



OPEN MEETING

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

**Wednesday, January 17, 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 December 19, 2017
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.

8. Feasibility of Converting As-Builts to Record Drawings

Items for Discussion and Consideration:

9. 105-C (San Sebastian, 7) - Extend Living Room onto Existing Patio
10. 317-D (Madrid, 4) - Kitchen Wall Revision and Relocate Bedroom Closet
11. 566-B (Cordoba 1A4) - Wall Revision on Previously Enclosed Atrium
12. 2003-A (Valencia, FG04) - Kitchen, Bedroom and Atrium Wall Revision and Closet Relocation
13. Proposed Policy for Repurposing Closets and Interior Partition Walls
14. Discuss Education to Members about Asbestos and Lead-Based Paint

Reports:

None

Items for Future Agendas

Concluding Business:

- 15. Committee Member Comments
- 16. Date of Next Meeting - February 21, 2018
- 17. Adjournment

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



OPEN MEETING

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

**Tuesday, December 19, 2017 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

REPORT

MEMBERS PRESENT: Janey Dorrell - Chair, Don Tibbetts, Juanita Skillman, Cash Achrekar, Andre Torng, and Steve Leonard

MEMBERS ABSENT: Reza Bastani and Advisor Mike Mehrair

ADVISORS PRESENT: Kay Anderson

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

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Report for November 28, 2017

Director Cash made a motion and Director Tibbetts seconded to approve the report. The committee was in unanimous support.

5. Committee Chair Remarks

Chair Dorrell stated she is honored to be a part of this Architectural Controls and Standards Committee (ACSC) and also appreciates the help of the Advisors. She stated the goal of the ACSC is to make the process of requesting an alteration to be simple and easy for Members. She thanked the committee members for all the work that has been accomplished since the inception of the ACSC.

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

None

7. Department Head Update

Mr. Wiemann reported that the Alterations Department will now be moving to the Spruce Room, hopefully by the end of February. Since there will be more room in this new location, the Alterations Supervisor, will also be relocated to the new location. Mr. Wiemann stated that this move will be a positive change for the department and will further the goal of simplifying the process.

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. 413-A (Madrid, 4) Bathroom Addition, Change of Room Use, Window Addition, Atrium window to door and Installation of Resized Window in Living Room

President Skillman made a motion to accept Staff's recommendation and Director Tibbetts seconded. A vote was cast and the motion was approved unanimously.

9. 535-B (Seville, 5) Retain Entry Door Color

Director Achrekar made a motion to accept Staff's recommendation and President Skillman seconded. A vote was cast and the motion was approved unanimously.

10. 535-C (Seville, 5) Retain Entry Door Color

Director Achrekar made a motion to accept Staff's recommendation and President Skillman seconded. A vote was cast and the motion was approved unanimously.

11. 703-B (Valencia, 9) Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision

President Skillman made a motion to accept Staff's recommendation and Director Achrekar seconded. A vote was cast and the motion was approved unanimously.

12.2048-A (Valencia, FG04) Install Access Ramp at Entry

Chair Dorrell made a motion and President Skillman seconded to table this item pending legal counsel comment. A vote was cast and the motion was approved unanimously.

Also, the committee requested that Staff discuss with the Maintenance Division the possible impact the ramp installation would have on the surrounding trees roots, shrubs and irrigation.

Staff was also asked to provide more detail on where the proposed ramp would be in relation to the tree.

13. Update on Feasibility of Converting As-Builts to Record Drawings

As requested by the Committee, Mr. Wiemann gave a verbal report on the feasibility and cost of converting the existing architectural and plumbing plans, which are in .pdf format, to Computer Aided Design (CAD) format or to a more legible form, for use by Members seeking alterations.

Staff received a quote for the conversion to CAD from .pdf from an engineering firm on contract with VMS. The cost to convert the As-Builts to Record Drawings in CAD would be \$750 to \$1,000 per page, depending on the quality of the drawing. The firm stated they would be unable to convert illegible drawings. The approximate cost would be approximately \$10,000 per type of Unit. Discussion ensued and by consensus the Committee decided not to pursue the issue.

President Skillman made a motion to have Staff write a one-page Staff Report on this subject to be received and filed. A vote was cast and the motion was approved unanimously.

Reports:

None

Items for Future Agendas:

The committee requested that Staff provide a draft of a Standard for closet relocation to the next meeting.

Concluding Business:

14. Committee Member Comments

Chair Dorrell said she is looking forward to 2018 and wants to encourage Walt Ridley (231-H) to join the committee as an Advisor. She told everyone to have a wonderful holiday. President Skillman thanked Chair Dorrell for her work as the Chair.

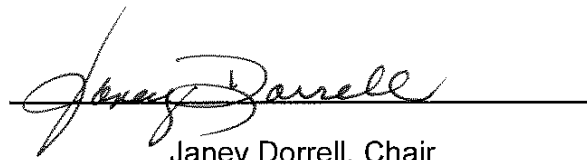
The committee requested a recommendation to the Board that Walt Ridley of 231-H, with his extensive architectural background, be an advisor on this committee.

15. Date of Next Meeting and Bus Tour – January 17, 2018

16. Bus Tour:

The Committee agreed by consensus that the scheduled bus tour was unnecessary.

17. Adjournment at 10:54 a.m.

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

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



STAFF REPORT

DATE: January 17, 2018
FOR: Architectural Controls and Standards Committee
SUBJECT: Conversion of Architectural File Drawings to CAD

RECOMMENDATION

Receive and file.

BACKGROUND

At the November 28, 2017, Architectural Controls and Standards Committee (ACSC) meeting, Staff was requested to research the feasibility and cost of converting the existing architectural and plumbing plans for the various Units within the Mutual, to Computer Aided Design (CAD) format, or to a more legible form, for use by Members seeking alterations.

DISCUSSION

In the construction industry, it is standard practice for the architectural design and construction firms to provide the owner with the original architectural drawings revised to reflect changes made during the construction of the buildings. These drawings are referred to as “record drawings,” or colloquially, “as-builts.” These record drawings are typically marked as such and signed by the architect. Staff researched the drawings on file with the Mutual and although some show revisions, none were marked as record drawings.

The existing architectural drawings in the Mutual’s files are currently stored electronically. The original hand drawn architectural drawings were scanned into electronic files in 1997. There are 15 different floor plans in United Mutual; each floor plan may contain nine to fifteen different plans, e.g. plumbing, electrical. These plans were found to be incomplete and often illegible.

Staff received a quote from an engineering firm to convert the existing files to CAD. The cost to convert the file drawings to CAD would be \$750 to \$1,000 per page, depending on the quality and legibility of the drawing. The firm stated they would be unable to convert illegible drawings. The approximate cost would be approximately \$10,000 per type of Unit. The cost to convert all of the architectural files for the Mutual would be approximately \$150,000.

This information was presented at the December 19, 2017, ACSC meeting in which the Committee voted unanimously not to pursue the issue.

