

OPEN MEETING

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

Monday, January 28, 2018 – 9:30 a.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road

NOTICE AND AGENDA

- 1. Call to Order
- 2. Acknowledgement of Media
- 3. Approval of the December 17, 2018 Report
- 4. Approval of the Agenda
- 5. 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.

Items for Discussion and Consideration:

Variance Requests:

- 8. 2205-D (Monterey, PS08) Retain unauthorized HVAC Condenser located in unapproved location on Common Area
- 9. 3255-B (El Doble, SB203RB) Retrofit Sliding Glass Doors without Retrofitting Remaining Windows within original floorplan footprint
- 10. 5165 (Villa Paraisa, C13C_1) Extend Entryway onto Exclusive Use Common Area

Standard Updates:

11. Review Updates to Architectural Standard 32: Water Heater Relocation

Reports:

- 12. Discuss Alteration Standard Plan Policy
- 13. State of the Division

Concluding Business:

- 14. Committee Member Comments
- 15. Date of next meeting Monday, February 25, 2019
- 16. Adjourn

Steve Parsons, Chair Kurt Wiemann, Staff Officer Eve Morton, Alterations Coordinator: 949-268-2565



OPEN MEETING

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

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

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Steve Parsons, Roy Bruninghaus, John Frankel, Lynn Jarrett

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT: Bunny Carpenter

ADVISORS PRESENT: Michael Plean, Mike Butler

STAFF PRESENT: Kurt Wiemann; Eve Morton, Gavin Fogg

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of November 26, 2018 Report

Director Bruninghaus moved to approve the Report. Advisor Plean seconded. The motion passed with a unanimous vote.

4. Approval of the Agenda

Director Bruninghaus made a motion to accept the agenda. Director Carpenter seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Parsons thanked everyone for being part of the committee this year and is looking forward to the New Year.

6. Member Comments - (Items Not on the Agenda)

Chris Powers praised the new Alterations Office and said it was a really nice shop.

7. Department Head Update

Mr. Wiemann reported that he will be moving to the Landscaping Division but will ensure a smooth transition while his replacement is chosen.

He reported that the future committee meetings will be held in the board room due to the second floor no longer being accessible to residents after the first of the year.

He reported that Third's attorney said the entryways of Villa Paraisa models may be considered Exclusive Use Common Area.

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:

Variance Requests:

8. 2231-P (Casa Linda, II06_1) Appeal to Retain Veneer Wall Coverings within Original Patio Footprint

Director Frankel moved to accept Staff's recommendation with the additional condition that the veneer wall may not be attached to the building. Director Jarrett seconded. The Committee was in unanimous support.

9. 5448 (San Marco, C12A_2) Retain Unauthorized Room Extension Modifications and Concrete Landing on Common Area

Director Morrison moved to deny any use of the Common Area but to approve a variance to revise the *original* plans by replacing the door on the East elevation with two windows and to remove the stoop. Director Jarrett seconded. The Committee was in favor. Advisor Butler abstained.

Reports:

10. Discuss and Review Revising the Alteration Inspection Fees

Mr. Wiemann his goal is to better match the cost of staff time attached with the alteration fees. However, to make that increase all at once would be too much so he is suggesting raising the costs incrementally.

Director Morrison made a motion to accept Staff's recommendation and send this on to the Board. Advisor Plean seconded. The committee was in unanimous support.

TACSC December 17, 2018 Page 3

Concluding Business:

11. Committee Member Comments

Advisor Butler gave his compliments to the Staff. He felt that the committee has come a long way and is glad that some additional pre-existing Standards have been set up as to not bog down Staff. He hopes committee can tap into Mr. Wiemann's expertise, if needed.

Chair Parsons appreciated all being there.

- 12. Date of next meeting Monday, January 28, 2019
- 13. Adjourned at 11:17 a.m.

Chair, Steve Parsons

Kurt Wiemann, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565



STAFF REPORT

DATE: January 28, 2019

FOR: Architectural Control and Standards Committee

SUBJECT: Variance Request

Ms. Christine Yuk Yee Mak of 2205-D (Monterey, PS08)

Retain unauthorized HVAC Condenser located in unapproved location on

Common Area

RECOMMENDATION

Staff recommends the Board deny the request to retain a HVAC condenser in the current location (beneath balcony) and be relocated to the roof. Should the Board approve the request, Staff recommend it be with the conditions in Appendix A.

BACKGROUND

In March 2016, a Correction Notice was served to Ms. Mak to correct the HVAC installation to meet Mutual Standards. No corrections were made and a Disciplinary Hearing was held in December 2016. No action was taken, pending further information. During 2017 and 2018, Staff attempted to work with Ms. Mak to bring the alteration into compliance with Mutual Standards.

On November 27, 2018 a second Disciplinary Hearing determined Ms. Mak must bring the alteration into compliance either by relocating the unit or obtaining Board approval via Variance to retain the unit where it is currently located.

On November 28, 2018 Ms. Mak submitted a Variance request to retain the HVAC condenser in its current location below the unit's entry deck.

DISCUSSION

The existing location of the HVAC condenser is on ground level underneath the balcony providing access to the entry of Unit D. A Mutual Consent was not obtained prior to the installation of the HVAC unit. Due to the existing location of the equipment, the deck of the balcony was cut to install the HVAC's exterior wiring, condensate and coolant lines. Cutting the deck sacrifices the waterproof integrity of the coating.

While Third Mutual Alteration Standards Section 34: Air Conditioning Units/Heat Pumps §3.6 permits second story units to install equipment on the ground floor, §3.7 requires the location to be approved by the Alterations Division prior to installation. Given the unit location, Staff deemed the only location that would meet the Mutual Standard requirements would be on the roof, directly above the unit.

Staff recommends denial of this request due to the penetration of the Mutual owned walkway (deck) leading to the entry of the unit. The approved location of a HVAC condenser for this floor plan is on the roof. Additionally, the deck needs to be returned to its original condition and the integrity of the waterproofing verified.

At the time of preparing this report, there are no open alterations listed on Mutual Consent for Unit 2205-D.

A Neighbor Awareness Notice was sent to Units 2205-A, 2205-B, 2205-C, 2205-E, 2205-F, 2205-G, 2205-H, 2207-A and 2207-N on January 14, 2019, due to line of sight and/or effects of construction noise/debris within 150' of the alteration.

At the time of this writing, there has been no response to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 2205-D.

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: Variance Request, November 28, 2018

Attachment 2: Photos Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

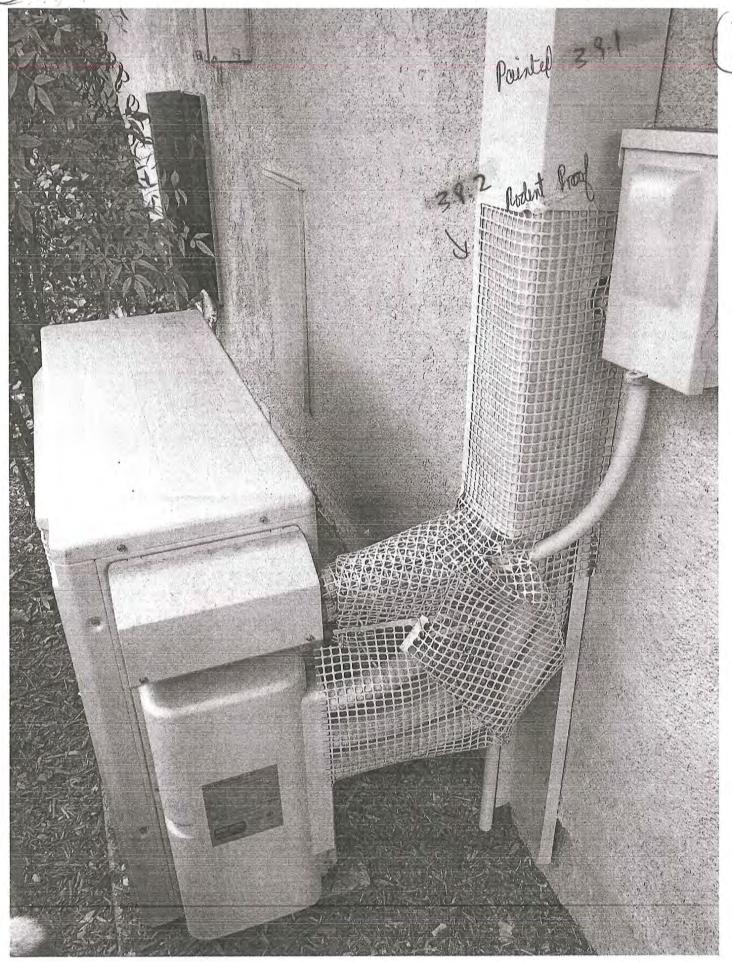
Conditions of approval would be as follows:

- 1. No improvement shall be installed, constructed, modified or altered at unit 2205-D, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Member Owner or Owners ("Member Owner") 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 Unit Alterations has been granted at 2205-D for retaining HVAC Condenser located under walkway deck, subject to the attached plans stamped approved and is subject to the 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. 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.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **2205-D** and all future Mutual members at **2205-D**.
- 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. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Covenant to Run with the Land" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 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 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.

- 8. Prior to the issuance of a Mutual Consent for Unit 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 "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
- 9. Member Owner 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, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- 10. Member Owner 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.
- 11. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
- 12. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
- 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 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 Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be 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 Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner'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 Owner 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 Owner 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 Owner's address of record with the Mutual. Under no circumstances shall Member Owner 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 Owner 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, Policies and Guidelines. 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. 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.
- 22. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- 23. 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.
- 24. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, 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 Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 25. Mutual member shall indemnify, defend and hold harmless Third 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.

