4.504.38, 4.504.39, 4.504.40, 4.504.41, 4.504.42, 4.504.43, 4.504.44, 4.504.45, 4.504.46, 4.504.47, 4.504.48, 4.504.49, 4.504.50, 4.504.51, 4.504.52, 4.504.53, 4.504.54, 4.504.55, 4.504.56, 4.504.57, 4.504.58, 4.504.59, 4.504.60, 4.504.61, 4.504.62, 4.504.63, 4.504.64, 4.504.65, 4.504.66, 4.504.67, 4.504.68, 4.504.69, 4.504.70, 4.504.71, 4.504.72, 4.504.73, 4.504.74, 4.504.75, 4.504.76, 4.504.77, 4.504.78, 4.504.79, 4.504.80, 4.504.81, 4.504.82, 4.504.83, 4.504.84, 4.504.85, 4.504.86, 4.504.87, 4.504.88, 4.504.89, 4.504.90, 4.504.91, 4.504.92, 4.504.93, 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Takahashi Residence

REPLACING (E) SUNROOM W/ (N) SUNROOM
(NO FLOOR AREA & LOCATION CHANGE)



DRAWING INDEX

- ARCHITECTURAL
- A000 COVER SHEET / SITE PLAN
 - A010 GENERAL NOTES
 - A200 EXISTING & DEMO / PROPOSED FLOOR PLAN
 - A210 ROOF PLAN
 - A300 ELEVATION / SECTION
 - A500 WINDOW & DOOR SCHEDULE / EXTERIOR DETAIL

SCOPE OF WORK

- REPLACING (E) SUNROOM W/ (N) SUNROOM
(236 SF / NO FLOOR AREA & LOCATION CHANGE)

PROJECT TEAM

- OWNER
- Takahashi / Kazuya
612B Avenida Sevilla,
Laguna Woods, CA 92637
Tel - 949.422.9460
- DESIGNER
- AND Studio
501 S. Fairfax Ave.
Los Angeles, CA 90036
Tel - 323.467.3223
- Wen Cho, *Associate AIA / LEED AP bd + c*
- STRUCTURE
- TARWON KIM, P.E.
1755 Westmont Dr.
San Pedro, CA 90732
Tel - 310.986.2185
Email - KTWENGOCA@GMAIL.COM

PROJECT DATA

- OCCUPANCY TYPE: R-3
- CONSTRUCTION TYPE: TYPE V-B

- TITLE 24
- PERFECT DESIGN
2416 W. Valley Blvd
Van Nuys, CA 91411
Tel - 626.269.8868
PERFECTAAA@aad.com

VICINITY MAP



COVER SHEET / SITE PLAN

Project Number

Date

Scale

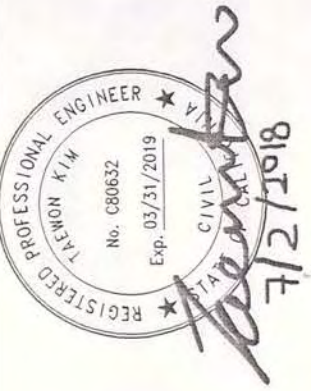
1 / 8" = 1'-0"

A-000.00

ARCHITECT:

AND studio
residential + commercial design
www.andstudio.us

STRUCTURAL:
TAEWON KIM, P.E.



PROJECT:

612B Avenida Sevilla, Laguna Woods, CA 92637

612B Avenida Sevilla

SHEET NO.

SD-1

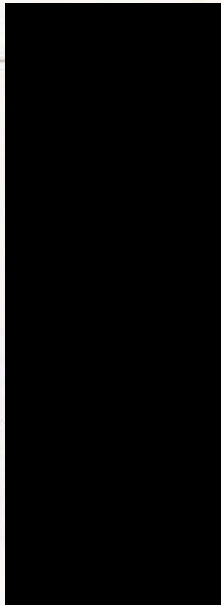
DETAIL

ISSUED / REVISION
DATE NO. REVISION

DATE: 7/2/2018

SHEET TITLE

<div></div>	2 (N) SHEARWALL ON (E) FTG		4
<div></div>	6	7	8
<div></div>	10 ROOF RAFTER TO WALL (PARL.)	11 (N) ROOF TO (E) ROOF	12 TYPICAL NON-BEARING WALL DETAIL
<div></div>	14	15	16



KEYNOTES

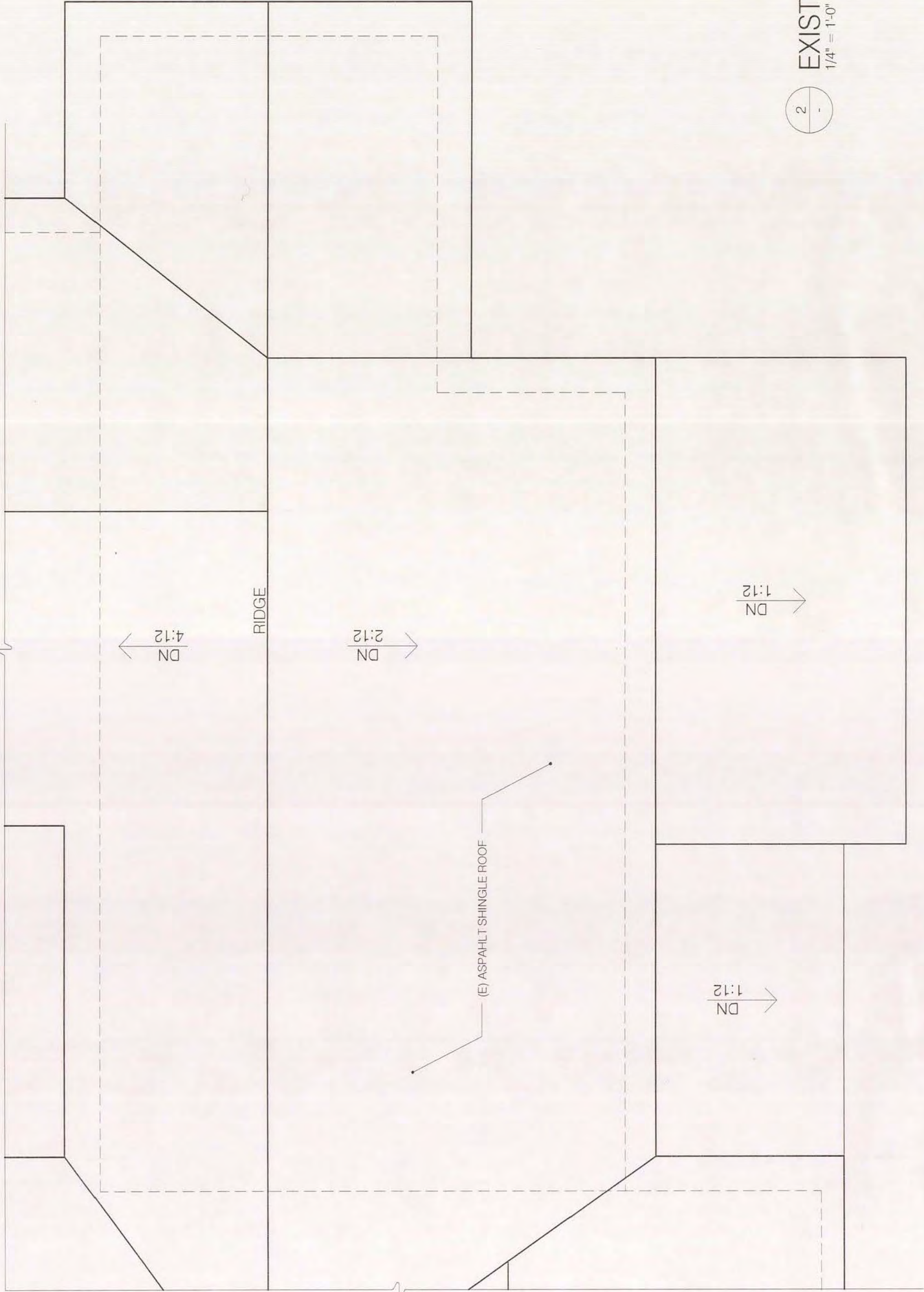
- 1
- (N) CLASS "A" ASPHALT FIBERGLASS SHINGLES
INSTALLATION SHALL BE IN ACCORDANCE OF 25 OR
GREATER / MATCH TO EXISTING COLOR