FINANCIAL ANALYSIS

None

Prepared By: Kurt Wiemann, PIR Manager

Reviewed By: Eve Morton, Alterations Coordinator

Committee Routing: Architectural Controls and Standards Committee



STAFF REPORT

DATE: January 17, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Ohsoon Chun of 105-C (San Sebastian, 7)
Extend Living Room onto Existing Patio

RECOMMENDATION

Staff recommends the Board approve the request to extend living room onto existing patio with the conditions as stated in Appendix A.

BACKGROUND

Mr. Chun of 105-C Via Estrada, a San Sebastian style unit, requests Board approval of a variance to extend their living room by enclosing the Exclusive Use Common Area front patio.

There are existing Mutual Standards allowing a garden room or solarium in the front patio, however the use of a wood frame with exterior stucco finish to make a permanent structure differs from the Mutual Standards and therefore requires Board approval.

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

DISCUSSION

The proposed living room extension involves removing the existing patio block wall which is four feet, eight inches tall and existing concrete slab which is fifteen feet, four inches wide by seven feet, seven inches deep. The proposal calls for a new concrete foundation and slab that encompasses the entire front patio area including the existing four foot by eight foot landscape area.

The living room extension will add approximately one hundred fifty four square feet of living space. This will be accomplished by removing the existing exterior wall and constructing a new wood frame structure with a stucco finish. The roof will be a Built-Up-Roof (BUR) system with a four percent slope and materials used to match the existing roof.

As part of the extension, the entry door will be relocated to the south wall and will open onto the existing walkway. One large, six foot wide by four foot tall sliding window will be installed on the new east wall.

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

At the time of writing this report, there are no open Mutual Consents for Unit 105-C.

A Neighbor Awareness Notice was sent to Units 105-A and 105-B on December 19, 2017 due to sharing common walls or being potentially affected during construction.

Previous requests room additions or extensions onto the front patio have been approved for 716-B in April 2001, 786-B in May 2010, 786-C in February 2017 and 414-C in October 2017.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 105-C.

Prepared By: Gavin Fogg, Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request, December 8, 2017
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 **105-C**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **105-C** for **Living Room Extension**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 105-C and all future Mututal Members at 105-C.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

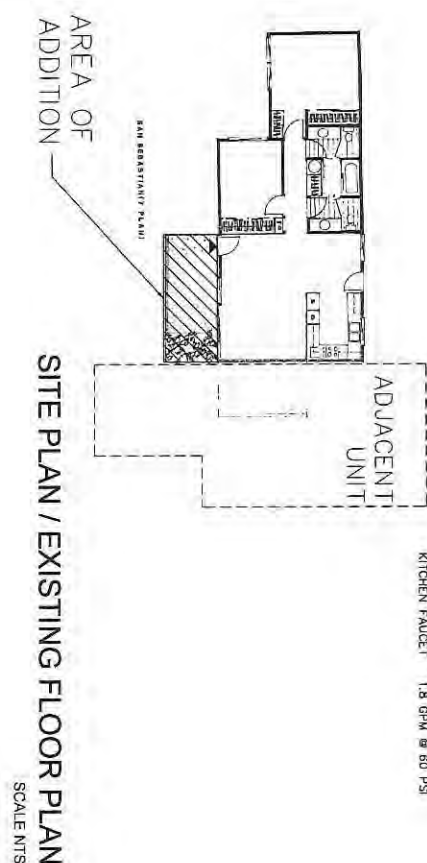
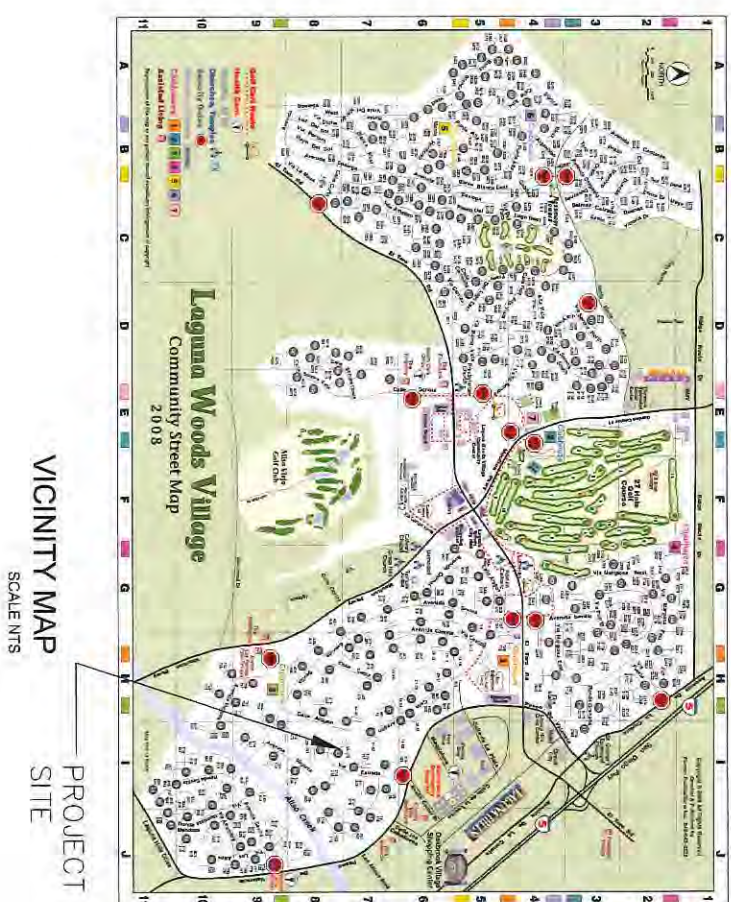
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. 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.
9. 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.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.
12. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member 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. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
13. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either

white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.

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

to at all times.

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



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 CITY. C/C 4.504.1.
- DURING CONSTRUCTION, SEND OR DUCT SUPPLY AND RETURN OPENINGS ARE TO BE SEALED MECHANICAL EQUIPMENT ON ALL SITES TO BE COVERED, AND PROVIDE ALL SHOCKS TO BE COVERED. SYSTEM DURING CONSTRUCTION, IF NECESSARY. C/C 4.504.1.
- VOC'S MUST COMPLY WITH THE LIMITATIONS LISTED IN SECTION 4.504.3 AND TABLE 4.504.1. 4.504.2, 4.504.3 AND 4.504.5 COMPOSITION WOOD PRODUCTS. C/C 4.504.2.
- THE MEASURED CONTENT OF CONSTR MATERIALS AND INSULATION SHALL BE MEASURED PRIOR TO APPROVAL. TO DETERMINE WALL AND FLOOR COMPOSITION. APPROVAL. C/C SECTION 4.500.3.
- WATER CONSERVATION- C/C 4.503.
- | | IN RATE |
|----------------|------------------|
| SHOWER HEAD | 2.0 GPM @ 80 PSI |
| FAUCET | 1.5 GPM @ 80 PSI |
| WATER CLOSETS | 1.28 GPM |
| KITCHEN FAUCET | 1.8 GPM @ 80 PSI |

GENERAL NOTES:

1. PROJECT HALL, COMPLY WITH THE 2016 CRC, CMCA, CPC, CEC, CAL ENERGY CODE, CALB AND LOCAL ORDINANCES
2. OCCUPANCY R-1 MULTI FAMILY / U GARAGE, ALTERATION
3. CONTRACTOR IS RESPONSIBLE TO FOLLOW BEST MANAGEMENT PRACTICES, POLLUTANTS- THE DISCHARGE OF POLLUTANTS TO ANY STORM DRAINAGE SYSTEM IS PROHIBITED, NO SOLID WASTE, PETROLEUM BY PRODUCTS, SOIL, PARTICULATE, CONSTRUCTION WASTE, MATERIALS, OR WASTE WATER GENERATED ON CONSTRUCTION SITES OR BY CONSTRUCTION ACTIVITIES SHALL BE PLACED, CONVEYED OR DISCHARGED INTO THE STREET, GUTTER OR STORM DRAIN SYSTEM, SOIL: BEARING VALUE 1,000 LBS
4. LUMBER: DOUGLAS FIR LARCH, 4X #2, F#B-850, E=1.6X10 TO 6TH POWER, UNLESS NOTED OTHERWISE ON PLANS
5. CONCRETE, 2,500 PSI @ 28 DAYS, PROVIDE 4,500 PSI TYPE V CONC IN CONTACT WITH SOIL, AS REQ'D BY CITY
7. INSULATION: BATT TYPED, R-13 AT WALLS AND R-30 AT ROOF
8. MAILING SHALL COMPLY WITH CBC, TABLE 230.9-1
9. WINDOWS: VINYL DUAL GLAZED TO MATCH EXISTING
10. EXTERIOR LATH, PROVIDE 2 LAYERS OF GRADE D PAPER OVER ALL WOOD BASED SHEATHING, PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.
11. MECHANICAL CONTRACTOR TO PROVIDE DUCTING AND DIFFUSER FROM NEW VERTICAL MECH EQUIPMENT TO NEW SPACE
12. CALL DIG ALERT BEFORE DIGGING
13. ACTIVE PLAY CHECKS WILL EXPIRE IF PERMIT IS NOT PULLED WITHIN ONE YEAR OF PLAY APPROVAL, THE CITY AND SAFETY UNLESS AVOIDANCE IS SUBMITTED TO THE CITY AND APPROVED BY THE CITY EXTENSION DEPT.

FLOOR PLAN NOTES:
















1. SQUARE FOOTAGE:
NEW LIVING EXT 155 SF

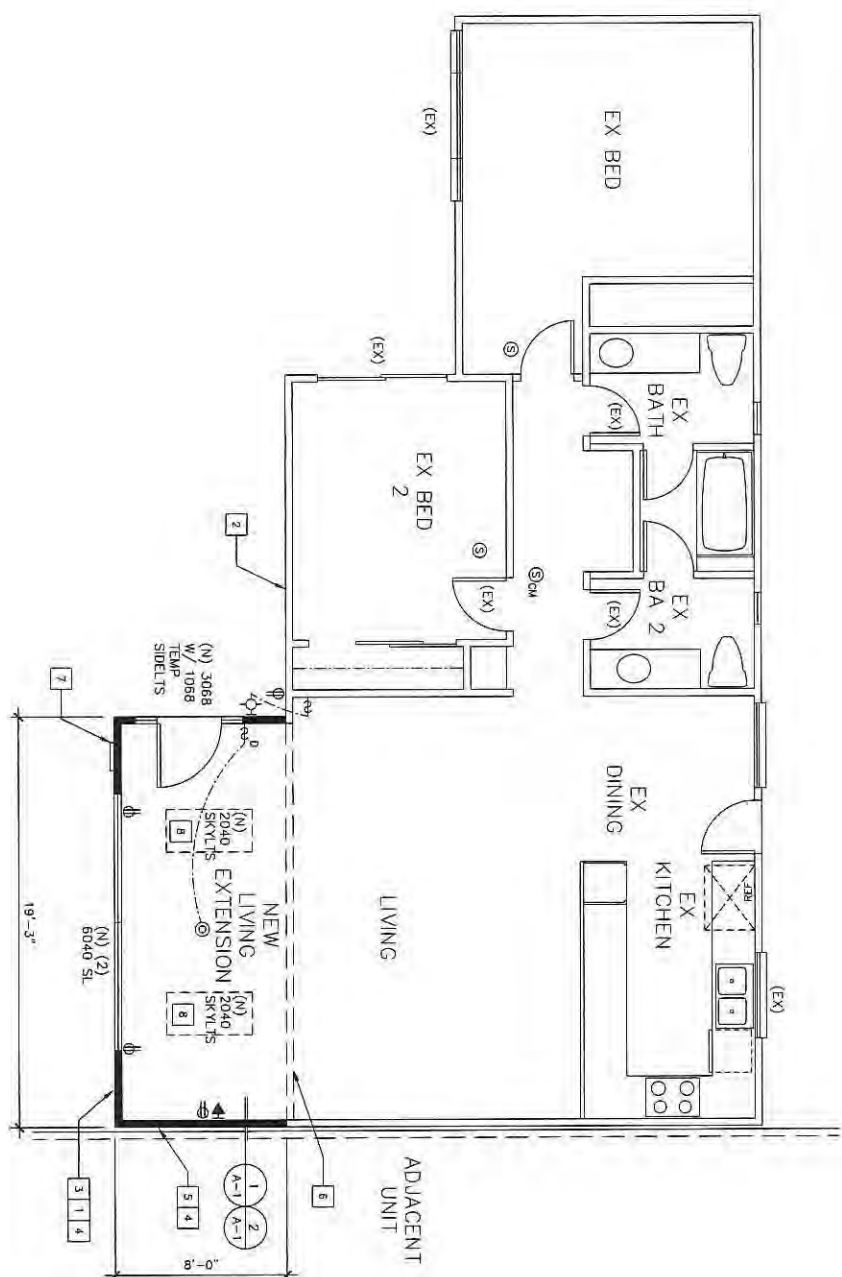
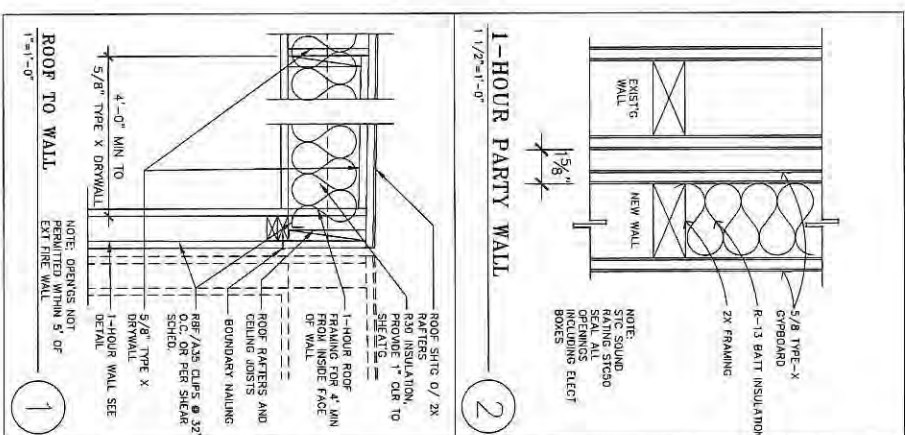
- | | |
|---|--|
| 1 | 2 X 4 STUD WALL |
| 2 | LINE OF EXISTING HOUSE |
| 3 | NEW WALLS SHOWN SHADED |
| 4 | PROVIDE R-15 SOUND INSULATION |
| 5 | NEW 1-HOUR PARTY WALL, SEE DETAIL |
| 6 | EXISTING BEARING WALL TO BE REMOVED |
| 7 | MML SLOT |
| 8 | NEW 2'-0"x4'-0" OPERABLE SKYLIGHT,
BRITLOULE (JC NO. ER-2489, ROUGH
FINISHING 22.25"x46.25", INSTALL BETWEEN
RAFTERS) |