Laguna Woods Village. Varian	NOV 2 8 2018 ce Request Form	MANOR #_ 2205-D ☐ ULWM ☐ TLHM SA 2/3 22088
Model: Plan:	Ru	Date: 41/27/18
Member Name:	Signature //ww/ma/	810110
Phone: Contractor Nativerso. Pl	E-I	
Mailing Address: (to be used for official correspondence) 2205-D Vid Mayno	ca Zast, L.W. a	9 92637
Description of Proposed Variance Required the A/C well-caled in th	est ONLY: heat-sump on the	gnoused as
Dimensions of Proposed Variance Altera	ations ONLY:	
RECEIVED BY: And DATE REC	R OFFICE USE ONLY EIVED: 1/28/18 Check#	Waived O. F. Waived O. F. Waived O. F. Per Brett BY: N/A
Alteration Variance Request	Complete Submittal Cu	t Off Date: /2/28/18
Check Items Received: Drawing of Existing Floor Plan Drawing of Proposed Variance Dimensions of Proposed Variance Before and After Pictures Other: Enail Affached Waiving fee	Meetings Scheduled: Third AC&S Committee (TACS United M&C Committee: Board Meeting: Denied Ap	sc): ///8//9 //9 proved
by Rodd & continued M. Brett	□ Tabled Oth Agen	er da Item #8 Page 6 of 13



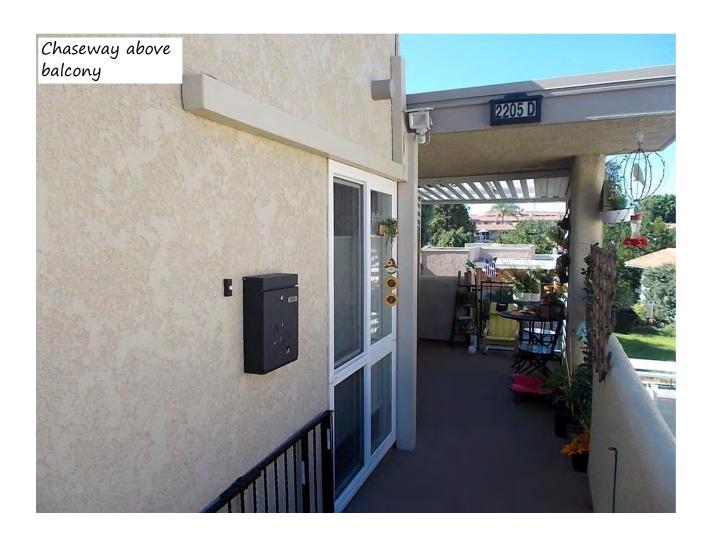
Agenda Item #8 Page 7 of 13

Attachment: 2











Agenda Item #8 Page 10 of 13









Attachment: 3







STAFF REPORT

DATE: January 28, 2019

FOR: Architectural Control and Standards Committee

SUBJECT: Variance Request

Ms. Marjorie S Laube of 3255-B (El Doble, SB203RB)

Retrofit Sliding Glass Doors without Retrofitting Remaining Windows

within Original Floorplan Footprint

RECOMMENDATION

Staff recommends the Board approve the request to retrofit the rear sliding glass doors without being required to retrofit the rear windows of the unit with the conditions in Appendix A.

BACKGROUND

Tree roots from a Mutual-owned tree caused damage to the rear patio slab at 3255-B and caused displacement of the rear sliding glass doors to the unit. Following completion of the root removal, Ms. Laube contacted Renewal by Anderson to retrofit the rear sliding glass doors to the unit.

During the Mutual Consent application, it was brought to the applicant's attention that current Mutual Standards require all windows/sliders on the same wall to be retrofitted together in order to maintain aesthetic consistency on the building.

Section 34: Windows and Window Attachments, §2.5 Windows and sliding glass doors on the same wall of an individual manor will be replaced concurrently to ensure visual continuity upon the building and surrounding area except when windows and/or sliding glass doors are obscured by glass enclosures.

Due to the additional financial burden (should both bedroom windows also be required to be retrofitted) preventing the project from moving forward, and Ms. Laube's concern for egress from the living room in an emergency, a variance was submitted on November 26, 2018, requesting the Board approve the retrofitting of the rear sliding glass doors of the living room without the need to retrofit the adjacent bedroom windows.

DISCUSSION

Staff recommends approval of this request due to the fact that the damage was done by a Mutual-owned tree, the existing doors are irreparable, and the owner will be responsible for the doors relieving the Mutual from further costs in maintenance. Additionally, due to an adjacent slope and existing landscaping, the location of the doors are not visible from surrounding units and does not sacrifice the architectural integrity of the building or surrounding area.

At the time of preparing this report, there are no open Mutual Consent for Unit 3255-B.

A Neighbor Awareness Notice was sent to Units 3252-A, 3252-B, 3252-B, 3252-O, 3253-A, 3253-N, 3255-A and 3255-C on January 3, 2019, due to line of sight and/or effects of construction noise/debris within 150' of the alteration.

At the time of this writing, there has been no response to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3255-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, November 26, 2018

Attachment 3: Photos
Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

- 1. No improvement shall be installed, constructed, modified or altered at unit 3255-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Member Owner or Owners ("Member Owner") 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 Unit Alterations has been granted at **3255-B** for **Retrofit rear unit Sliding Glass Doors**, subject to the attached plans stamped approved and is subject to the 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. 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.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **3255-B** and all future Mutual members at **3255-B**.
- 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. 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).
- 7. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 8. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- 9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an

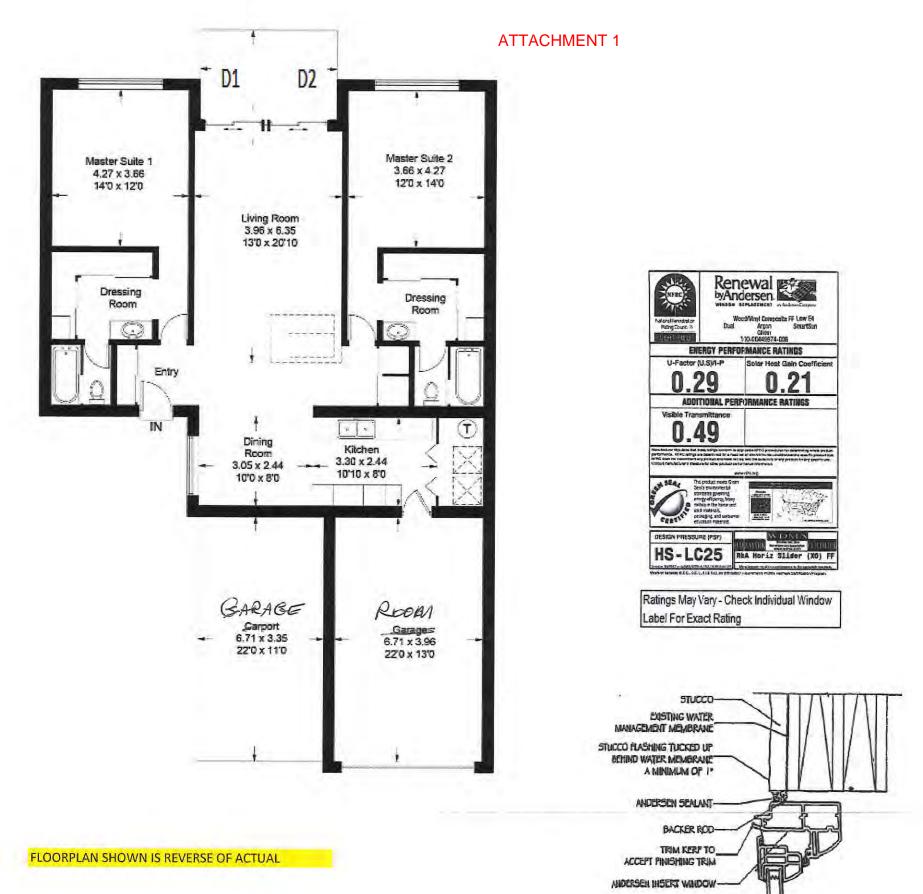
executed and notarized "Covenant to Run with the Land" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

- 10.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.
- 11. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member Owner 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 Owner. 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.
- 12. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 13. Prior to the issuance of a Mutual Consent for Unit Alterations, the Member Owner 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 Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- 14. Prior to the issuance of a Mutual Consent for Unit Alternations, the Member Owner shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
- 15. Prior to the issuance of a Mutual Consent for Unit Alternations, the Member Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
- 16. Prior to the issuance of a Mutual Consent for Unit 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 "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
- 17. Member Owner 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, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.

- 18. Member Owner 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.
- 19. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
- 20. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
- 21. 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 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.
- 22. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be 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 Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner'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.
- 23. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner 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.
- 24. Any remaining Conformance Deposit is refundable if the Member Owner 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 Owner's address of record with the Mutual. Under no circumstances

- shall Member Owner 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 Owner 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.
- 25. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See http://www.lagunawoodsvillage.com.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.
- 27. 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.
- 28. 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.
- 29. 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.
- 30. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- 31. 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.
- 32. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, 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 Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 33. Mutual member shall indemnify, defend and hold harmless Third 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.



APPROVED ANDERSEN INSERT, WINDOW ANDERSEN PATIO DOOR DETAIL

Renewal by Andersen Orange Co.

PDS PATIO DOOR SLIDER

	Window And Door
	Replacement
Th	e Following Locations Require Safety
Gla	azing, Laminated or Tempered, To Be
Eto	ched Marked:
A.	Glass In Doors.
	Jamb And Less Than 60" Above Floor.
C.	Glass Within 5' Of Pool Or Spa Waters
	Edge.
D.	Glass At Shower, Bathtub Or Stair
	Landing Less Than 60" Above Floor.
All	Construction Shall Comply With The
20	16 CRC - California Residential Code
All	Windows Are Rated With 20 lbs. Of

All Windows Mee	et 2016 C.B.C.
II Easter 0.22	CHCC DOE

Wind Load And Meet IBC Sect 1203 For For Light (8%) & Venilation (4%)

Smoke Alarms in All Bedrooms and Halls Carbon Monoxide Alarms Outside All Sleeping Areas - CRC R315.2, .3 & R314.1, .3 All Bedrooms Must Have At Least One Window Or Door Opening Directly To The Exterior Meeting This Criteria: Minimum Clear Width = 20" Minimum Clear Height = 24" Min. Area = 5.7 Sq. Ft. (5.0 Sq. Ft. For Grade Floor Residential) Maximum Sill Height = 44"

Door	Win.	Room	Size Existing	Size New	Egress Win	Total Sq. Ft
D1		LIV	70 x 79 PDS	70 x 79 RBA PDS - Tempered		38
D2		LIV	70 x 79 PDS	70 x 79 RBA PDS - Tempered		38
		-			Total	77

Name Marjorie Laube

Address 3255 San Amadeo Unit B

City,Zip Laguna Woods 92637

Phone

Year Built 1973

Drawn By Steve Janosik

LEGEND:

XX SLIDER-SLIDER XO SLIDER-FIXED

GW GARDEN WINDOW CST CASEMENT PIX PICTURE WINDOW SH SINGLE HUNG AWN AWNING WINDOW DH DOUBLE HUNG

RBA Renewal By Andersen Dual Glaze Low - E -4 Windows

SCOPE OF WORK:

Replace 2 slider doors with Andersen Renewal slider doors into existing openings. Like for like.