2

EXISTING ROOF PLAN

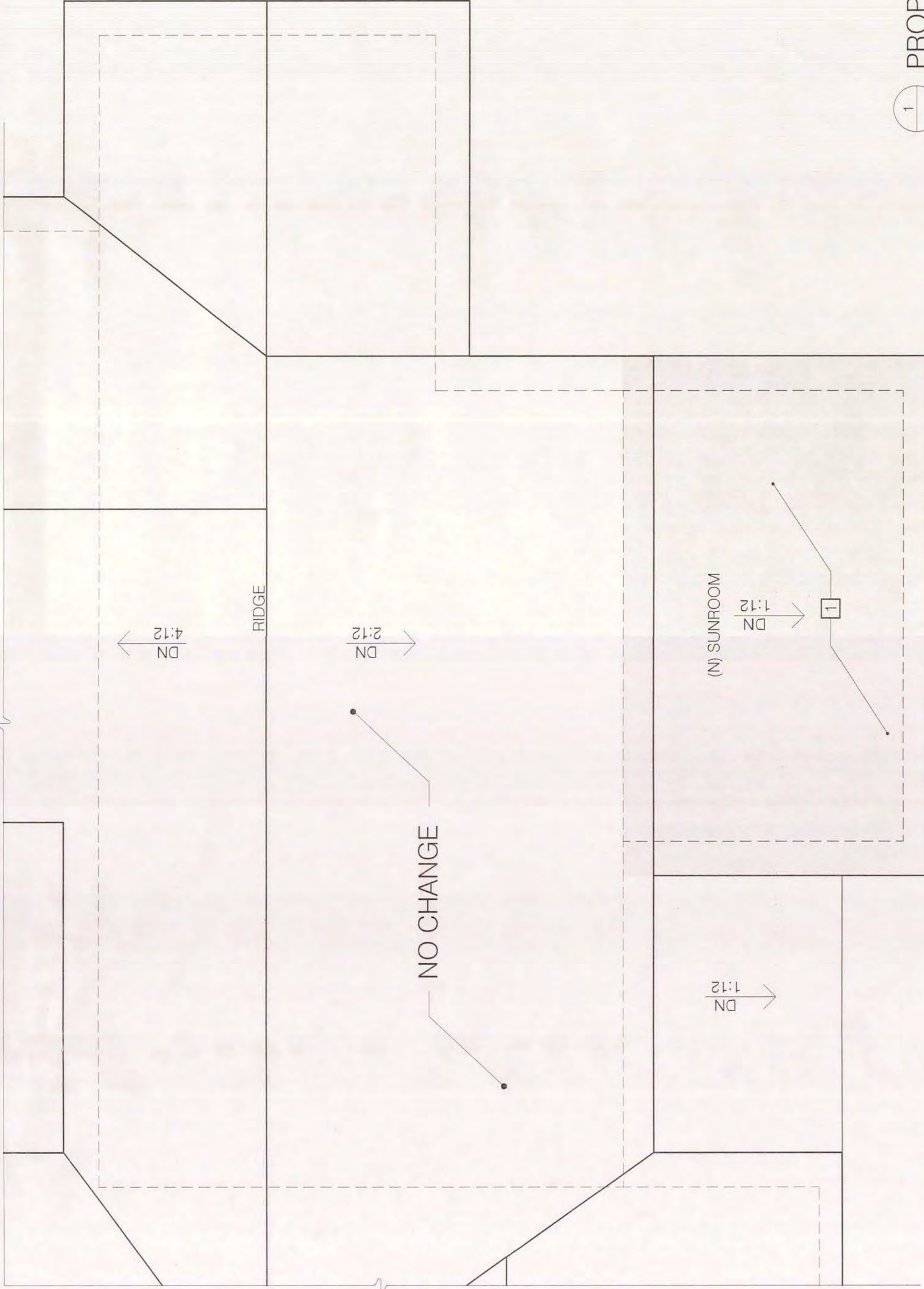
1/4" = 1'-0"



1

PROPOSED ROOF PLAN

1/4" = 1'-0"



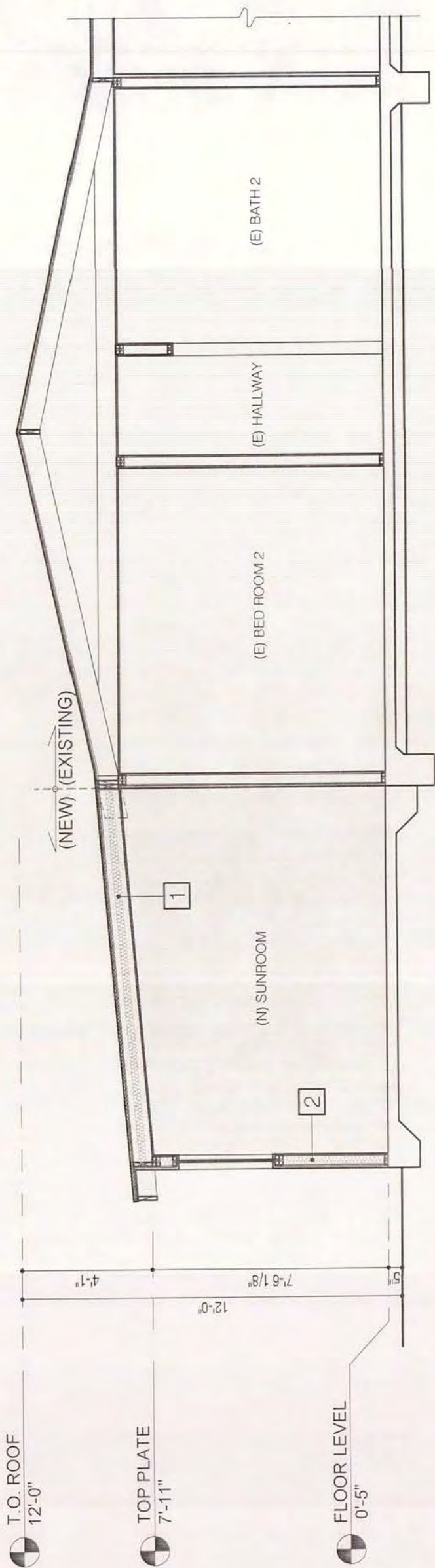
Number	Date	Description
--------	------	-------------

Project
TAKAHASHI RESIDENCE
612B Avenida Sevilla,
Laguna Woods, CA 92657

Drawing
ROOF PLAN

Project Number	
Date	
Scale	1 / 4" = 1'- 0"

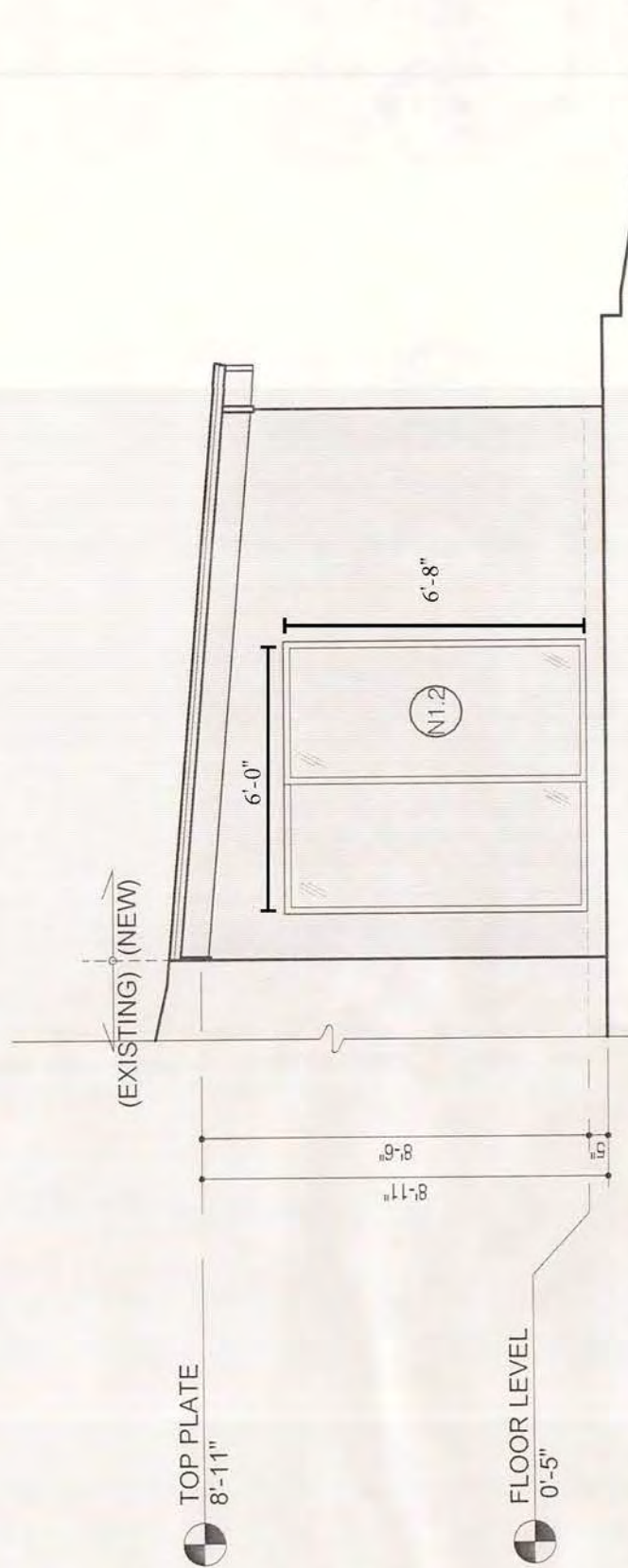
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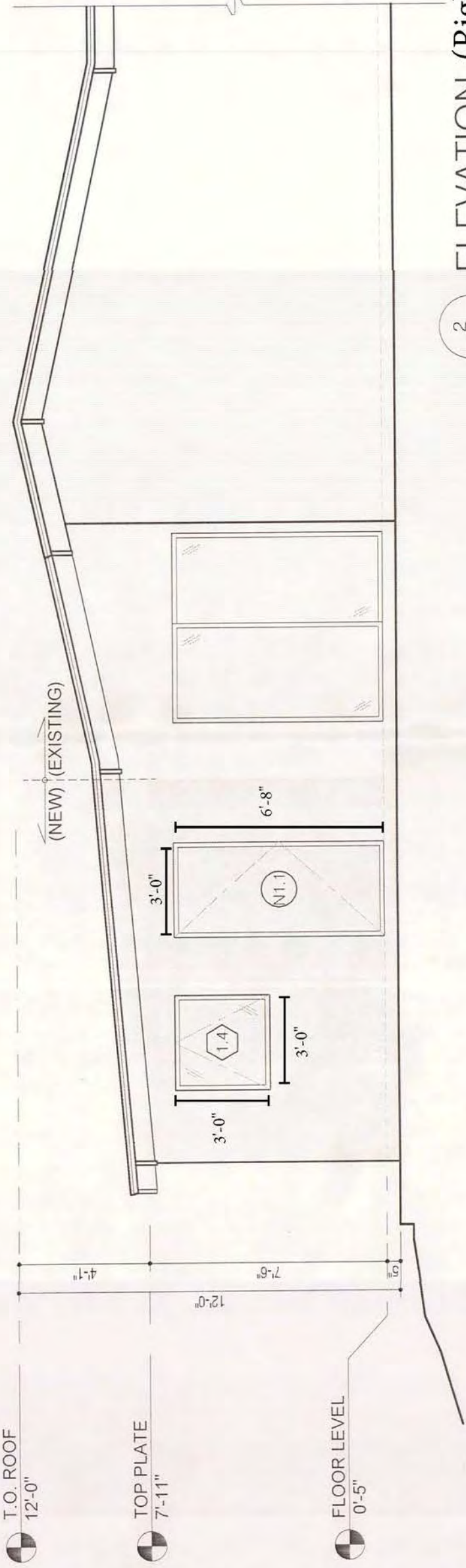
4
SECTION
1/4" = 1'-0"