ELECTRICAL NOTES

1. SMOKE/FLAME MONITORING DETECTORS SHALL BE PERMANENTLY WIRING AND SHALL BE EQUIPPED WITH A BATTERY BACK-UP. SMOKE DETECTORS SHALL BE INTERCONNECTED SO WHEN ONE ALARM SOUNDS, ALL ALARMS SOUND.
2. REDUCED BRANCH CIRCUITS SHALL BE ARC FAULT CIRCUIT PROTECTED PER NEC Art. 210-12(6)
3. NEW LIVING ROOM AND BEDROOM LIGHTS TO BE HIGH EFFICACY OR EXTERIOR LIGHTS SHALL BE HIGH EFFICACY OR CONTROLLED BY A DIMMER SWITCH
4. ALL DIMMER SWITCHES SHALL BE INSTALLED TO BE CONTROLLED BY A MANUAL PUSH-ON SENSOR ULTRASONIC OR MICROVIBRA, 30 MIN. MAX., NO MANUAL OVERRIDE PER TITLE 24 REQUIREMENTS

ELECTRICAL LEGEND:

- | | |
|---|--|
|  | SINGLE POLE SWITCH |
|  | 3-WAY SWITCH |
|  | SWITCH WITH DIMMER |
|  | 110V DUPLEX CONVENIENCE OUTLET |
|  | 1/2" NPT |
|  | TELEVISION CABLE JACK |
|  | CEILING MOUNTED LIGHT FIXTURE |
|  | VERITY LOCATION 1/4" DETECTOR |
|  | ROUND RECESSED HIGH EFFICACY LIGHT FIXTURE |
|  | SMOKE DETECTOR, CM INDICATES COMBO |
|  | CARBON MONOXIDE / SMOKE DETECTOR |
|  | DOOR CHIME |
|  | WALL MOUNTED HIGH EFFICACY FIXTURE |
|  | EXHAUST FAN |
|  | 220V OUTLET / VERITY LOCATION |

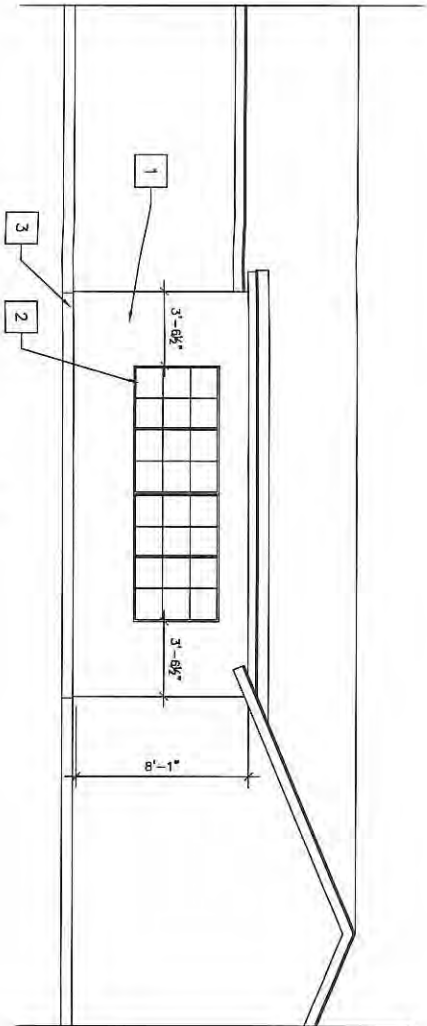


ELEVATION NOTES

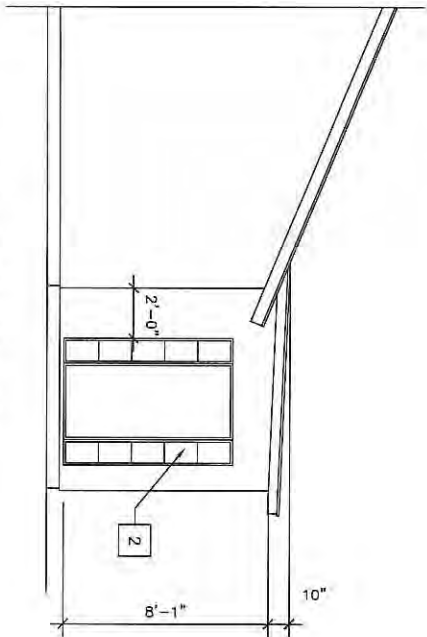
- 1
- EXTERIOR PLASTER (STUCCO) WITH FINISH TO MATCH EXISTING. 7/8" MIN. THICK J-COAT SHALL BE INSTALLED OVER EXISTING PLASTER.
- 2
- WINDOW/DOOR PER PLAN TO MATCH EXISTING TYPE AND COLOR.
- 3
- 26 GAUGE (4IN) GALV KEEL SCREENED

ROOF NOTES

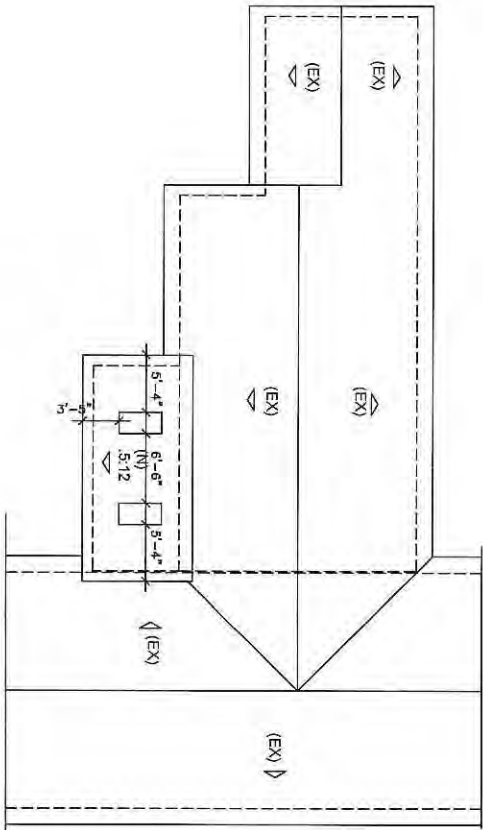
- 1
- ROOF MATERIAL--FLAT ROOF--CLASS A BUILT-UP ROOFING. TO MATCH EXISTING ALL ROOFING PER ASSOCIATION STANDARDS.
- 2
- PROVIDE MINIMUM 26 GA GALV. METAL FLASHING AT ALL EDGES, VALLEYS AND ROOF PENETRATIONS.
- 3
- PROVIDE ATTIC VENTILATION AT ALL VENT HOLES AT EA EAVE BULK VENTS SHALL BE 3" DIA. SHALL BE 1" MIN. SPACING. 1" EA SHALL CROSS-VENTILATION OF THE ATTIC.