MANOR # 3255 **ATTACHMENT 2** Laguna Woods Village. ULWM Variance Request Form Plan: Model: NOV. 26, 2018 EL DOBLE Signature Pharprie S. Lacelle Mailing Address (to be used for official correspondence) Description of Proposed Variance Request ONLY: I wish to replace the two sliding glass doors in the rear of my home with white Andersen sliding glass doors. These doors will be the same size, style, and operation as the existing doors. Renewal by Andersen applied on my behalf for a permit to replace these doors and they were told that a permit could not be issued without me also replacing the two windows on either side of the doors on the same wall which I cannot afford to do at this time. I request this variance so that Renewal by Andersen can pull the permit and install these two new doors so that I am able to exit safely to the rear of my property. These doors are not visible to any other residents. Dimensions of Proposed Variance Alterations ONLY: FOR OFFICE USE ONLY RECEIVED BY: DATE RECEIVED: 1/36/18 Check# BY: Complete Submittal Cut Off Date: Alteration Variance Request Meetings Scheduled: Check Items Received: Third AC&S Committee (TACSC): ///8 Drawing of Existing Floor Plan Drawing of Proposed Variance United M&C Committee: Dimensions of Proposed Variance Board Meeting: 2/20/19 Before and After Pictures □ Denied □ Approved □ Other:

□ Tabled

□ Other

October 18, 2018

Board of Directors Third Mutual Laguna Woods Village

Members of the Board:

This is a request to allow me to replace the sliding windows to my patio without doing additional windows.

Three or four years ago PCM removed a large tree root that was growing beneath my manor. The patio windows were undermined and left in poor condition. They were left off level and function poorly despite numerous adjustments.

The windows are not visible from the street, being at the rear of the building. I cannot see that the change would bother anyone or affect the esthetics of the Village.

Renewal by Andersen is ready for installation and awaiting approval. I respectfully request an exception be granted and a permit be issued as soon as possible.

Sincerely,

Marjorie Laube

3255 San Amadeo Unit B

Page / of

Customer Approval:

Renewal by Andersen Gliding Patio Door Specifications Customer: LAUBE Job# 18 8838 Previewer: DENNIS Date: 9-25-2018

Coil type:

Smooth
PVC textured Coi

Coil color:

Match door
Other:

PLAS COST TO □ Satin Nickel □ Gold Dust Wall thickness: 514 Hardware Finish □ Dist. Nickel □ Black Special Notes □ Oil Rubbed Bronze Fill logo plate holes: □ Stone □ Polished Chrome □ Brushed Chrome Foundation Cover □ Antique Brass □ Bright Brass □ Dist. Bronze Yes | No □Yes □ No Hardware Style □ Flat trim □ Dk Bronze □ Covington □ Whitmore Interior trim □ Newbury □ Field built wood return Tribeca □ Stain □ Anvers □ Encino o Albany □ Yuma □ Drywall returns Pine Lattice □ Unfinished Fiberglass □ Keyed lock □ Sandtone □ Terratone Moulding Door color □ UltraVue Screen frame □ Canvas □ Match White Paint □ None □ Wide L Trim □ "U" trim □ None □ Narrow L Trim Options □ Pet grille □ Narrow Brickmold FA □ Overfit Flange □ CEO □ Brickmold coil wrap
□ Wide Brickmold FA Smart Sun Auxilary Exterior trim lock Flat coil wrap NARROW Tempered Bronze Silver Silver □ Gray (gray tint) Glass - HPSun □ Wood trim □ Wallpaper per sash Interior wal n Plaster Drywall D panelling □ Wood **Grille Pattern** □ Modified Colonial □ Short Fractional □ Tall Fractional # Lites Wide # Lites High □ Wood trim Exterior Stucco Stucco □ Colonial wall □ Brick □ Wood D Prairie popout Grille Type □ INTW -3/4" □ Removable □ GBG -3/4" □ FDL -3/4" □ 2 balcony "1- MINI " Exterior Access □ Attached n GBG -1" o FDL-1" 1 story □ 2 deck None □ Pine □ Oak Remove old Cut stucco □ Unfinished □ Sandtone □ Cut wood □ Terratone Interior Dk Brnze color □ Canvas frame a jambs □ Maple White P-head Daint Daint - Stain S 0 □ Coc Bean □ For Green □ Red Rock □ Sandtone □ Terratone Dk Brnze □ French Door □ Window Exterior PD-OX color □ Canvas D PD-OXXO **■**White □ Black □ Wood Existing opening □ Vinyl Existing opening size: 101/4 ▶ PermaShield □ Frenchwood Height Style Aluminum DPD-0X0 □ Narroline □ A Series 201 OX-GH D □ Steel Location 2007 1012×01913 □ Remove □ Pull new Width Alarm □ Ignore □ Yes alarm ON@ りつけつけ 200C **KOX-Right** As viewed ST-OXO D □ OXO-RS Use 3/16" □ XO-Left Operation Exterior OXXO D 00X 0 XOX D Item# X000 0 from Panel

vire eas	on OXO leave with doors customer	way have to R & R trimmer(s) BMay have to chip header	१& R hip header	@ o jambs o head		siding		□ Stucco breakout □ Stucco breakout with stucco popout	,	Sandtone L Trim @ sill oak Sill Reducer, stain	Sandtone L Trim @ sill Oak Sill Reducer, stain \(\sigma \) \(\superatorname{\capa \) \(\superatorname{\capa \)} \(\capa \)	75 PSEQ.
Pai	nt or stain	Paint or stain color: 30、0133 COFFEE	195 005		Moulding style:	3/19"		LEGS - (HEND 154")	-	Moulding siz	14"	021/2" 031/4" 031/2"
ĭ	Location	Style	Exterior	ior	Grille Type		Grille Pattern	Tempered Glass	Options	Screen frame	Hardware Style	Hardware Finish
Agenda flem	10% Nieth	PermaShield Narroline Frenchwood A Series Height	White Canvas Canvas Cartatone Coc Bean Dk Brize Black Red Rock	Swhite Sandtone Terratone Canvas Dk Brnze Dk Brnze Dhie □ Oak Unfinished Paint Stain	© None © GBG -3/4" © GBG -1" © INTW -3/4" © INTW -1" © FDL -3/4" © FDL -3/4" © Affached	Colonial # Lites Wide # Lites Vigh Drainio Modified Colonial Short Fractional	olon	ev Smart Sun (%) Der sash (gray tint) Ial Ial Ial Ial Bronze	ary ed lock grille	Paduxilary Saw White I Canvas Canvas Keyed lock Sandtone Pet grille Dk Bronze Match Door color Fiberglass	Tribeca Anvers Newbury Whitmore Covington Encino	© White Distribution Stone Description Brass Antique Brass Delished Chrome Delished Chrome Delished Chrome Delished Bronze Dist. Nickel Delack Dist. Bronze
	Alarm	Existing opening	opening	Remove old frame	Exterior Access	Exterior wall	Interior wall	Exterior trim	r trim		Interior trim	Special Notes
As viewed alarm alarm alarm wire Narrow Mull wirele on OXO leave doors custo	□ Yes □ No □ Ignore □ lanore □ Pull new wire □ Remove wireless & leave with customer	■ Aluminum □ Wood □ Steel □ Vinyl ■ PD-XO □ PD-OXO □ PD-OXO □ PD-OXXO □ French Door □ Windov Existing opening □ ← I/ ■ May have to R & R trimmer(s) ■ May have to chip header	□ Wood □ Vinyl □ PD-OX □ PD-OXXO r □ Window ing ¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬¬	øYes □ No ⊕, Cut stucco @ • jambs • head □ Cut wood @ □ jambs □ jambs	D 0 0	Stucco Stucco popout U Wood trim D Brick D Stone U Wood Stding	Sprywall Plaster Wood trim Wood panelling Tile	□ None □ Narrow LTrim □ Wide LTrim □ "U" trin □ Flat coil wrap □ Brickmold coil wrap □ Wide Brickmold FA □ Narrow Brickmold FA □ Overfit Flange □ CEO □ Stucco breakout □ Stucco preakout stucco popout	row L Trim "U" trim ol wrap old FA mold FA ge CEO kout kout with	□ None □ Flat tr © Moulding □ Pine Lattice □ Field built wood return □ Unfinished □ Paint □ Stain □ Drywall returns □ Sandtone L Trim @ sil	None □ Flat trim Moulding Pine Lattice Field built wood return Unfinished Paint □ Stain Drywall returns Sandtone L Trim @ sill Oak Sill Reducer, stain	Wall thickness: OY~ Foundation Cover: ØYes □ No Fill logo plate holes: □Yes □ No FLAT COLL TO FLAT COLL TO FLAT COLL TO FLAT COLL TO
P	int or sta	Paint or stain color: Clark	SAS	2000	Moulding sty	style: 7 1/2"	11			Moulding si	Moulding size: 0 1 1/2" 0 2 1/4" 0 2 1/2"	121/2" 031/4" 031/2"

Renewal by Andersen - Additional Job Specifications Customer: LAUBE Job# 18_8838 Previewer: DENNIS Date: 9-25-2018

Page 3 of 3

Customer Approval: Mfred

- HUMEULLAR UNDER GRADS THE NATAROR BEFURES THE DOOR LUFT, BREAK AND ROBAL LUEL REMOVE AND DISCARD PARADA. IS APPROX MY OUT OF SOUNDE, AND THE BLEWDS GIRE MOUNTED WITH THE PROM SEDIT -HOMEOWNER IS AWARE THON WAIT 101 IS PERSON 10" ON SOLARE, WIST 108 GYO" MULL CAP 10 001

Agenda Item #9 Page 11 of 17

RBAOC does not paint any drywall or stucco! Customer is responsible for any painting of drywall, stucco, wood siding, etc. The moving of any

obstacles found in wall, other than those listed herein, is not included and are the customer's responsibility!