KEYNOTES

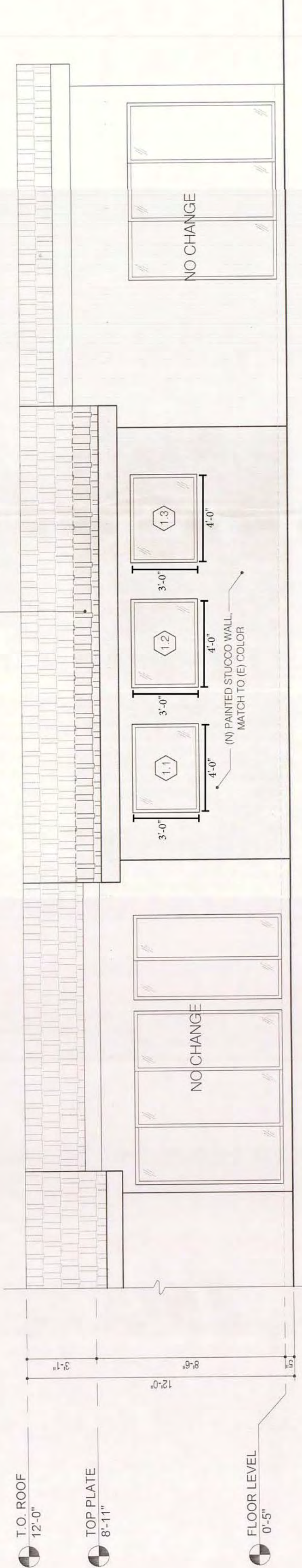
- 1 R-38 ROOF INSULATION
- 2 R-21 WALL INSULATION



3
PROPOSED ELEVATION (Left)
1/4" = 1'-0"



2
ELEVATION (Right)
1/4" = 1'-0"



1
PROPOSED ELEVATION (Front)
1/4" = 1'-0"

Number Date Description

Project
TAKAHASHI RESIDENCE
612B Avenida Sevilla,
Laguna Woods, CA 92637

Drawing
ELEVATION / SECTION

Project Number

Date

Scale

1/4" = 1'-0"