FRONT ELEVATION
SCALE 1/4"=1'-0"



LEFT ELEVATION
SCALE 1/4"=1'-0"



ROOF PLAN
SCALE 1/8"=1'-0"

CHUN RESIDENCE
105-C VIA ESTRADA
LAGUNA WOODS, CA

DATE
13 DEC 2017

REVISIONS



FRAMING PLAN NOTES:

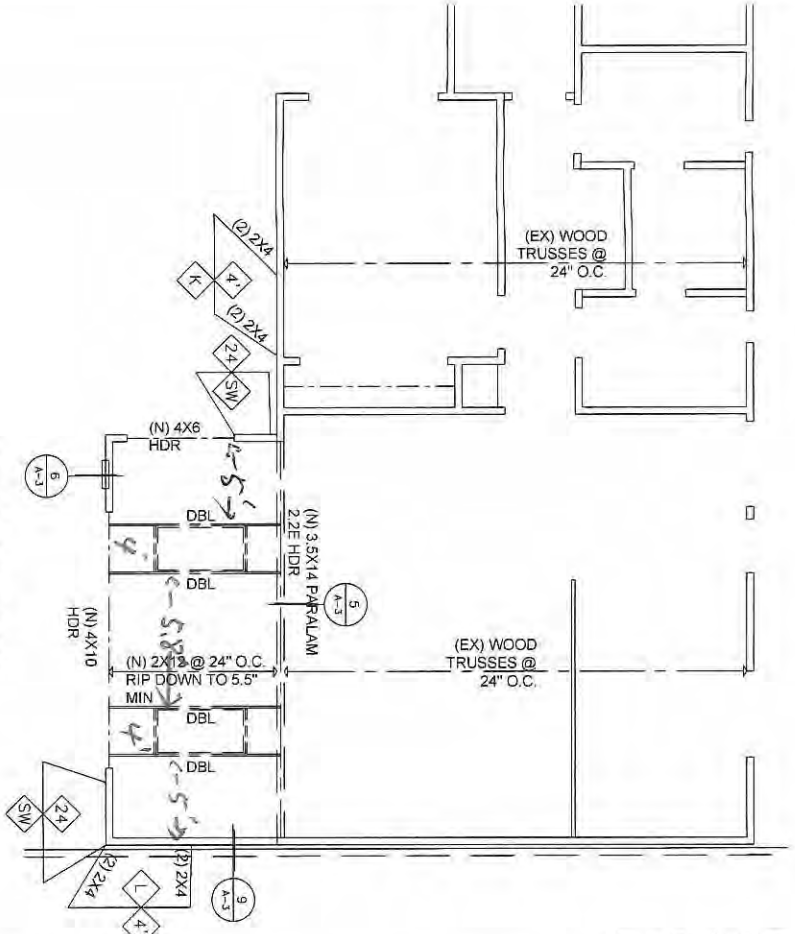
- 1. PROVIDE 4X POSTS AT EACH END OF 4X10 OR LARGER MEMBERS.
- 2. SILL PLATES- 2X4 PDSF SILL PLATES WITH 5/8" DIA ANCHOR BOLTS X 6" LONG.
- 3. ROOF SHEATHING- 1/2" CDX PLYWOOD WITH RADIANIT BARRIER, UNLOCKED WITH 100 @ 6" O.C. SUPPORTED ENDS AND BARRIER, 100 @ 12" O.C. FIELD NAILING (USE 1X6 SOLID TAG AT OVERHANGS)

STRUCTURAL CALCS

ROOF RAFTERS
2x6 @ 24" O.C.
SPAN 10'-2" MAX
PER TABLE 602.3.1

HDR @ LIV W-35(24x8/2)=525
L=103' W=23.4' I=992 I_p=721 USE 3.5X14 PARALAM 2.2E

HDR @ LIV EXT W-35(8/24x1.5)=193
L=12' M=3.5K S=38 I=93 USE 4X10 NO 2



SHEAR WALL SCHEDULE

NUMBER INDICATES LENGTH OF SHEAR WALL
LETTER INDICATES SHEAR PANEL WALLING PER BELOW.