SPECIAL CIRCUMSTANCES CHECKLIST Customer: LAUBE Job# 18 8838 Previewer: DENNIS Date: 9-25-2018 □ PAINTING OF DRYWALL & STUCCO Customer understands that they shall be responsible for painting of any new drywall or stucco work performed by RBAOC. ☐ WOOD RETURNS & EXISTING WINDOW COVERINGS Customer understands that the installation of wood returns on any openings will reduce the size of the inside opening making any existing inside mount window treatments too large for reinstallation. The cost for any new window coverings shall be the customer's responsibility. ☐ MOULDING COVERAGE Customer understands that the installation of new wood returns and/or mouldings may not completely cover areas of the wall where existing mouldings currently cover requiring possible wall repair and paint touch up which shall be the customer's responsibility. □ UNFINISHED ITEMS & TRIM If work calls for any windows, doors, mouldings or wood trim to be "unfinished", the sanding, filling of nail holes, priming and painting or staining of these items shall be the customer's responsibility. □ WALLPAPER REMOVAL Customer understands that they shall be responsible for removing any wallpaper so that RBAOC can correctly finish any new drywall that ties into walls with wallpaper currently applied. DRAPERY REMOVAL & REINSTALLATION Customer understands that they shall be responsible for removing and rehanging any draperies, valances, etc. that may interfere with the interior access required by RBAOC. If customer fails to do so, RBAOC may do so and customer will hold RBAOC harmless for any damage, wrinkles, etc. □ ELECTRONIC ITEMS Customer understands that they shall be responsible for removing any computers, modems, printers, audio, video or other such electronic equipment that may interfere with the interior access required by RBAOC. THRESHOLD & SILL HEIGHTS Customer understands that the height of a new threshold or sill will be higher that existing one(s). □ TILE GROUT If work involves removing any existing items that are adjacent to wall or floor tiles that are grouted in place, customer understands that it is quite likely some of the grout may crack and fall out requiring regrouting which shall be customer's responsibility. □ LARGE, HEAVY OR DELICATE ITEMS Customer understands that they shall be responsible for moving any pianos, organs, waterbeds, wall units, shelving, mirrors, artwork, delicate items, etc. that may interfere with the interior access required by RBAOC. ☐ LANDSCAPING Customer understands that RBAOC installers may have to access certain exterior areas by walking or standing in flowerbeds, around shrubs, bushes, etc. Customer is advised that they should trim back or transplant any items that they don't want damaged. If customer decides not to move vegetation, RBAOC will exercise as much reasonable care as possible but does not warrant against damage and customer releases RBAOC from any liability for damage to vegetation. □ BREAKABLE ROOFING Customer understands that RBAOC installers may have to access certain exterior areas by walking, standing or climbing on tile, shingle, shake, slate or other roofing materials which may become damaged. Customer is advised that they should have these materials removed prior to installation to avoid possible damage. If customer decides not to remove roofing, RBAOC will exercise as much reasonable care as possible but does not warrant against damage and customer releases RBAOC from any liability for damage to roofing. **III SMOKE & CARBON MONOXIDE DETECTORS** Customer understands that they may be required by the local building department to have operable smoke and carbon monoxide detectors in place at the time of the final building department inspection and that failure to do so

Customer understands that they will be contacted by Barr & Clark (714-894-5700) to conduct an inspection for lead paint prior to the start of installation.

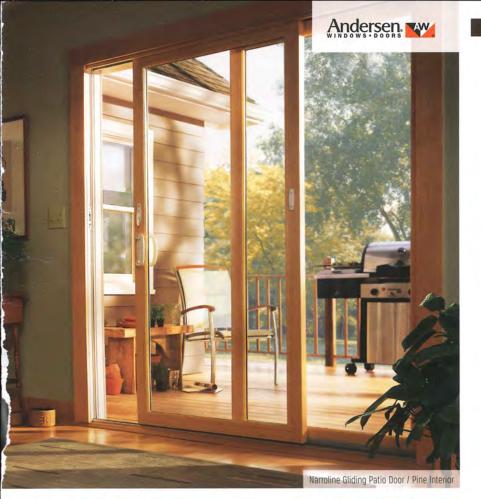
could result in their permit not being signed off.

I LEAD INSPECTION

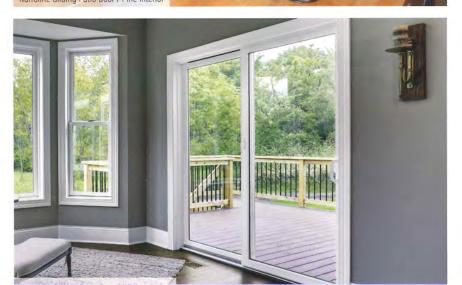
☐ OTHER:

Customer Agreement: I/we agree to handle the special circumstances as indicated above.

Customer Signature



Narroline Gliding Patio Door / Pine Interior



Narroline® GLIDING PATIO DOORS

The sleek, modern design of our contemporary gliding patio doors features thin frames for maximum glass area and doors that slide smoothly on dual ball-bearing rollers with self-contained leveling adjusters. A reach-out lock system provides increased security and weathertightness you can see in action.

SIMPLE

Stainable natural pine interior with mortiseand-tenon joints.

DURABLE

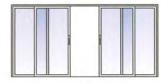
Exterior wood door panel is protected with a urethane-based finish.



Stationary Panel



Two Panel



Four Panel



More Options Available



Color Options³

INTERIOR







Prefinished White

EXTERIOR





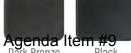




Canvas

Sandtone

Terratone



Page 13 of 17

Perma-Shield® GLIDING PATIO DOORS

The sleek, modern design of our contemporary gliding patio doors reduces the frame height to increase the glass area. Enjoy doors that slide smoothly on dual ball-bearing rollers with self-contained leveling adjusters. A reach-out lock system provides increased security and weathertightness.

PROTECTED

Rigid wood panels and frame are covered with a vinyl sheath that maintains an attractive appearance while minimizing maintenance.



Two Panel











White

Canvas

Sandtone

Terratone





Dark Bronze

Black

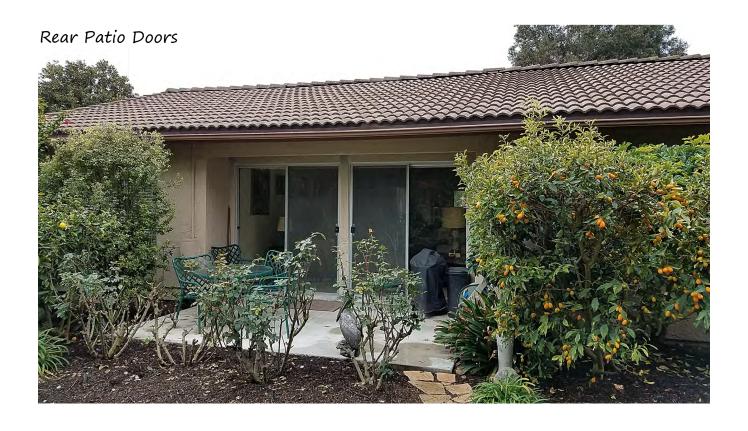
Interior and exterior colors match.





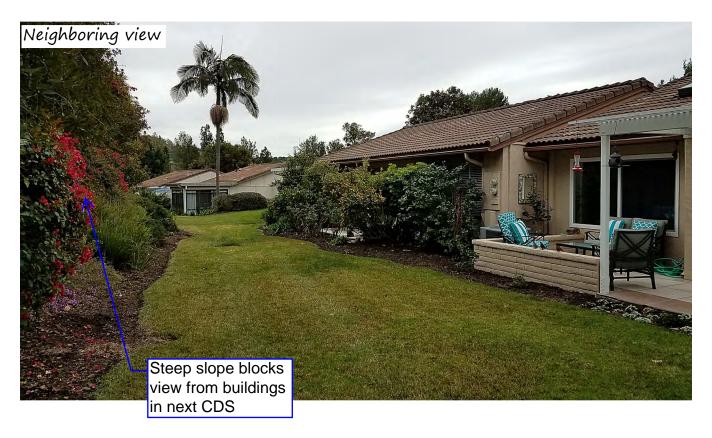


Attachment: 3









Attachment: 4







STAFF REPORT

DATE: January 28, 2019

FOR: Architectural Control and Standards Committee

SUBJECT: Variance Request

Ms. Hope H Miller of 5165 (Villa Paraisa, C13C_1) Extend Entryway onto Exclusive Use Common Area

RECOMMENDATION

Staff recommends the Board approve the request to extend the entry way onto Exclusive Use Common Area with the conditions stated in Appendix A.

BACKGROUND

Ms. Miller of 5165 Belmez, a Villa Paraisa style unit, is requesting Board approval of a variance to extend the existing entryway onto Exclusive Use Common Area by installing a new roof to match the existing building, while constructing a new wall with a door to enclose the area.

The initial request was discussed during the December 17, 2018, ACSC meeting; a decision to table the request until there is a legal ruling regarding the area in question was made. On December 17, 2018, Third Mutual's legal counsel clarified that the entry way could be considered Exclusive Use Common Area.

The cost of the proposed alteration would be borne by the Member.