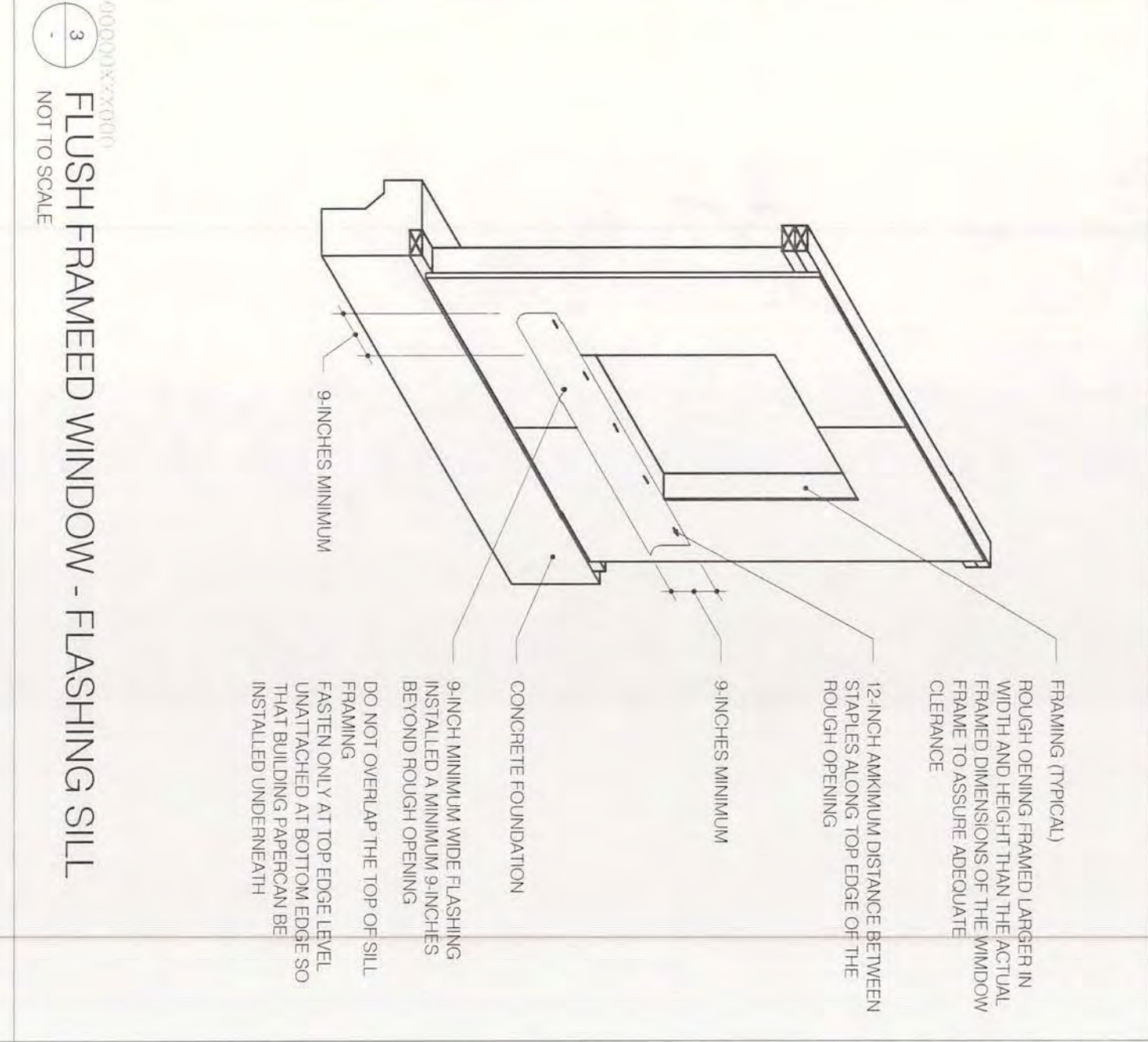
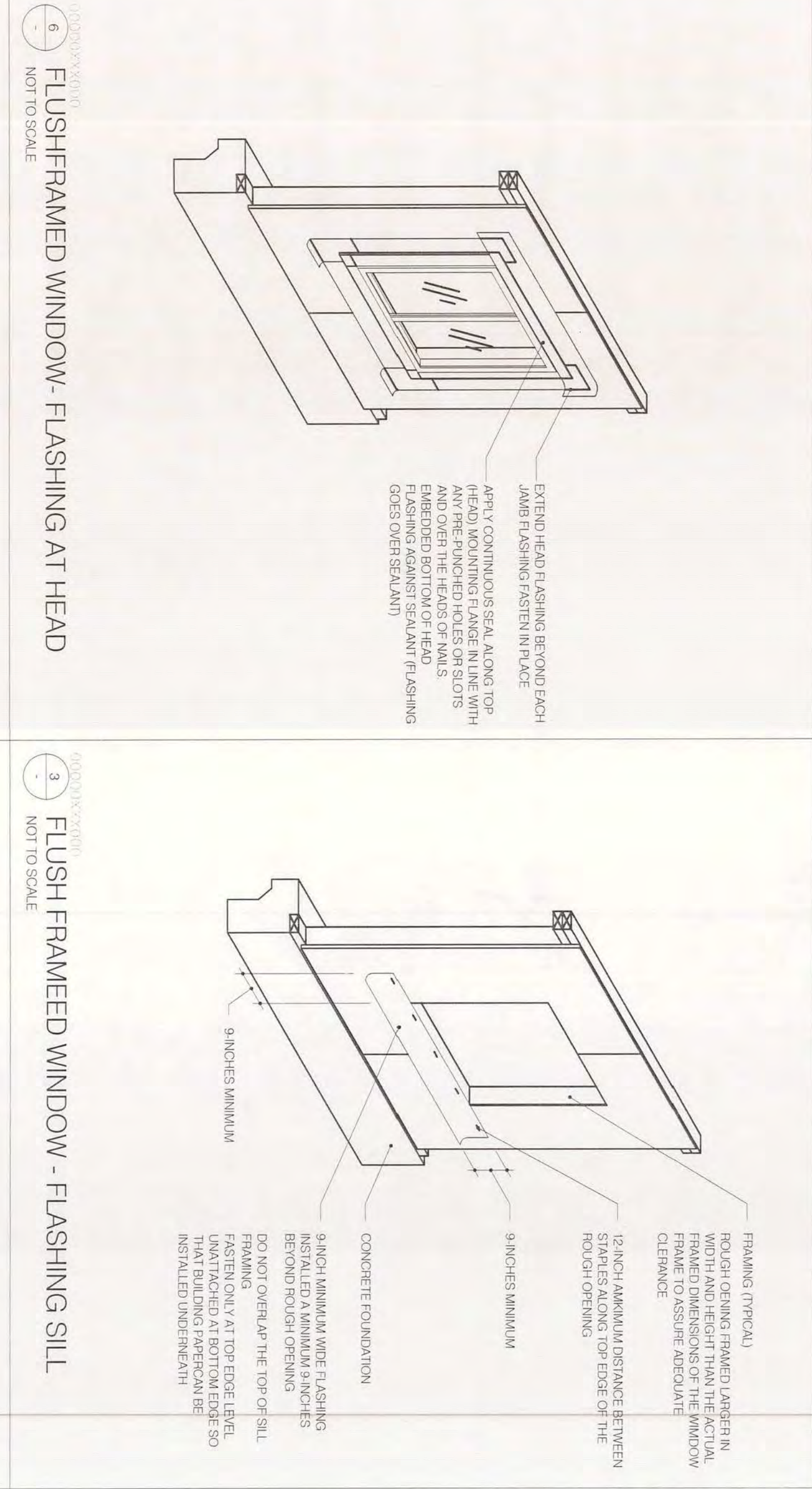
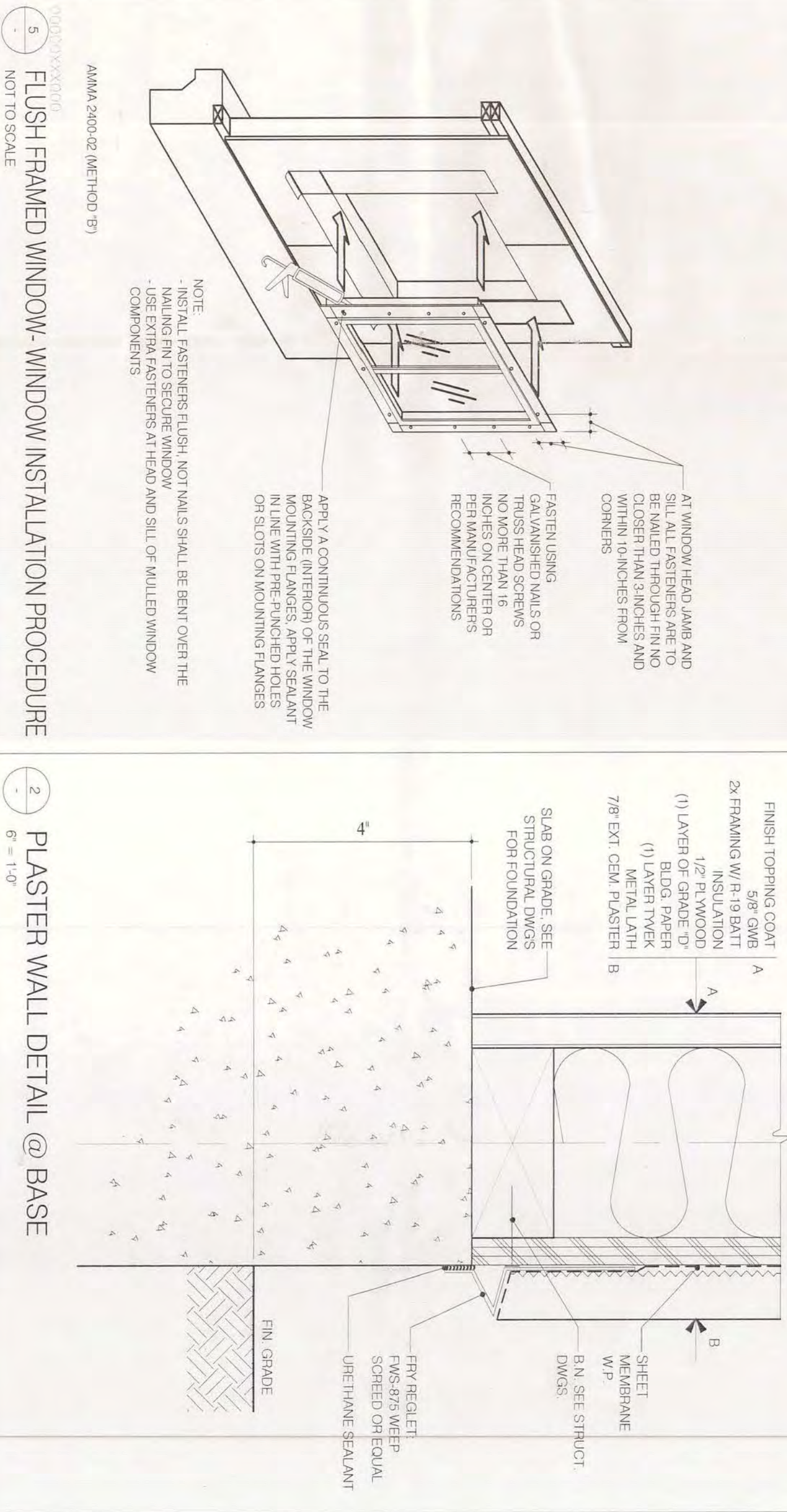
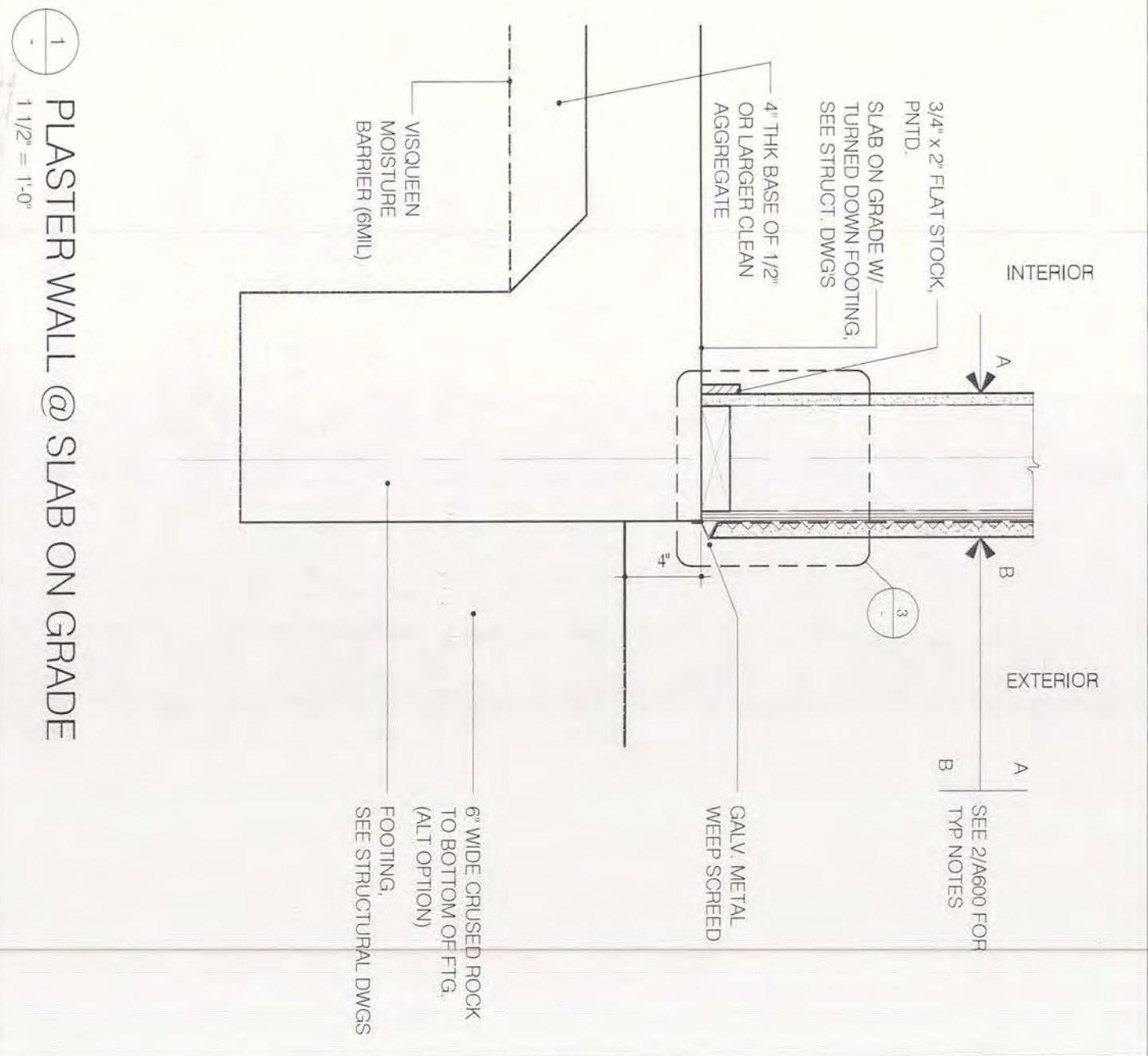
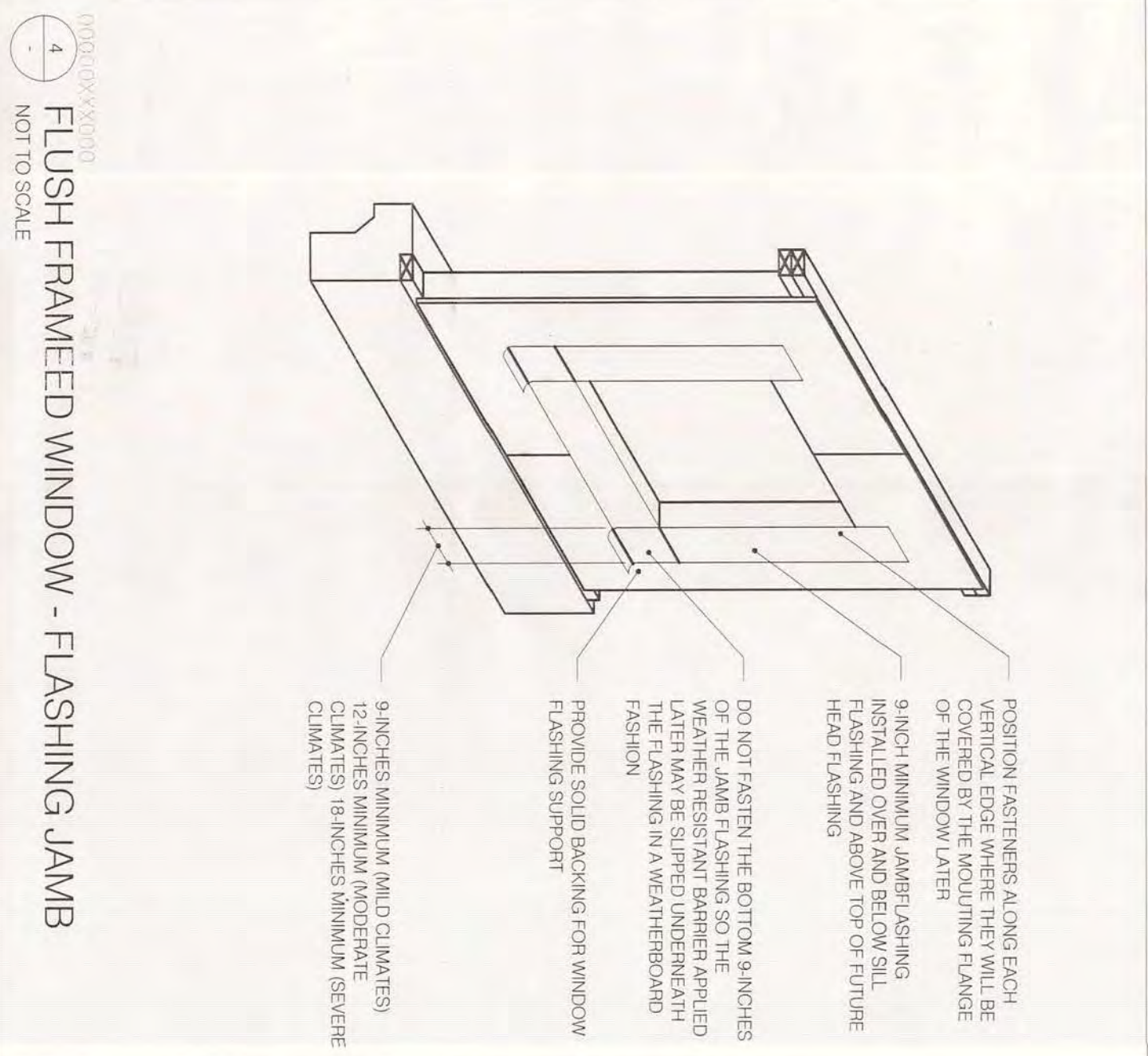
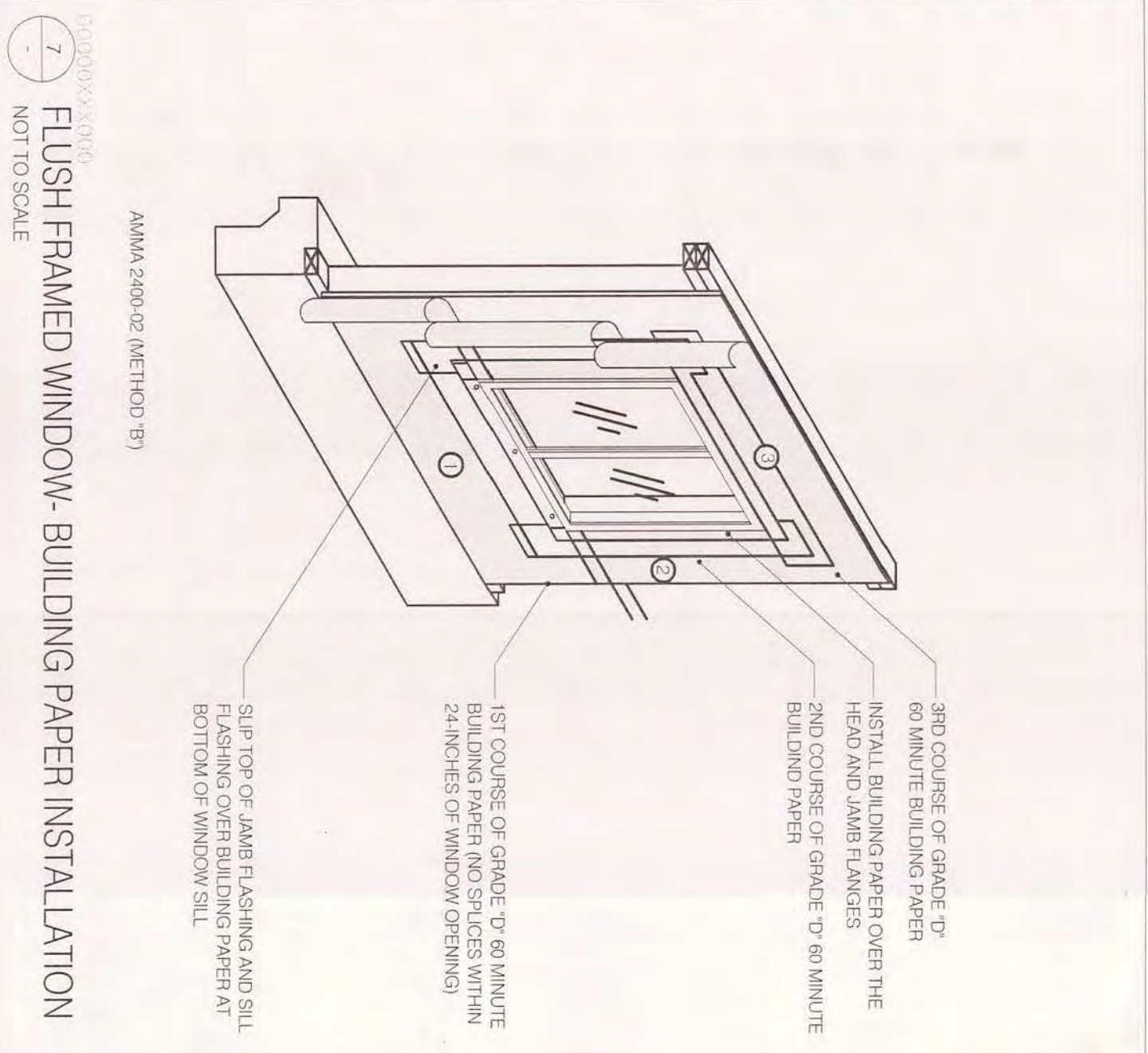
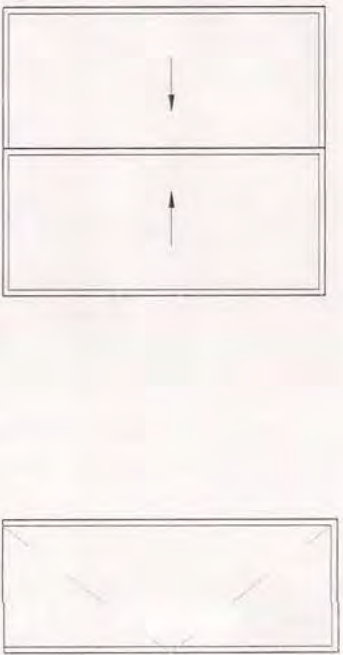
A-300.00