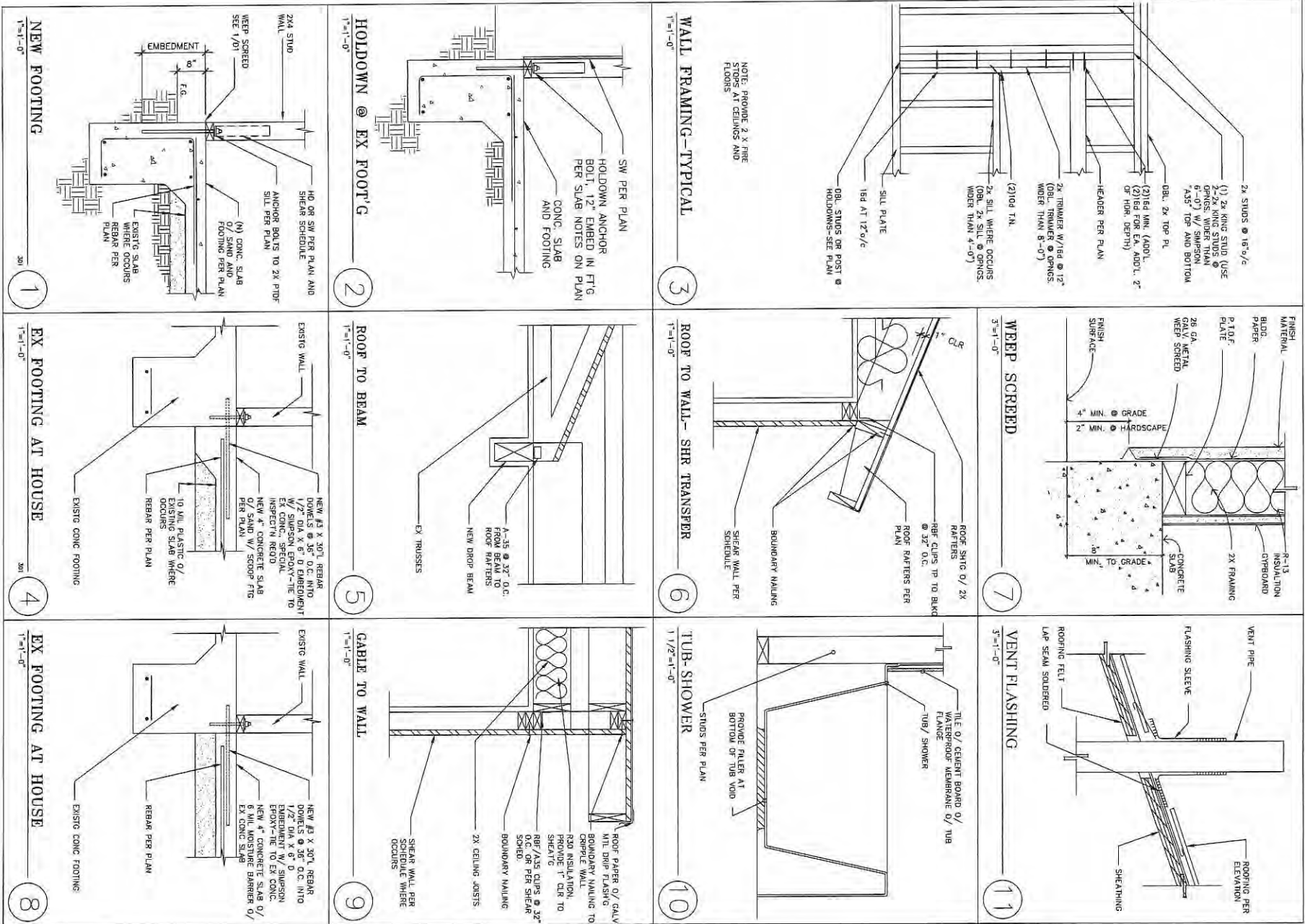
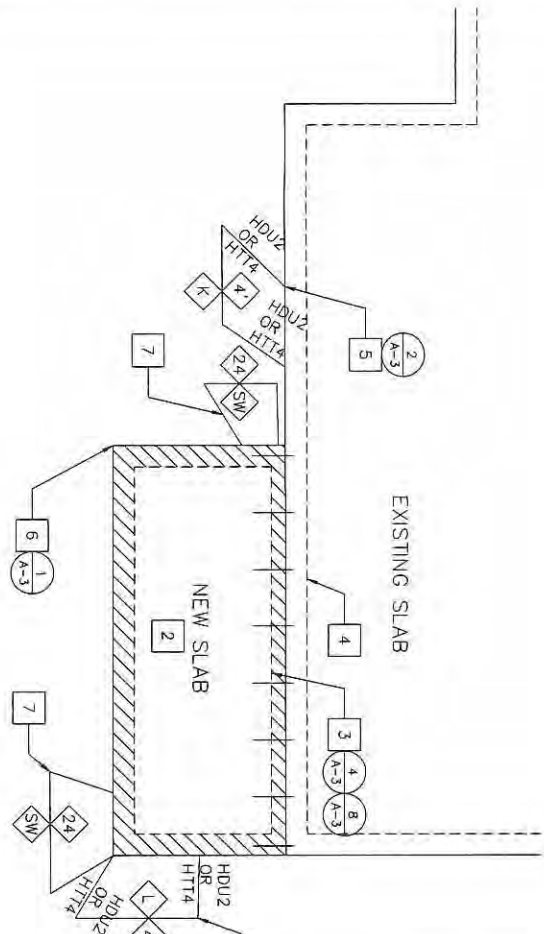
(320 #/7') 3/8" CDX PLYWOOD (BLOCK AT EDGES) WITH 80 COMMON NAILS @ 6" O.C. END NAIL/BOUNDARY NAIL, 12" O.C. FIELD NAIL, 16D @ 5" O.C. SILL PLATE TO JOIST/BLOCK, 5/8" ANCHOR BOLTS TO CONCRETE, 1/2" O.C. SILL PLATE TO CONCRETE, RAFTER/FLOOR JOIST TO TOP PLATE.

(360 #/7') 3/8" CDX PLYWOOD (BLOCK AT EDGES) WITH 80 COMMON NAILS @ 4" O.C. END NAIL/BOUNDARY NAIL, 12" O.C. FIELD NAIL, 16D @ 3" O.C. AT SILL PLATE TO CONCRETE, 5/8" ANCHOR BOLTS TO CONCRETE, 1/2" O.C. SILL PLATE TO CONCRETE, RFTER/FLOOR JOIST TO TOP PLATE.

SW24X8 SIMPSON STRONGWALL SW24X8 WITH (12) 1/4" X6" SPS (13.5K) SW24X8 TO CONCRETE, PROVIDE (4) A55 OR R6C CLIPS PER TO TOP P.L.T. PER ICC-ES ESR-1287, SEE DETAIL SHEET.

SLAB PLAN NOTES:

- 1. NEW FOOTINGS SHOWN SHADDED- 12" W X 24" D W/ (2) #3 TOP AND BOTTOM
- 2. NEW SLAB- 4" CONCRETE W/ #3 REBAR @ 18" O.C. EA WAY OVER 2" MOISTURE BARRIER OVER EX SLAB
- 3. NEW SCOOP FOOTING SHOWN SHADDED W/ #3 X 30" L REBAR @ 36" O.C. INTO 1/2" DIA X 6" D HOLES W/ SIMPSON EPOXY-TIE TO EX CONCRETE. SPECIAL INSPECTION REQUIRED.
- 4. EXISTE FOOTING
- 5. NEW HTT22 OR HTT4 HOLDOWN @ EX FOOTING TO 5/8" DIA THREADED ROD INTO 3/4" DIA X 12D HOLE WITH SNIP EPOXY-TIE, SPECIAL
- 6. NEW HOI2 OR HTT4 HOLDOWN NEW FOOTING TO 5/8" SLAB ANCHOR BOLT
- 7. NEW STRONG WALL TO 5/8" SNIP STAB ANCHOR BOLT TO NEW CONC FOOTING SEE DETAIL SHEET





Laguna Woods Village

Attachment: 2MANOR # 105-C☒ ULWM☐ TLHM

Variance Request Form

SA 21205376

Model: <u>SAN SEBASTIAN</u>	Plan: <u>TR</u>	Date: <u>12.3.2017</u>
Member Name: <u>OH SOON CHUN</u>	Signature: 	
Phone: 	Email: 	
Contractor Name/Co: <u>HR CONSTRUCTION</u>	Phone: 	Email: 

Description of Proposed Variance Request ONLY:

LIVING ROOM EXTENSION INTO EXISTING PATIO.

Dimensions of Proposed Variance Alterations ONLY:

19'3" WIDE x 8'0" DEEP.