DISCUSSION

Ms. Miller proposes to remove the existing lattice cover over the entryway and extend the roof to cover the entryway. This proposal would match the slope and finish of the existing roof and consist of tying in to the roof above the entry door, extending the roof 7' 4" over the entry. A roof tie-in form will be required as part of the Conditions of Approval (Appendix A). A 2' by 4' skylight is proposed to be installed on the extended roof to allow for natural light in the covered entryway. Due to the decision of legal counsel, the entryway is Exclusive Use Common Area.

Stamped structural drawings will be required as a Condition of Approval along with the requirement to obtain a City of Laguna Woods permit to ensure code compliance and structural integrity requirements are met. Detailed architectural drawings along with a City permit that would ensure Title 24 is met will be required for Mutual approval of any and all proposals considered. A City of Laguna Woods building permit final would verify compliance with all applicable building codes to include light, ventilation, and egress.

Adding a roof over the entry way of a Villa Paraisa has been previously approved for Units 5232 in December 2012, 5152 in January 2015, 5293 in September 2015, 5106 in April 2016, 5269 in June 2016, 5212 in December 2017 and 5098 in April 2018.

Neighbor Awareness Notices were sent to affected Units 5160, 5161, 5162, 5163, 5164 and 5166 on November 6, 2018; as of the writing of this report, no responses were received.

Additional items proposed to be performed as part of a whole unit remodel are; raising the ceiling above the living and dining room (approved via Variance during November 2018 meeting), a kitchen remodel, extending the master bedroom into the private garden, installing a new walk-in closet in the master bedroom, extending the guest bedroom into the garage, water heater relocation, relocating the forced air unit, and removing two dining room windows. These items may be accomplished via an over-the-counter Mutual Consent.

At the time of preparing this report, there is one open Mutual Consent for Demolition for Unit 5165 in connection with the approved variance listed above.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5165.

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

Appendix B: Condo Plan Attachment 1: Site Plan

Attachment 2: Variance Request, October 25, 2018

Attachment 3: Photos
Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

- 1. No improvement shall be installed, constructed, modified or altered at unit 5165, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Member Owner or Owners ("Member Owner") 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 Unit Alterations has been granted at 5165 for Entry Way Extension on Exclusive Use Common Area, subject to the attached plans stamped approved and is subject to the 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. 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.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **5165** and all future Mutual members at **5165**.
- 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. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- 7. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Covenant to Run with the Land" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 8. 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.
- 9. Prior to the Issuance of a Mutual Consent for Unit Alterations that involve modification of the units plumbing, the Member Owner 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 Owner. 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.
- 10. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 11. Prior to the issuance of a Mutual Consent for Unit 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 "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
- 12. Member Owner 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, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- 13. Member Owner 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.
- 14. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
- 15. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
- 16. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a

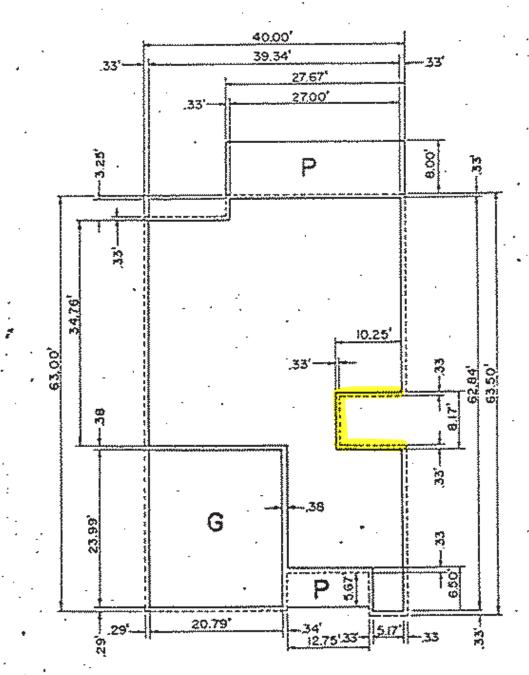
- Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, 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 Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be 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 Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner'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, Member Owner 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 Member Owner 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 Owner's address of record with the Mutual. Under no circumstances shall Member Owner 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 Owner 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 Unit 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. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- 26. 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.
- 27. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, 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 Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 28. Mutual member shall indemnify, defend and hold harmless Third 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.

APPENDIX B

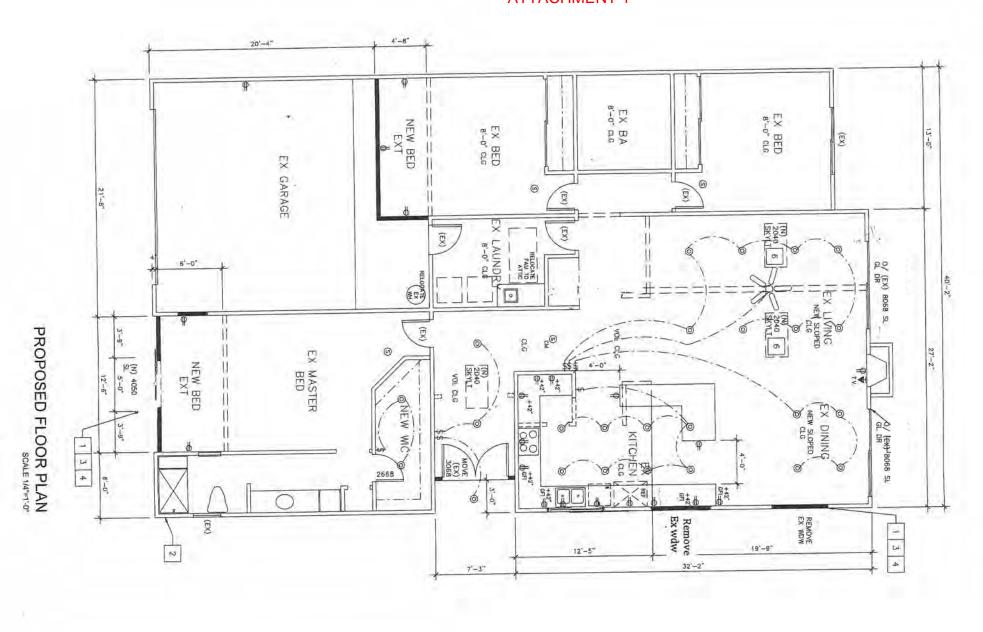
CONDO PLAN

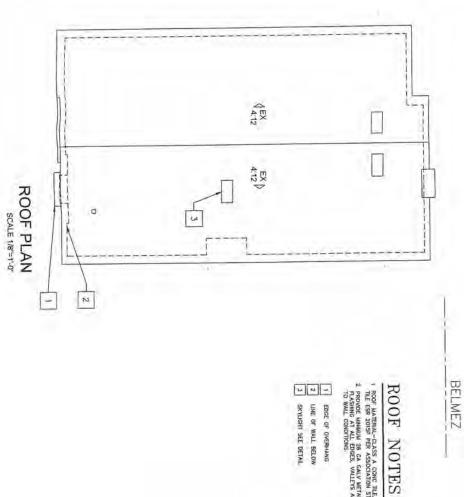


PLAN C-13

TYPICAL FOR BIdgs R5002, R5007, 5013, R5014, 5018, R5019, R5023, 5028, 5029, 5033, 5038, R5040, R5044, 5045, 5049, 5054, R5061, R5064, R5068, 5069, 5073, R5074, R5077, 5081, R5088, R5094, R5097, 5098, R5100, 5101, R5106, R5107, 5109, 5115, R5124, R5130, 5139, 5144, 5145, 5150, 5152, R5158, 5165, 5168, R5169.

Agenda Item #10 Page 7 of 19





BATH 2 AREA-OF BEDROOM 2 GARAGE 2010 414-0 Copie socie SITE PLAN/ EXISTING MASTER BEDROOM زر 2000 FLOOR PLAN NORTH

FLOOR PLAN NOTES:

OTHE PLAN CHECKS WILL EXPIRE IP PERMIT IS NOT PULLED WITH IAR OF PLAN JEPROVAL FROM BUILDING AND SAFETY UNLESS AN SIGN IS SUBMITTED AND APPROVED BY THE CITY. PLAN EXTERIOR DIMENSIONS TO PROPERTY LINE AND BUILDING

1 ROOF MATERIAL—CLASS A CONC TILE, EAGLE ROOF TILE ESH 20159 PER ASSOCIATION STANDARDS 2 PROVIDE MINIMUM 26 CA GALV METAL FLASHING AT ALL EDGES, VALLEYS AND ROOF TO WALL CONDITIONS.

40 LUMENS PER WATT HIGH EFFICACY LIGHT FIXTURE

220V GUILET

GREEN BUILDING NOTES:

CONTRACTOR TO PROVIDE A WASTE MANAGEMENT PLAN TO REDUCE OR RECYCLE A MINIMUM OF 50% OF CONSTRUCTION WASTE, INCLUDE DOCUMENTATION FORMS PROVIDED BY THE OTY, CGC 4.408.1.

SEP 2018

ROUND RECESSED HIGH EFFICACY LIGHT FIXTURE SMOKE DETECTION/ CAMBON MONOXIDE MARIN, SPIL APPROVED TOOR CHIME

REVISIONS

ER RESIDENCE

SCALE NTS

SWANE DETECTORS SHALL BE FERMANDITAY WRED AND SHALL BE A EQUIPED WITH A SATTERY FRANCE-BY SHARE DETECTORS SHALL BE SHALL WITH SHATTERS FARE LOW SHARE DETECTORS SHALL BE SHALL BE COME SHARE STRUMD.

FROM SHALL SHALL BY SHALL BE AND SHALL CIRCUIT PROTECTED PER HEC ART. 210–12(8)

JUGH TRYLINGS.

JUGH TRYLINGS.

OPERATED BY A DIMERS SHALL BE HIGH EFFICACY OF OPERATED BY A DIMERS SHALL BE HIGH EFFICACY.

ELECTRICAL LEGEND:

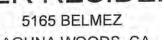
170V DUPLEX CONVENIENCE DUTLET

NOV BUPLEX CONVENIENCE OUTLET

SWITCH WITH DIMMER -WAY SWITCH SINGLE POLE SWYCH

TELEVISION CABLE JACK

5165 BELMEZ LAGUNA WOODS, CA



ELECTRICAL NOTES

NEW AB"XAB" FIXED, BRISTOLITE SKYLIGHT (28#). ICC ESF-3177, INSTALL BETWEEN TRUSSES, WILD TRUSS IN CENTER W) DRYNALL NEW 24"XMB" FIXED, BRISTOLITE SKYLIGHT (26#). ICC ESR-3177, INSTALL BETWEEN TRUSSES.