WINDOW SCHEDULE															
GENERAL INFO								ROUGH OPENING				DETAILS		REMARKS	
NO.	LOCATION	TYPE	INTERIOR				GLASS TYPE	WIDTH	HEIGHT	HEAD	JAMB		WINDOW ELEVATION		
			EXTERIOR	PAIR	OPERABLE	SINGLE					FIXED	INSWING			OUTSWING
													SILL		
1.1	SUNROOM	A	Ex	P	O	O	Ch Temp	4'-0"	3'-0"					1 A300	(N) SLIDING WINDOW, DUAL GLAZING TEMPERED GLASS
1.2	SUNROOM	A	Ex	P	O	O	Ch Temp	4'-0"	3'-0"					1 A300	(N) SLIDING WINDOW, DUAL GLAZING TEMPERED GLASS
1.3	SUNROOM	A	Ex	P	O	O	Ch Temp	4'-0"	3'-0"					1 A300	(N) SLIDING WINDOW, DUAL GLAZING TEMPERED GLASS
1.4	SUNROOM	B	Ex	S	O	O	Ch Temp	3'-0"	3'-0"					2 A300	(N) MANNING WINDOW, DUAL GLAZING TEMPERED GLASS



NOTE:
THE NFRC TEMPORARY LABEL DISPLAYED ON WINDOWS AND SKYLIGHTS (INCL. TUBULAR) MUST REMAIN ON THE UNIT UNTIL FINAL INSPECTION HAS BEEN COMPLETED.