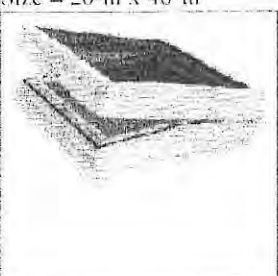
FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 12-8-17 Check# 1180 BY: OH S CHUN

Alteration Variance Request Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input checked="" type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____ _____	Complete Submittal Cut Off Date: <u>12-15-17</u> Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>1-17-18 (subject to change)</u> Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
---	---

Agenda Item # 9 Page 11 of 16

Project #: 527500483 Description: skylight
Customer Name: OHSON CHUN
Customer Phone:
Customer Address: 105 VIA ESTRADA UNIC
LAGUNA WOODS,
CA 92637
USA

Line Item	Product Code	Unit Price	Quantity	Total Price
Frame Size	Description			
0001	Manufacturer: Solar Industries, Inc.			
Size = 20-in x 40-in	 <p> Division : Millwork Product : Skylight / Roof Type : Skylight Configuration : Standard Operable Material : Aluminum Roof Type : Asphalt Shingle Installation Method : Self Flashing Dome Style : Dual Glazed Flat Glass Frame Spacing : Unsure Dimension Type : Rough Opening Fits Opening Width: 20-in Fits Opening Height: 40-in Glass Type - Outside Pane : Bronze Tempered Glass Type - Inside Pane : Clear Laminated Operation : Manual Series : SF/OPFG Exterior Color - Frame : Mill Lifetime Warranty : Lifetime Manufacturer Warranty on Product Lead Time : 10 Days SOS Number: 125279 </p>	\$402.06	1	\$402.06

Project Total: \$402.06

Salesperson: DOROTA TUREK (S1900DT2)

[Back to Quote](#)

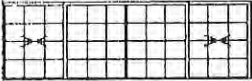


IMPROVING
Date: 11/02/2017

LOWE'S HOME CENTERS, LLC #1900



Project #: 523169088 Description: WINDOW SAMPLES
Customer Name: OHSON CHUN
Customer Phone:
Customer Address: 105 VIA ESTRADA UNIC
LAGUNA WOODS, CA 92637
USA

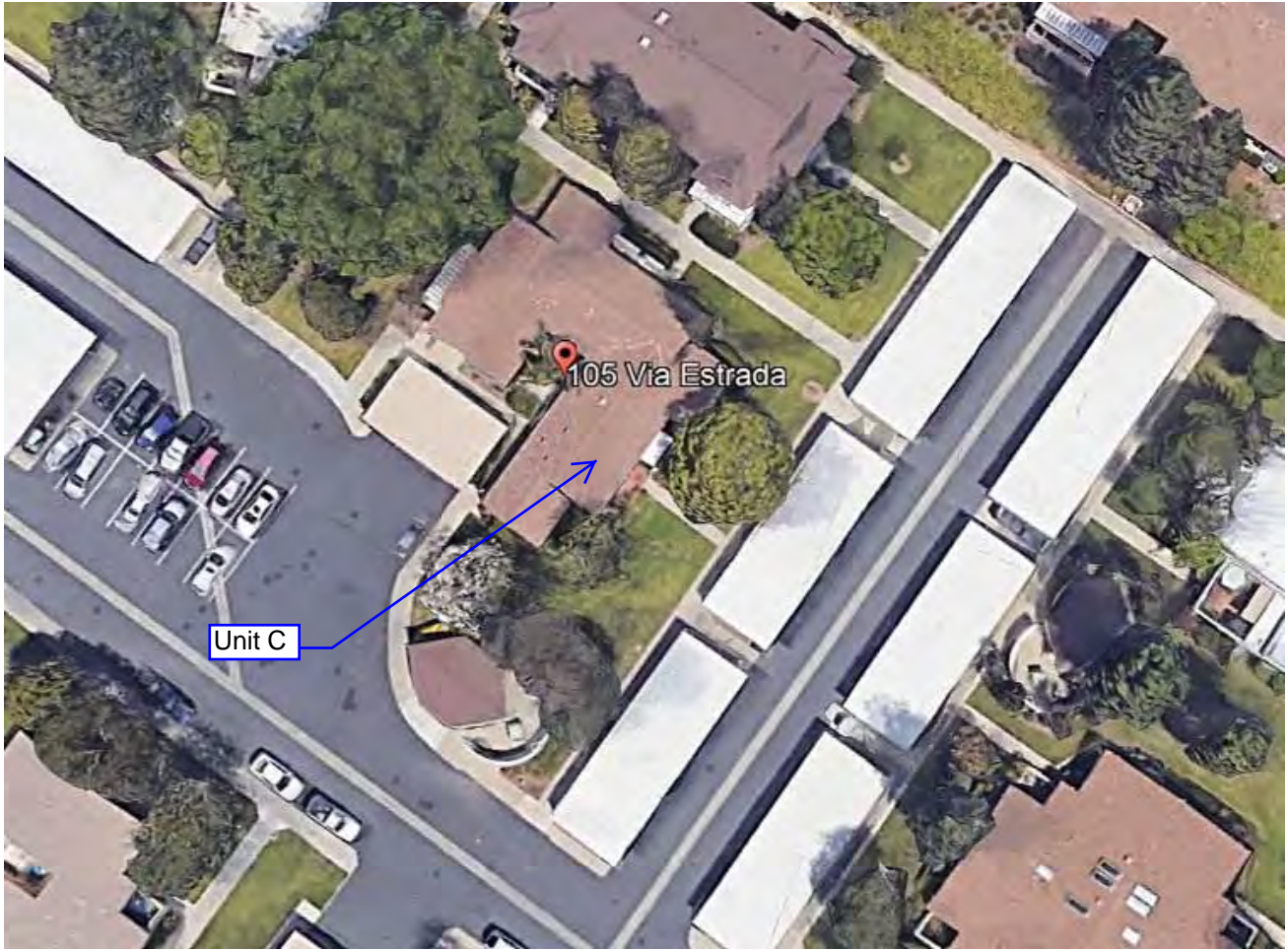
Line Item	Product Code	Unit Price	Quantity	Total Price
Frame Size	Description			
0001	Manufacturer: Milgard Temecula			
Actual Size = 143 1/2-in W x 47 1/2-in H	Division : Millwork Product : Windows Type : Sliding Manufacturer : Milgard Temecula Triple Glazed : No Product Line : Tuscany Product Offering : Horizontal Sliders Impact Certification : No Fin Type : 1-in Setback Material : Vinyl Configuration : DVTT1 Opening Type : Rough Actual Width : 143 1/2-in Actual Height : 47 1/2-in Fits Opening Width : 144-in Fits Opening Height : 48-in Sash Width : One Quarter Custom Sash Width : 36-in Exterior Finish : White Interior Finish : White Glazing : Dual Glazed (Insulated Glass) Energy Package : Title 24 Tempered : No Outer Glass Lite Option : SunCoatMAX Inner Glass Lite Option : Clear Outer Glass Lite Thickness : 1/8-in Inner Glass Lite Thickness : 1/8-in Gas Filled : Argon Spacer Type : EdgeGard Grid Type : Flat Exterior Grid Color : White Interior Grid Color : White			
		\$975.93	1	\$975.93



Attachment: 3



Attachment: 4





STAFF REPORT

DATE: January 17, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Judy Gu of 317-D (Madrid, 4)
Kitchen Wall Revision and Relocate Bedroom Closet

RECOMMENDATION

Staff recommends the Board approve the request for the proposed kitchen wall revision and relocation of bedroom closet with the conditions listed in Appendix A.