NEW WALLS SHOWN SHADED WALLS NOT SHADED

CONTRACTOR SHALL VERIFY ALL DIMENSIONS CONDITIONS SHOWN AND BRING ANY REPARCIES TO THE ARCHITECT'S ATTENTION ACTION OR CLARIFICATION.

PROVIDE R-13 INSULATION IN THE WALLS AND R19 IN THE CEILING PER T24



ER: DOUGLAS FIR LARCH, AX §2. FB-650, E=1,6X10 TO 6TH RETE: 2,500 PSI @ 28 DAYS, PROVIDE 4,500 PSI TYPE V CONC IN ACT WIN SOIL AS REDD BY CITY
ATOM: BATT TYPES, R=15 AT WALLS AND R=30 AT ROOF NG SHALL COMPLY WITH CBC TABLE 2,504.9.1



GENERAL NOTES:

OJECT SHALL COMPLY WITH THE 2016 CRC, CMC, CPC, CEC, CAL ERGY CODE, GGBC AND LOCAL ORDINANCES

THE MOSTURE CONTENT OF CONSTR MATERIALS AND SUNSULATION SHALL BE VERRIED PRIOR TO APPROVAL TO ENGLOSE WALL AND FLOOR CAVIETIES WITH DRYWALL CCC SECTION 4.505.3.

VOC'S JUST COMPLY WITH THE UMITATIONS LISTED IN SECTION 4504.3 AND TABLES 4.504.1 4.504.2 4.504.3 AND TABLES 4.504.1 4.504.2 ASD4.3 AND TABLES 4.504.1 AND COMPOSITION WOOD PRODUCTS, CCC 4.504.2.

DURING CONSTRUCTION, ENDS OF DUCT SUPPLY AND RETURN OPENINGS ARE TO BE SEALED, MECHANICAL EQUIPMENT ON JOB SITE IS TO BE COVERED, AND PROVIDE ALT SPACE CONDITIONING SYSTEM DURING CONSTRUCTION IF NECESSARY.

WATER CONSERVATION—CGC 4.303

FIXTURE TYPE MAX FLOW RATE
SHOWER HEAD Z.O GPM & 80 PS
FAUCET 1.5 GPM & 60 PSI
WATER CLOSETS 1.28 GPF
NITCHEN FAUCET 1.8 GPM & 60 PSI

TANICAL CONTRACTOR TO PROVIDE DUCTING AND DIFTUSER FROM TING AECH EQUIPMENT TO SETY SPACES. TOE MIN BAMP'S, BEST MANAGEMENT PRACTICES, FOR STORM WATER BUTION AND CONSTRUCTION SITE ACTIVITY SPECIFIC TO THIS SCOPE

CT DIG ALERT FOR ALL WORK THAT REQUIRES EXCAVATION OF BIT MUST BE PROVIDED AT PERMIT ISSUANCE. THOUSE ARE REQUIRED EVERY 180 DAYS OR ACTIVE PERMIT WILL

IO SHALL COMPLY WITH CBC TABLE 2304.8.1

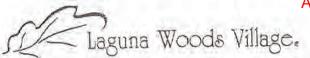
WE: WAYN, DUAL GLAZED TO MATCH EXISTING

UOR LATH: PROVIDE 2 LAYERS OF GRADE D PAPER OVER ALL

BASED SHEATHING. PROVIDE ONE LAYER AT AREAS WITHOUT

HING.

ATTACHMENT 2



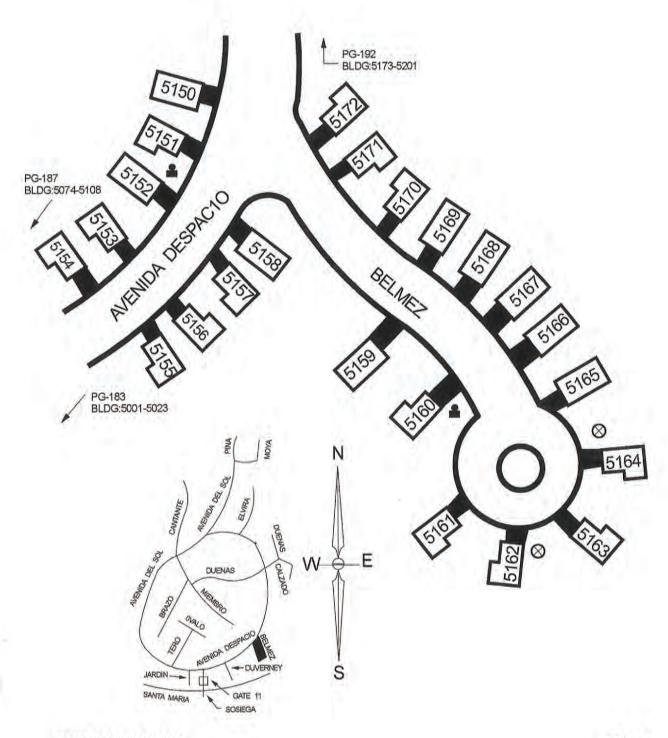
MANOR#	ANOR# 5165	
□ ULWM	THILHM	

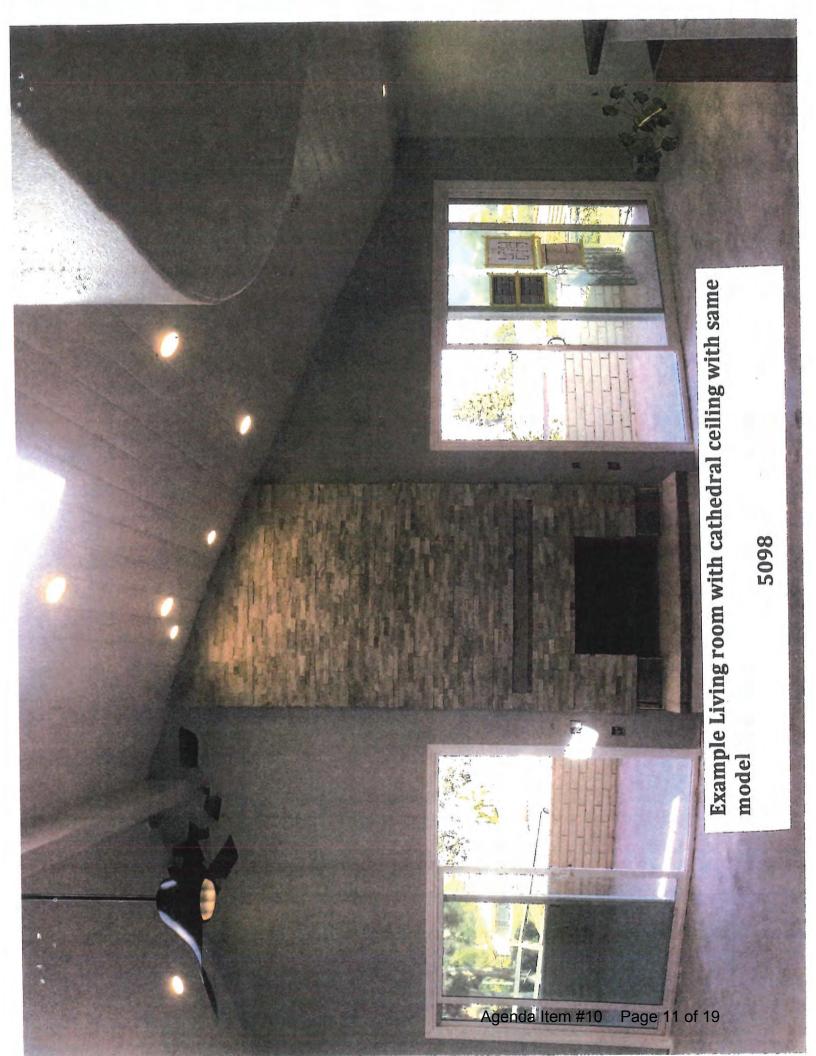
Var	iance Request I	Form sa 21312361	
Model: P	lan:	Date: 10/24/18	
Member Name: Miller	Signature Hop	e Miller	
Phone	E-mail		
Contractor Name/Co: Lost Coast Remodel Richard Smit	Phone:		
Mailing Address: (to be used for official correspondence)			
Description of Proposed Variance F			
1 Rouse Living Room a	I drawing room	certing from 8 to maximum	
cashedral certing.	#2 - Enclose	2/3 res of the front entry	
and trustall a new f	ront door.	E E O E I W E O	
		DEGETVE	
		OCT 2 5 2018	
		BV	
Dimensions of Proposed Variance	Alterations ONLY:		
#1 - Cathe deal Cy	alma herely A	naximum 146"	
#2 The Edward	7'4" from	existing front door to new	
at 1 - Briting Extens	ion i i troin	3	
	FOR OFFICE USE	ONLY	
RECEIVED BY:DAT	E RECEIVED: 10/25/1	18 Check# 18005 BY: Nest Coast Kenn	
Alteration Variance Request	Complete Su	Complete Submittal Cut Off Date: 10/25/18	
Check Items Received:	Meetings Sche		
Drawing of Existing Floor Plan	Third AC&S Con	nmittee (TACSC): 11/26/18	
Drawing of Proposed Variance	United M&C Cor	nmittee:	
Dimensions of Proposed Varia	Board Meeting:	12/18/18	
□ Before and After Pictures			
- Other:	□ Denied	□ Approved	
o Other:	□ Denied	□ Approved □ Other	