DOOR SCHEDULE																						
GENERAL INFO										PANEL		FRAME		REMARKS								
NO.	LOCATION	TYPE	INTERIOR		EXTERIOR		ROUGH OPENINGS		STUD SIZE	LITES	SCREEN	GLASS TYP	FIRE RATING	THICKNESS	MATERIAL	FINISH	MATERIAL	FINISH	DETAILS			
			PAIR	SINGLE	PAIR	SINGLE	WIDTH	HEIGHT											HEAD	JAMB	SADDLE	
FIRST FLOOR																						
(N1)1	ENTRY	B	EXT	S	3'-0"	6'-8"	2'-4"	-	-	-	1'-3/4"	WD	-	WD	-	---	---	---	---	---	---	(N) WOOD ENTRY DOOR
(N1)2	SUNROOM	A	EXT	P	6'-0"	6'-8"	2'-4"	-	-	-	1'-3/4"	WD	-	WD	-	---	---	---	---	---	---	(N) GLASS SLIDING DOOR



MANOR # 612B☒ ULWM☐ TLHM

Variance Request Form

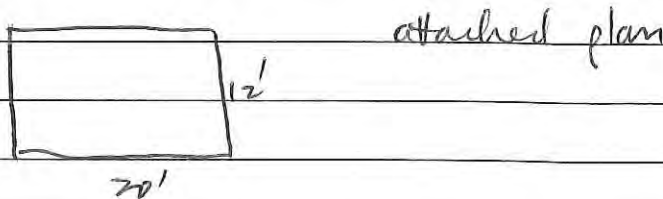
SA 212 73 782

Model: <u>San Sebastian</u>	Plan: <u>7A</u>	Date: <u>7-10-18</u>
Member Name: <u>Kazuya Takahashi</u>	Signature:	
Phone:	E-mail:	
Contractor Name/Co: <u>John Koo / All Goodman</u>		
Owner Mailing Address: <u>construction</u> (to be used for official correspondence) <u>612B Avenida Sevilla, Laguna Woods</u>		

Description of Proposed Variance Request ONLY:

We have existing sunroom built in 1993, or 25 yrs old. It is aluminum structure and not working well, the condition is very bad, loose frame, windows and doors are hard to open. The repair or recondition cost is almost same as rebuilt. We are request permission to rebuild sunroom with normal structure for more stronger & last longer. no other purpose other than sunroom. As plan shows strong structure, windows & doors all around room as perfect sunroom.

Dimensions of Proposed Variance Alterations ONLY:



FOR OFFICE USE ONLY

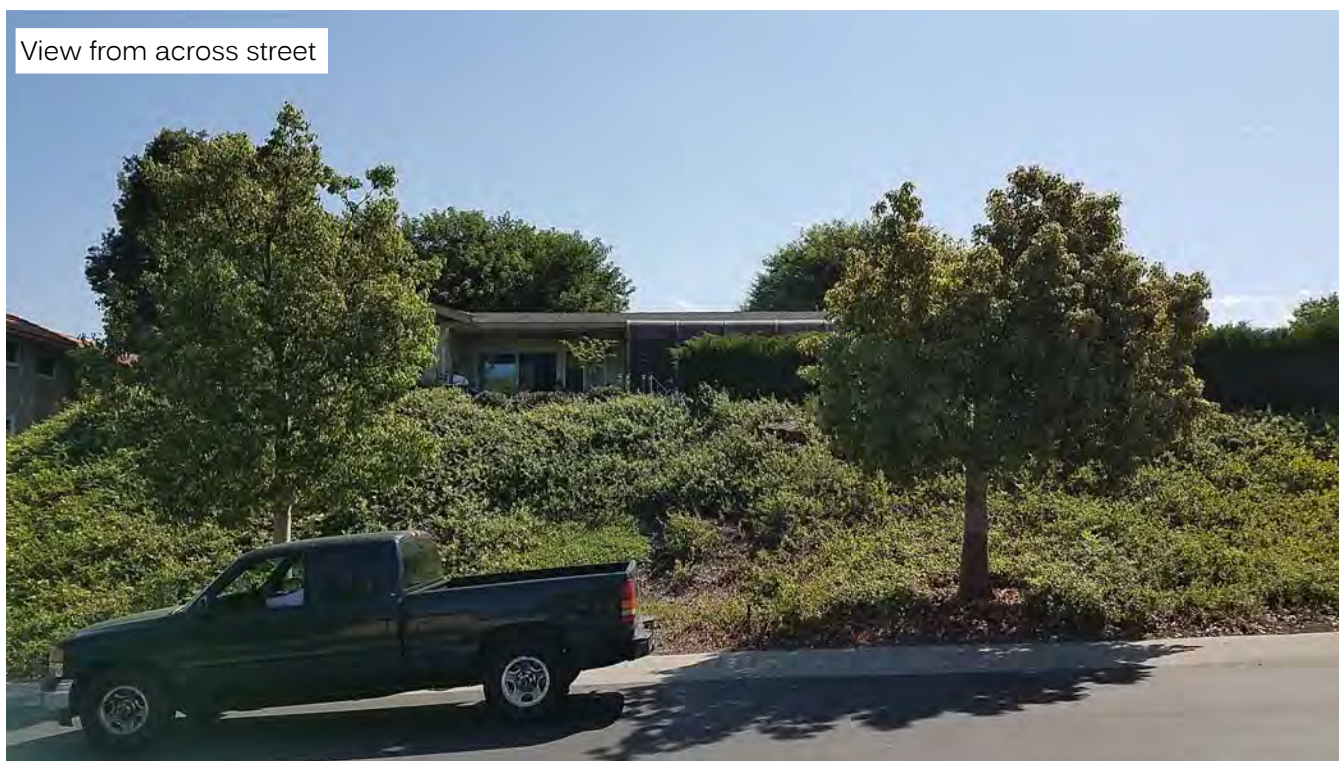
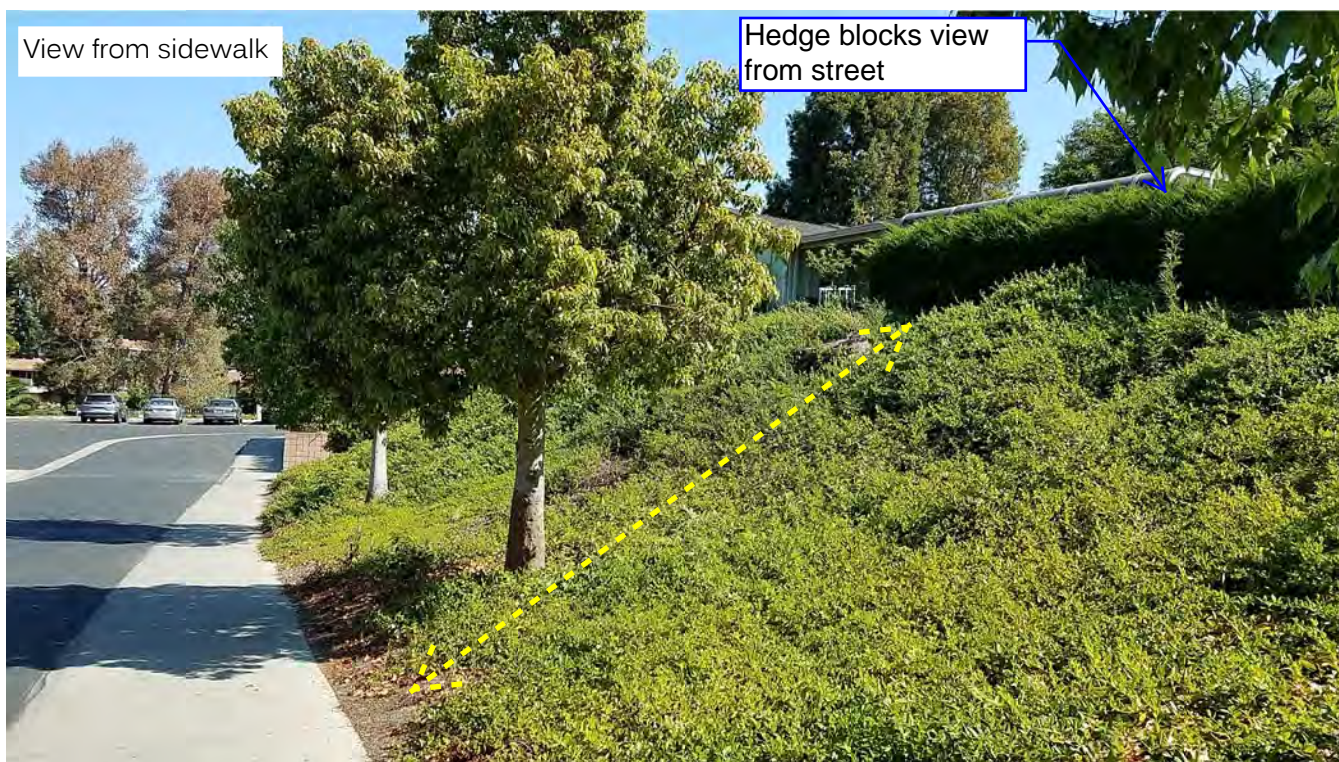
 RECEIVED BY: Jbel DATE RECEIVED: 7/10/18 Check# 3910 BY: Sean Koo

Alteration Variance Request	Complete Submittal Cut Off Date: <u>7/13/18</u>
Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>8/16/18</u> Board Meeting: <u>9/11/18</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other: _____

Attachment: 3







Attachment: 4





SECTION STANDARD 17: PATIO GATES & COURTYARD DOORS

MAY 1996, RESOLUTION U-96-62

REVISED JUNE 2007, RESOLUTION 01-07-62

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 SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Only single panel gates, ~~with~~ with a minimum of two hinges, are ~~allowed~~ permitted.
- 2.2 ~~All~~ No wood gates ~~and or wood~~ courtyard doors. Gates and courtyard doors will be constructed of vinyl or wrought iron only. ~~will be painted to match the trim color of the building.~~
- 2.3 Metal patio gates and metal courtyard doors ~~will be~~ shall be painted black.
- 2.4 Vinyl gates will be white in color or match the trim color of the building
- 2.5 Gates may be installed that open into patio areas; ~~and also where limited gates are not permitted to hinder~~ access to entryways ~~does not obstruct necessary or~~ access to common areas.

- 2.6** ~~No new gates that open onto common area are permitted. Gates and courtyard doors will be constructed of wood, Vinyl or wrought iron metal only.~~
- 2.7** Gates to be matching in construction if facing each other ~~and or~~ within 25 feet. ~~Alterations Division shall be contacted if these conditions exist.~~
- 2.8** Gates and courtyard doors shall be no higher than the wall in which they are part of; ~~with the exception of~~ decorative arc or radius finished tops ~~are excepted.~~



SECTION STANDARD 17: PATIO GATES & COURTYARD DOORS

MAY 1996, RESOLUTION U-96-62

REVISED JUNE 2007, RESOLUTION 01-07-62

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 SEPTEMBER 2018, RESOLUTION 01-18-XXX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Only single panel gates, ~~with~~ with a minimum of two hinges, are ~~allowed~~ permitted.
- 2.2 ~~All~~ No wood gates ~~and or wood~~ courtyard doors. Gates and courtyard doors will be constructed of vinyl or wrought iron only. ~~will be painted to match the trim color of the building.~~
- 2.3 Metal patio gates and metal courtyard doors ~~will be~~ shall be painted black.
- 2.4 Vinyl gates will be white in color or match the trim color of the building
- 2.5 Gates may be installed that open into patio areas; ~~and also where limited gates are not permitted to hinder~~ access to entryways ~~does not obstruct necessary or~~ access to common areas.

- 2.6** ~~No new gates that open onto common area are permitted. Gates and courtyard doors will be constructed of wood, Vinyl or wrought iron metal only.~~
- 2.7** Gates to be matching in construction if facing each other ~~and or~~ within 25 feet. ~~Alterations Division shall be contacted if these conditions exist.~~
- 2.8** Gates and courtyard doors shall be no higher than the wall in which they are part of; ~~with the exception of~~ decorative arc or radius finished tops ~~are excepted.~~



STAFF REPORT

DATE: August 16, 2018
FOR: Architectural Controls and Standards Committee
SUBJECT: Revision of Alteration Standard 43: Bathroom Splits

RECOMMENDATION

Approve a resolution to introduce revisions to Standard 43: Bathroom Splits.

BACKGROUND

On February 5, 2018, the Board of Directors approved Resolution 01-18-26 creating Standard 43: Bathroom Splits. After applying the Standard to various alteration requests, the ACSC has found that one of the sections in the standard needs to be revised.

DISCUSSION

The Standard has been found to be useful and applicable in most cases to which it is applied. However, the floorplan of several models, .e.g. Granada, Valencia, Barcelona, have a distinct situation which isn't addressed in the Standard, therefore requiring Variances for a common bathroom modification. A minor modification to the Standard will render applicable in those cases:

§2.3.c. The extension of a bathroom footprint may not ~~extend~~ interduce an adjacent hallway s to less than 36" or as required by code.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-18-XXX Revise Alteration Standard 43: Bathroom Splits

Attachment 2: Revised Alteration Standard 43: Bathroom Splits

Attachment 3: Redline of Proposed Updates to Alteration Standard 43: Bathroom Splits

Attachment 1

RESOLUTION 01-18-XX

Revise Alteration Standard 43: Bathroom Splits

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 43: Bathroom Splits.

NOW THEREFORE BE IT RESOLVED, September 11, 2018, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 43: Bathroom Splits, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-26, adopted February 2018, is hereby superseded and cancelled; and

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



STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Bathroom splits are prohibited in Units with two bathrooms.
- 2.2** Units with two bathrooms may reconfigure walls and doors only within the same foot print.
- 2.3** Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not reduce an adjacent hallway to less than 36" or as required by code.
- 2.4** Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5** Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Department for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.
- 2.6** Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.
- 2.7** All water supply lines shall be of Type M copper; minimum 1/2" diameter.
- 2.8** All pressure lines shall be securely strapped to prevent movement or knocking.



- 2.9 All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Member assumes all responsibility for any damage that may occur due to construction.

3.0 **ADDITIONAL REQUIREMENTS FOR INSTALLATIONS**

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 **OBLIGATIONS**

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The Mutual Member is responsible for, and will bear all costs associated with clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.



SECTION STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Bathroom splits are prohibited in Units with two bathrooms.
- 2.2** Units with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3** Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not ~~extend into~~reduce an adjacent hallway to less than 36" or as required by code.
- 2.4** Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5** Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Department for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.
- 2.6** Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.
- 2.7** All water supply lines shall be of Type M copper; minimum 1/2" diameter.
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- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The Mutual Member is responsible for, and will bear all costs associated with clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.



STAFF REPORT

DATE: August 16, 2018
FOR: Architectural Controls and Standards Committee
SUBJECT: Interior Flooring Policy

RECOMMENDATION

Approve the Interior Flooring Policy.

BACKGROUND

On May 13, 2014, the Board adopted Resolution 01-14-58 Hard Surface Flooring Policy. This policy restricts the installation of hard surface flooring in units situated on a building level directly over other units.

This Policy and Resolution were reviewed by the ACSC on July 19, 2018. It was returned to Staff for revisions; those revisions are reflected in this report and attachments.

DISCUSSION

Article 5 of the Occupancy Agreement states “the Member shall not permit or suffer anything to be done...which will obstruct or interfere with the rights of other members...or annoy them by unreasonable noises or otherwise.” Annually, the Mutual receives numerous complaints from Members regarding flooring related noise in second floor units.

Beginning in October 2009, in an attempt to resolve hard flooring noise complaint issues, the Board has adopted four separate resolutions regarding hard surface flooring. The initial and subsequent resolutions define hard surface flooring as any flooring other than the original flooring types of carpet, vinyl and linoleum.

Using the original flooring as the litmus test for appropriate alteration flooring does not resolve noise issues for Members in lower units. As many second floor units were originally constructed with vinyl or asphalt tile in the living areas, the original construction flooring can be quite disruptive to Members in lower units. Requiring only carpet in upper units can also create issues for residents with allergies or sensitivity to dust.

California Building Code §1207.3, for *new construction*, requires that all floor coverings between living spaces must meet an Impact Insulation Class of 50. Impact Insulation Class (IIC) is an acoustical rating used to quantify impact sound absorption. Footsteps are considered impact sounds. Floor covering systems with a high IIC rating help to reduce impact sound transmissions to lower levels, thus reducing or eliminating those bothersome noises. The lowest IIC rated floors average 25 and the highest rated systems can be 85 or more. Carpet averages in the 45 – 55 range, depending on the thickness of the carpet and padding.

Field testing is accomplished by using a standardized tapping machine which is a device that taps on the floor of the upper unit and a recording device that measures and graphs the sound levels in the unit below. Field tested ratings are listed as FIIC (Field Impact Insulation Class).

Since a codified benchmark for noise levels exists, Staff proposes to require all alteration flooring to meet a noise standard that is appropriate for the Mutual. To reduce sound transmission between residences, all units with living space (of separate residences) below them shall have all floor areas, except entries, kitchens, dining rooms and bathrooms, covered with carpet or other materials that provides equivalent insulation against sound transmission. Flooring in kitchens and bathrooms shall be linoleum or vinyl, as originally installed, or material with the same or better acoustical quality and rating.

Staff proposes a policy that requires all changes to floor materials which separate living spaces (of separate residences) must provide code-compliant sound control properties for impact sound insulation (Attachment 2). The ideal impact sound insulation rating of the flooring after installation should be FIIC 50 or higher.

Due to the increase in multi-story housing and the popularity of hardwood type flooring, there are numerous products on the market that offer excellent sound attenuation when installed under these types of floors. Many of them meet and exceed the proposed FIIC rating of 50.

Policing the issue could be problematic; requiring Mutual Consents and flooring submittals prior to installation would be burdensome on Members and require large amounts of Staff time. In lieu of requiring a Mutual Consent for all new floor covering installations, Staff proposes a grievance and resolution process.

The proposed Interior Flooring Grievance Procedure (Attachment 3) would govern complaints by any Shareholder or resident of a unit that believes the interior flooring in the unit above is in violation of Article 5 of the Occupancy Agreement and/or the Interior Flooring Policy. The procedure would require a formal written complaint from the offended party.