C/P:N/A

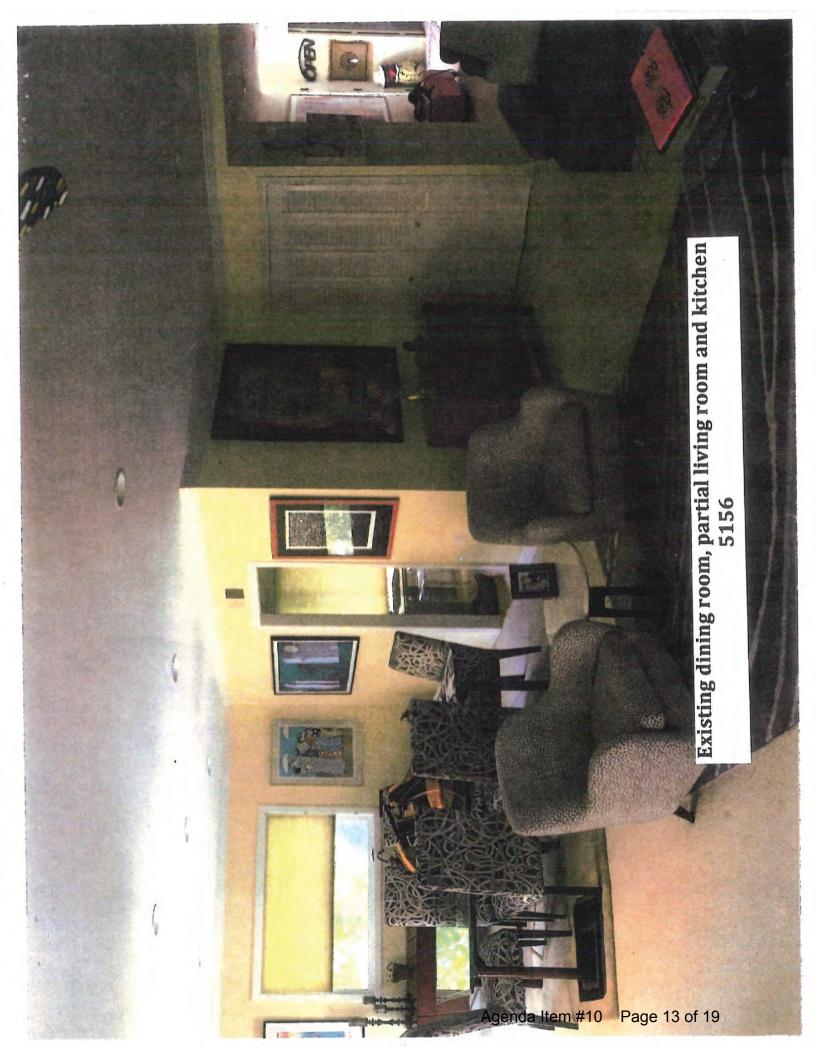
PG-191

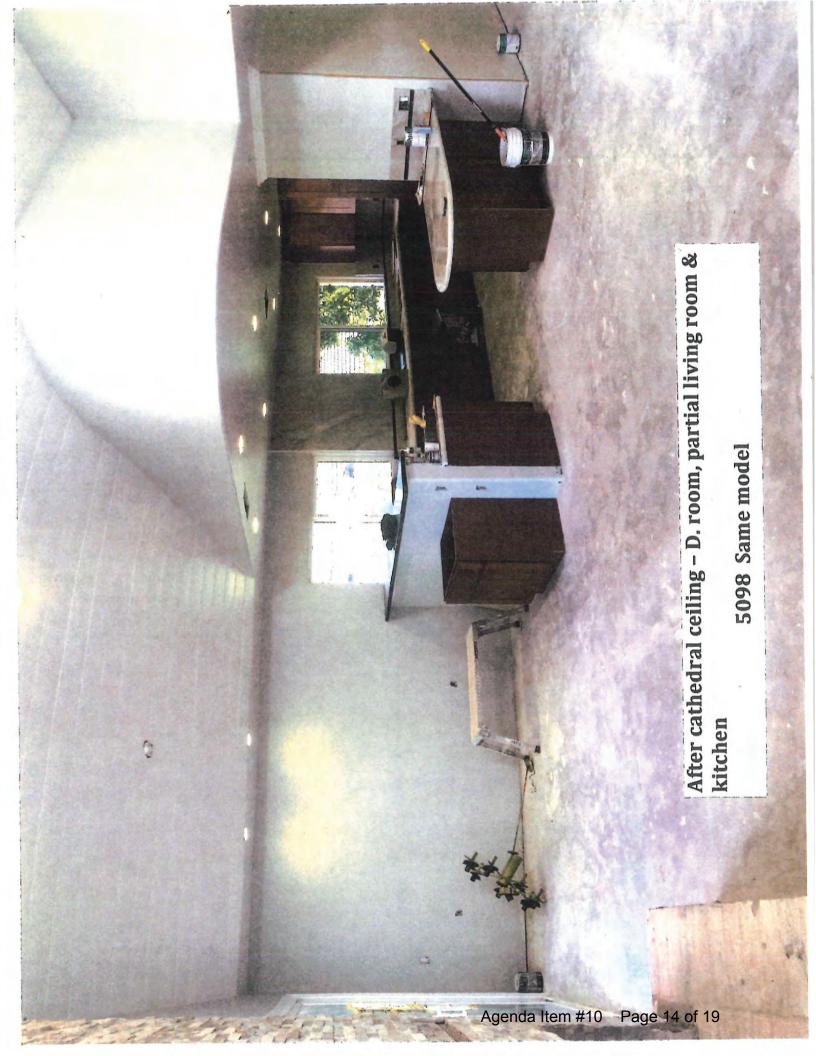
2-SMR's:BLDG-5162, 5164

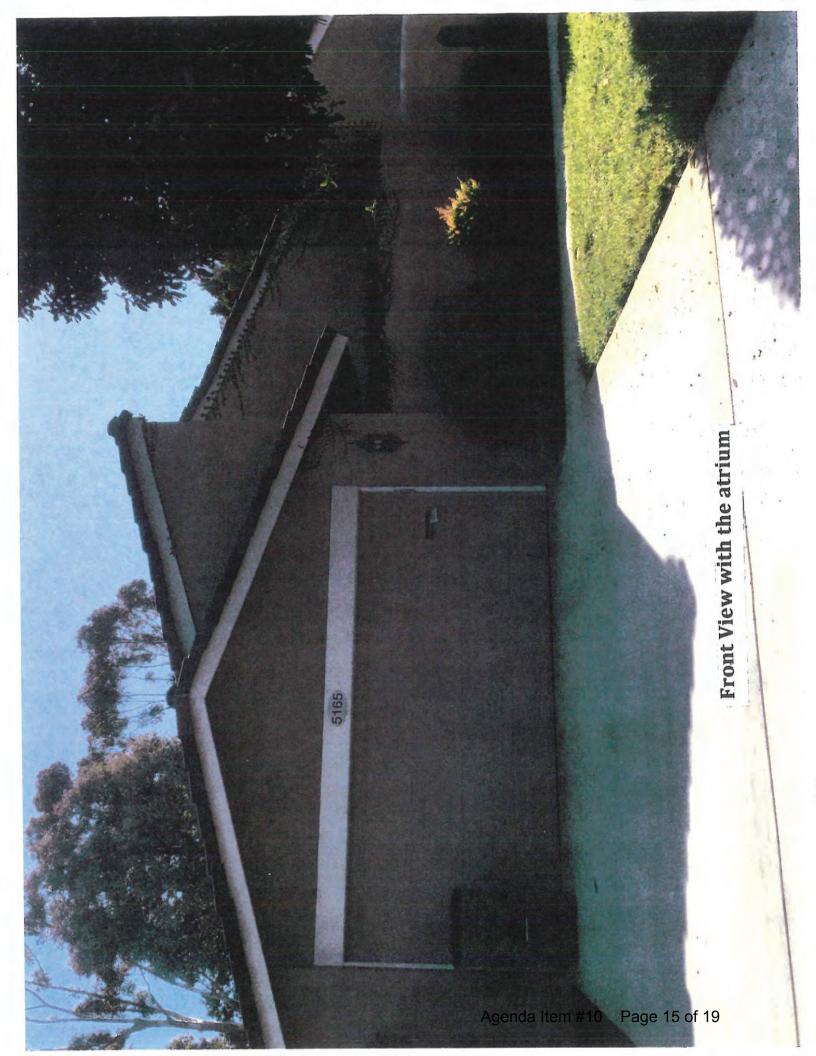


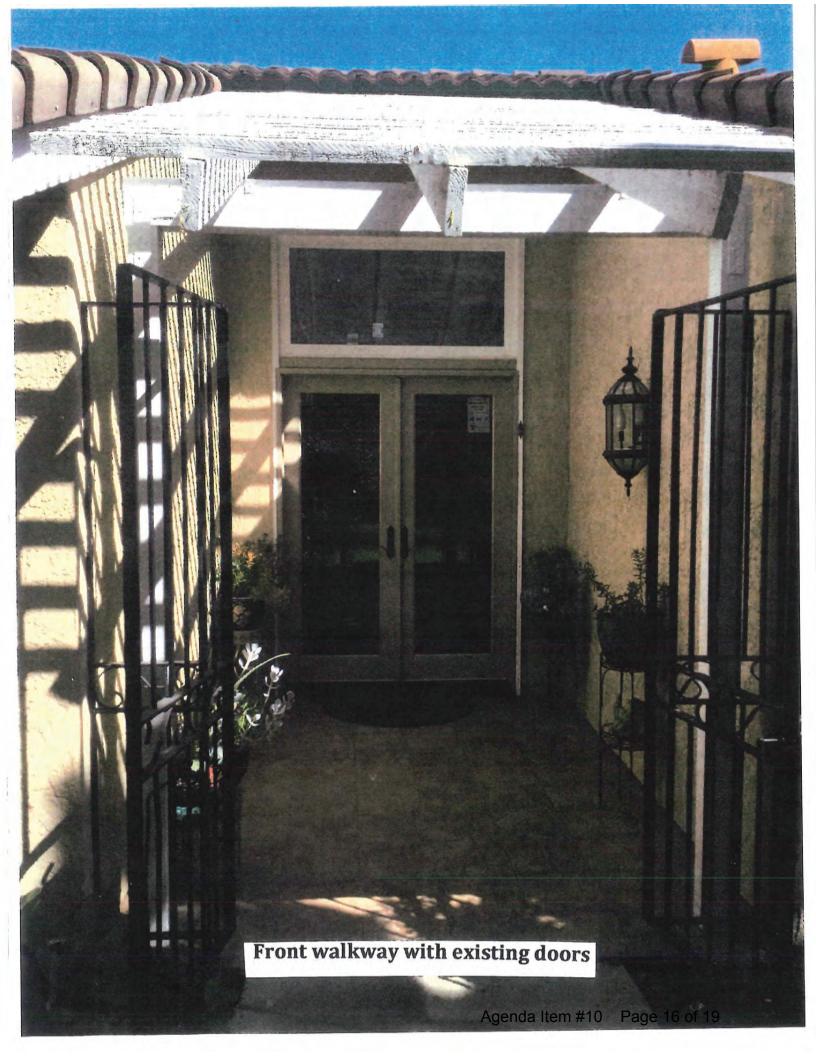












Attachment: 3



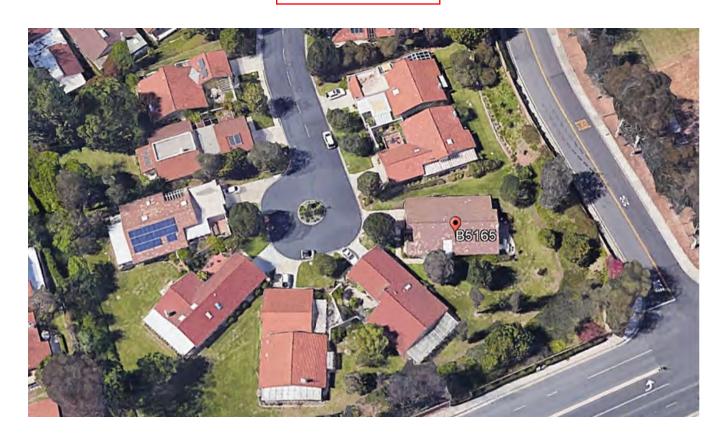


Agenda Item #10 Page 17 of 19





Attachment: 4





Agenda Item #10 Page 19 of 19



THIRD LAGUNA HILLS MUTUAL

SECTION STANDARD 32: WATER HEATER RELOCATION AUGUST 1992 REVISED MAY 2003, RESOLUTION 03-03-45 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49 REVISED MARCH 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1 Water heaters located outside of the manor must be enclosed in an exterior storage cabinet. Cabinets must match the exterior finish (i.e.stucco) in material and color of the building. Cabinets shall be painted to match color of building. Future costs for the maintenance of the cabinet will be at Mutual member's expense.
- 2.2 All storage cabinets will be constructed per standard plan drawings available from the Alterations division at the Permits and Inspections office located in the Community Center.
- The cabinets are shall be designed to conceal a single water heater. Any deviation from the is Standard Plan, such as to allow for a water softener, must have approval from the Permits and Inspections office Alterations Division and meet all other existing Mutual Standards.
- 2.3 Water heaters located outside of the manor must respect the view of an adjacent manor. The Permits and Inspections officeAlterations Division must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to a permit Mutual Consent being issued.
- **2.4** All exterior water heaters will be placed on a concrete pad, or approved equal.
- 2.5 All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.



- **2.6** No units will be located on the exterior of the dwelling unit except as outlined in this section.
- 2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed per to current all Uniform applicable Building Codes and Uniform Plumbing Code.
 - <u>2.8</u> Water heaters which are being relocated on the interior of a manor are required to install a leak detection device and drain pan per Code.
- 2.7 All water heaters which are found to be in service for a duration of 10 years, of an indeterminable age or in disrepair will require replacement.

3.0 PLUMBING

- 3.1 All plumbing supply and distribution lines will be of Type L copper<u>or PEX per applicable</u> code. No galvanized or plastic pipe or PVC fittings will be allowed.
- **3.2** Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe and must drain to the exterior per code.
- 3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.
- **3.4** All penetrations through exterior walls shall be completely sealed and water-tight.
- 3.5 Any change in the water heater tank, or new tank installed at time of relocation of the water heater will be 100% at the Mutual member's expense.
- 3.6 All water heaters shall have the pressure/temperature relief line routed to the exterior of the building.

4.0 ELECTRICAL

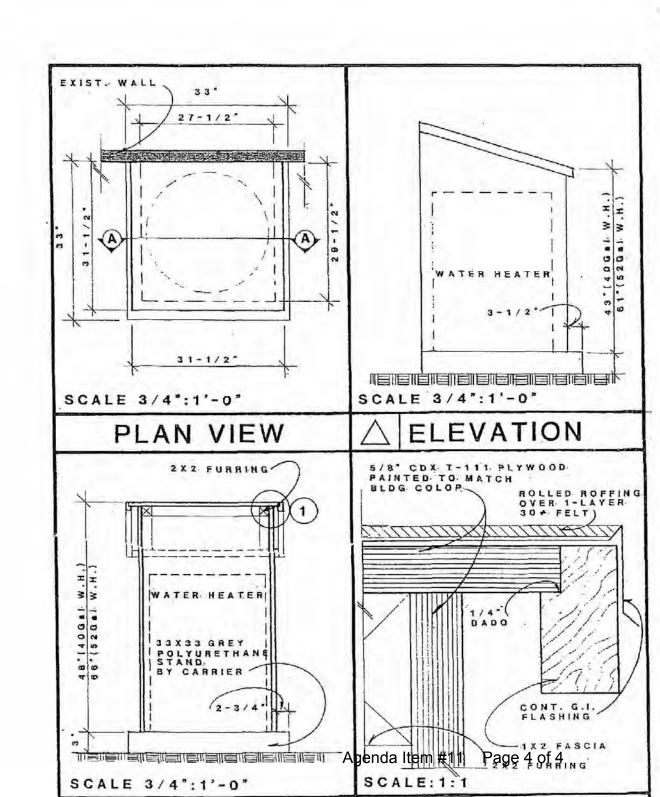
- **4.1** All exterior conduit placement must first be approved by the VMS Permits and Inspections office. Alterations Divison.
- **4.2** Exposed rigid conduit shall be painted to match the surface it is on.
- **4.3** All electrical conductors shall be installed in rigid or flexible conduit.



5.0 **STRAPPING**

5.1 All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion per the current edition of the Uniform Building Code. to meet all applicable Building Codes.







STAFF REPORT

DATE: January 28, 2019

FOR: Architectural Controls and Standards Committee

SUBJECT: Standard Plan Review Policy

RECOMMENDATION

Approve a Resolution to introduce the Alteration Standard Plan Review Policy.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) reviews many variance requests to accommodate minor differences to previously adopted Standard Plans. The ACSC requested Staff to review the history and typicality of these types of requests and develop an alternative to the lengthy Variance Requests process.

DISCUSSION

Currently, there are 248 Standard Plans available for members to use for alterations. Most of these plans were approved in the early 1990's. Although the plans were drawn and stamped by a licensed architect, they do not necessarily meet current codes. The plans are used as "guides" for the improvements that are currently acceptable in the Mutual. City officials require new architectural and structural plans for most of the alterations shown on the plans.

Staff reviews numerous requests each year for alterations that can be accomplished by over-the-counter Mutual Consents using previously approved Standard Plans. These alterations include atrium enclosures, small room extensions and bathroom splits. When one of these alterations involves work that differs from the existing Alteration Standard Plans, the alteration would be automatically reviewed as a variance. In an effort to reduce the number of variance requests and reduce the time for alteration approval, the ACSC directed Staff to review previous Variance Requests that involve these types of alterations.

After completing the review, staff has determined that developing a policy that would be enable staff to approve minor variations from the Standard Plans would be beneficial. Therefore, staff has developed the Alteration Standard Plan Review Policy (Attachment 1) that would give the discretion to approve minor deviations from the Standard Plans, at the staff level.

The proposed policy would allow Staff to approve minor, nonstructural changes, such as those necessary for closets, windows and door types and locations, when reviewing Mutual Consent applications. The policy would restrict Staff from approving changes that affect the structural integrity of the building, affect room usage, create new rooms, or relocate load bearing walls. Those types of alterations would still be required to go through the variance process.

FINANCIAL ANALYSIS

None

Third Laguna Hills Mutual Alteration Standard Plan Review Policy January 28, 2019 Page 2

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Standard Plan Review Policy



Attachment 1

Standard Plan Review Policy Resolution 03-19-XXX

WHEREAS, the Village has 248 previously approved Standard Plans available for members to use for alterations with an over-the-counter Mutual Consent without having to use the variance process or need further Board approval;

WHEREAS, The Architectural Control and Standards Committee (Committee) reviews numerous variance requests from members proposing to make alterations using a previously approved Standard Plan with minor variations;

WHEREAS, current policy requires all variations from a Standard Plan to be reviewed by the Committee and approved by the Board;

WHEREAS, the Committee desires to simplify the approval process for alterations and minimize the time for review of these alterations; and

WHEREAS, the Committee directed Staff to create a policy pertaining to minor revisions to Standard plans for Members who are proposing to perform alterations to their Units using a previously approved Standard Plan.

NOW THEREFORE BE IT RESOLVED, February 19, 2019, the Board of Directors introduces Resolution 03-19-XXX (Standard Plan Review Policy);

RESOLVED FURTHER, architectural drawings shall be provided for all revisions to Standard Plans to the Alterations Office for review and to determine if they meet the intent of this policy, including but not limited to, closets, windows, door style or placement;

RESOLVED FURTHER, Staff shall thoroughly review the submitted drawings, if Staff determines that the proposed alteration does not affect load bearing walls or alter the purpose of rooms as depicted on the Standard Plan, meets the intent of this policy, and conforms to all pertinent alteration policies, Staff may issue a Mutual Consent;

RESOLVED FURTHER, if Staff determines that the proposed alteration does not meet the intent of this policy and the Member desires to pursue the proposed alteration, Staff shall process the request as a variance for review by the Committee;

RESOLVED FURTHER, all proposals for revisions that are not considered minor or alter the exterior aesthetics of the Unit shall require Board approval via the variance process; 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.