The process would include a mandatory Meet & Confer, in which the parties attempt to resolve the issue. If no resolution between the parties is attained, acoustic testing by an expert of the Mutual's choosing would be required; the testing would be initially paid for by the Mutual. Once testing is complete, the matter would be brought to a hearing before the Executive Committee to determine the validity of the grievance. If the grievance is found to be valid, the offending party could be held responsible for all costs involved with the process and be required to remove the flooring. If the grievance is found to be invalid, at the Committee's discretion, the complaining party could be held responsible for all costs.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

- Attachment 1:** Revised Proposed Resolution 01-18-XX
- Attachment 2:** Revised Proposed Interior Flooring Policy
- Attachment 3:** Revised Proposed Grievance Procedure



RESOLUTION 01-18-XX
INTERIOR FLOORING POLICY

WHEREAS, the installation of replacement flooring in units situated on a building level directly over another units living space has generated nuisance complaints to the Mutual related to noise transmitted to the lower neighboring units when members have replaced original flooring types with alternate flooring materials;

WHEREAS, the United Laguna Woods Mutual Occupancy Agreement requires that “a Member shall not obstruct or interfere with the rights of other members or annoy them by unreasonable noise...;” and legal counsel has previously opined that the Mutual has the authority to establish rational rules to regulate unreasonable noise;

WHEREAS, on May 13, 2014, the Board of Directors adopted Resolution 01-14-58 which prohibited any future installation of hard surface flooring in second floor units in areas other than the kitchen and bathrooms of units;

WHEREAS, Resolution 01-14-58 defined hard surface flooring as any flooring other than original flooring types of carpet, vinyl or linoleum; and,

WHEREAS, due to the advances in soundproofing underlayment technology and the continued popularity and value of installing hardwood style and laminate floors;

NOW THEREFORE BE IT RESOLVED, September 11, 2018, the Board of Directors hereby introduces the Interior Flooring Policy, attached to the official minutes of this meeting, to further define and regulate permitted flooring types;

RESOLVED FURTHER, the Mutual shall permit the installation of alternate flooring materials other than the original flooring types, provided the materials meet the sound transmission specifications in the attached policy;

RESOLVED FURTHER, the installation of flooring types other than carpet with padding in any area of the unit with living space, of a separate residence, below it shall meet the requirements of the policy;

RESOLVED FURTHER, living space shall be defined as any area within a unit that is not a bathroom or kitchen;

RESOLVED FURTHER, that Resolution 01-14-58, adopted May 13, 2014, is hereby superseded and cancelled; and

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



INTERIOR FLOORING POLICY

1.0 APPLICATIONS

1.1 FIIC AND MUTUAL STANDARDS: All interior flooring and underlayment (including but not limited to new, different or replacement flooring) which is installed in a room within a second floor unit that is located above a living space area of a separate residence must at all times meet a minimum of a field impact insulation class (FIIC) rating of 50 as defined in the American Society for Testing and Materials (ASTM) E 1007 standard, and the utilization of same by the occupants of the unit must not cause any violation of Article 5 of the Occupancy Agreement. FIIC testing on interior flooring shall only be required pursuant to the procedures described in the Interior Flooring Grievance Procedure. Floor coverings such as area rugs, may not be included to obtain the required minimum of a FIIC 50 rating; unless these coverings are a permanent part of the interior flooring. Replacement or removal of these other floor coverings must provide the required minimum of a 50 FIIC rating. Living space shall be defined as any area within a unit that is not a bathroom or kitchen.

1.2 SHAREHOLDER RESPONSIBILITIES. The Shareholder(s) of a Unit (including the Unit Shareholder(s) on the date of the installation and all successor Shareholders) where interior flooring subject to paragraph 1.1 has been installed shall be responsible for ensuring that the utilization of said flooring at all times meets a 50 FIIC rating, and for ensuring that said flooring does not cause any violation of Article 5 of the Occupancy Agreement.



RESOLUTION 01-18-XX

INTERIOR FLOORING GRIEVANCE PROCEDURE

1. **APPLICABILITY.** This Interior Flooring Grievance Procedure ("Procedure") shall govern Grievances by any Shareholder or resident of a first floor unit where the interior flooring in the unit immediately above is in violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy.

2. **WRITTEN GRIEVANCES.** Any Shareholder or resident of a first floor unit who alleges that the existence of and/or utilization of the interior flooring in the unit immediately above it is in violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy, must submit a written Grievance to the Mutual on a form provided by the Mutual ("Flooring Complaint Form"). The form is available from the Compliance Division. Upon receipt of said Grievance, the Mutual will forward a packet to the complaining unit Shareholder(s), the Shareholder(s) of the Unit against which the Grievance has been lodged, and the residents of same (if different from the Shareholders). Said packet, referred to as the "Meet and Confer Packet," will include the Grievance, these Procedures, and a written demand that all affected parties meet and confer in person in a good faith effort to resolve the Grievance.

3. **MEET AND CONFER PROCESS.** Upon receipt of the Meet and Confer Packet, all affected parties shall meet and confer in person in a good faith effort to resolve the Grievance between them. Unless extenuating circumstances exist, the parties shall be required to meet within 21 calendar days of the initial notification. If the offending party fails or refuses to meet, the offending parties will be scheduled for a disciplinary hearing. If the affected parties resolve the Grievance, they shall notify the Mutual in writing of the terms and conditions of the resolution. If the affected parties are unable to resolve the Grievance between themselves, then the complaining Shareholder or resident must notify the Mutual in writing on a form provided by the Mutual ("Notice of Failure To Resolve Flooring Grievance"). The form is available from the Compliance Division.

4. **INVESTIGATION OF GRIEVANCES.** Upon the Mutual's receipt of the Notice of Failure To Resolve Flooring Grievance from the complaining Shareholder or resident, the Mutual shall: a) forward a copy of said Notice to the Shareholders and residents of the Unit which is the subject of the Grievance, and b) select, retain and advance the costs for an acoustical testing and engineering expert, who shall perform FIIC testing on interior flooring located in bedroom(s), the living room, and hallway(s), whichever is the subject of the Grievance. Testing shall not necessarily be required on interior flooring located in the kitchen or bathroom(s). The Mutual's payment of the costs for the expert shall be subject to



its right to obtain reimbursement of such costs by imposition and levy of a reimbursement assessment upon the appropriate unit and unit Shareholders pursuant to the Governing Documents and these Procedures.

5. FIIC TESTING. All FIIC testing which is conducted under these Procedures shall be performed by an expert selected by the Mutual in its sole discretion. The expert shall be experienced in the field of acoustical testing and engineering. Said expert shall promptly forward to the Mutual a written report which shall include all test results as well as the findings, opinions and recommendations. The Mutual shall forward copies of the report to the complaining unit Shareholders and residents, and to the Shareholders and residents of the unit wherein the interior flooring at issue is located.

6. SHAREHOLDER AND RESIDENT COOPERATION. All unit Shareholders and residents involved shall fully cooperate with the Mutual, its agents and experts in connection with FIIC testing. Said cooperation shall include allowing the Mutual, its agents and experts to enter, inspect, photograph, and test all Units which are identified in the Grievance. If entry into a unit is required, such entry shall be done at reasonable times, upon reasonable prior notice, and with as little inconvenience to the unit Shareholders and residents as possible. The unit Shareholders and residents shall cooperate and allow entry within 15 days of notification by the Mutual of the FIIC testing. The Board shall impose and levy a reimbursement assessment against the appropriate unit Shareholders and their respective units to reimburse the Mutual for all costs, expenses and attorney's fees which the Mutual incurs in connection with the Grievance or the enforcement of these Procedures. Failure to cooperate with any or all of the aspects of these procedures may result in disciplinary action by the Board.

7. BOARD HEARINGS AND ORDERS.

1. As soon as reasonable after the Mutual receives the expert's test results and report, a hearing shall be held before the Board of Directors. At the hearing, the Board shall consider all relevant matters, including whether there has been any violation of Article 5 of the Occupancy Agreement and/or United Laguna Woods Mutual Interior Flooring Policy.
2. After the hearing has concluded, the Board of Directors shall determine such actions, remedies, fines, penalties, suspensions, reimbursement assessments, and other orders that the Board in its discretion deems appropriate to be taken, including, but not limited to:
 - a) Imposing and levying a reimbursement assessment against either the Shareholder of the unit where the interior flooring at issue is located or the Shareholder of the unit which originated the Grievance (even if the Grievance was made by a non-Shareholder resident in the Unit) to reimburse the Mutual for all costs, expenses and attorney's fees that the Mutual has incurred in connection with the Grievance or its enforcement of



- these Procedure, including the costs of FIIC testing, expert consultations, and expert reports;
- b) Directing the Shareholder(s) and/or resident(s) of the unit where the interior flooring at issue is located to take remedial action to correct the situation that resulted in the Grievance, submit documents verifying that such remedial action has been completed, and/or allow an expert selected by the Mutual and paid for in advance by said Shareholders to perform follow-up FIIC testing to verify the effectiveness of the remedial action; and
 - c) Making such other and further orders as it deems appropriate, including imposing monetary penalties and fines, imposing and levying reimbursement assessments, suspending the right to use any facilities owned, operated or managed by the Mutual, suspending the right to vote in Mutual elections, recommending to the Golden Rain Foundation (GRF) that it take disciplinary action against the Shareholder(s) and/or resident(s) with respect to the Shareholder(s) and/or resident(s) use of GRF provided facilities and amenities, and/or setting additional hearings.