BACKGROUND

Ms. Judy Gu of 317-D Avenida Castilla, a Madrid style unit, requests Board approval of a variance to perform a kitchen wall revision and relocate a bedroom closet.

There is no Board approved Mutual Standard for wall revisions or closet relocations; a Variance is required for this proposal.

The bathroom split listed on the Variance request has been removed from the report due the Bathroom Split Standard approval in the recent January 9, 2018 Board meeting. The Mutual Consent for the bathroom split will be applied for 'over-the-counter'.

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

DISCUSSION

The water heater is being relocated to the exterior of the unit by Mutual Consent; the proposed kitchen wall revisions consist of replacing the existing water heater closet, with a forty-inch wide wall to close off the part of the kitchen behind the refrigerator. A new forty-inch wide floor to ceiling opening will be made leading from the kitchen to the previously enclosed patio that now serves as a dining room.

Additionally, as part of the bathroom split alteration, the existing closet in the master bedroom, which is currently located on the wall abutting the bathroom, is proposed to be removed. A new closet will be constructed the wall that abuts the living room. The new closet will measure seven feet, two inches wide and forty inches deep and will be constructed from floor to ceiling. A thirty-six inch clearance will be left between the closet and the bedroom window for egress.

A Neighbor Awareness Notice was sent to Units 317-A, 317-B, 317-C on December 29, 2017 due to sharing common walls with the unit.

At the time of writing the report, there are fourteen open Mutual Consents for 317-D as part of a unit remodel.

Mutual Consents 317-D		
Description	Issued Date	Mutual Permit
Washer & Dryer	10/10/2017	171811
Electrical in Bedroom 1	10/10/2017	171811
Electrical in Bedroom 2	10/10/2017	171811
Electrical in Living Room	10/10/2017	171811
Electrical Throughout	10/10/2017	171811
HVAC Central	10/10/2017	171811
Wall Revision in Bedroom 1	10/10/2017	171811
Demo Heat Pump in Living Room	10/10/2017	171811
Demo Heat Pump in Dining Room	10/10/2017	171811
Water Heater Relocation	10/10/2017	171811
Wall Revision in Living Room	10/10/2017	171811
Skylight in Living Room	10/10/2017	171811
Skylight in Living Room	10/10/2017	171811
Demo Acoustic Ceilings Throughout	10/11/2017	171740

A closet relocation was approved for 449-H December 2017. Due to Madrid floor plans allowing for kitchen window to door conversions as a Standard, there are no previous variance requests on file for installing an opening.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 317-D.

Prepared By: Gavin Fogg, Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request, December 6, 2017
Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **317-D**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **317-D** for **Kitchen Wall Revision and Relocate Bedroom Closet**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 317-D and all future Mututal Members at 317-D.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee,

including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. 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.
9. 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.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the Issuance of a Mutual Consent for Unit Alterations, **the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed.** The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review.
12. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall

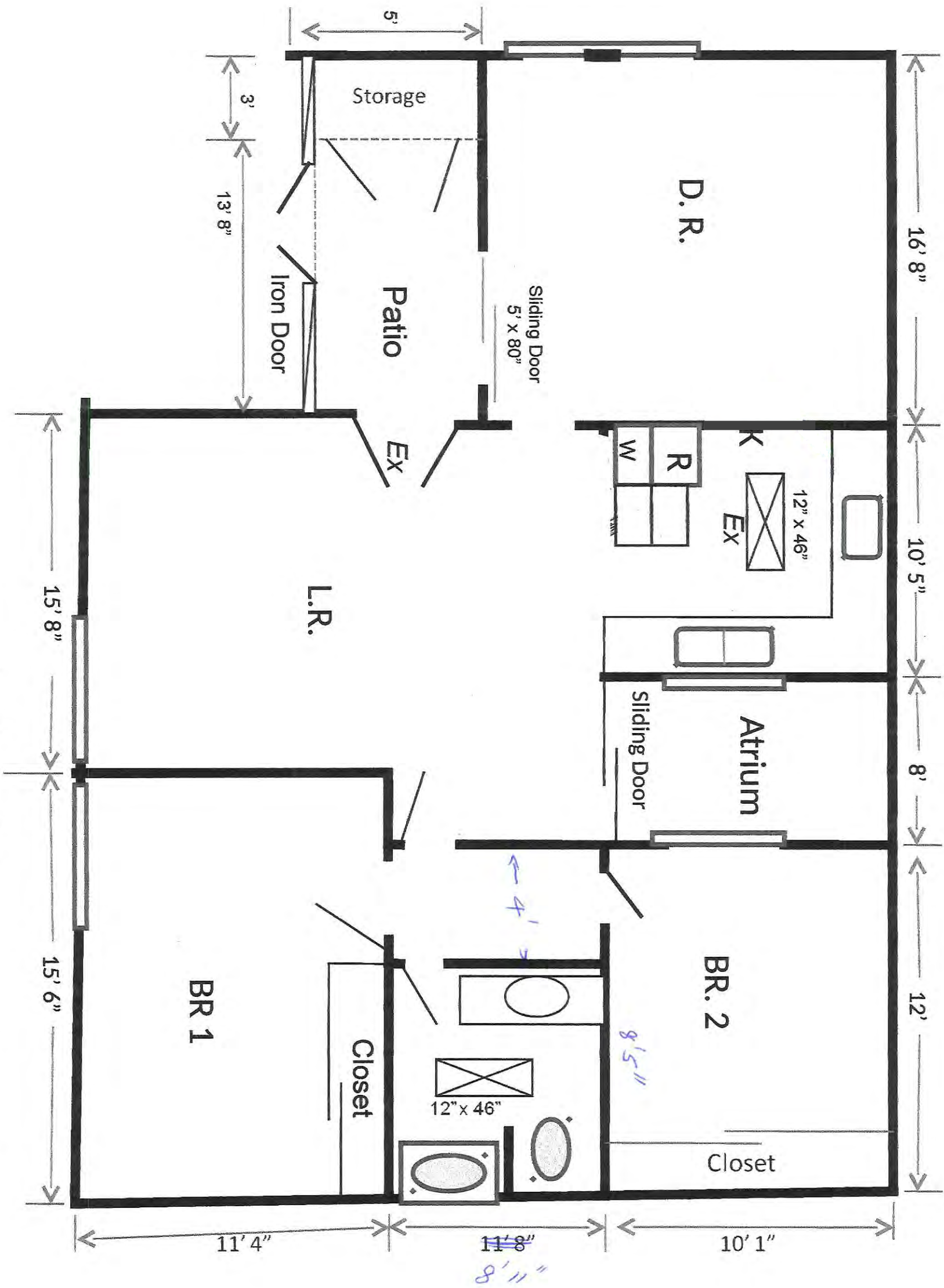
post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. Conformance Deposit will be held until both a Final Mutual Consent for Unit Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.

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

Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

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

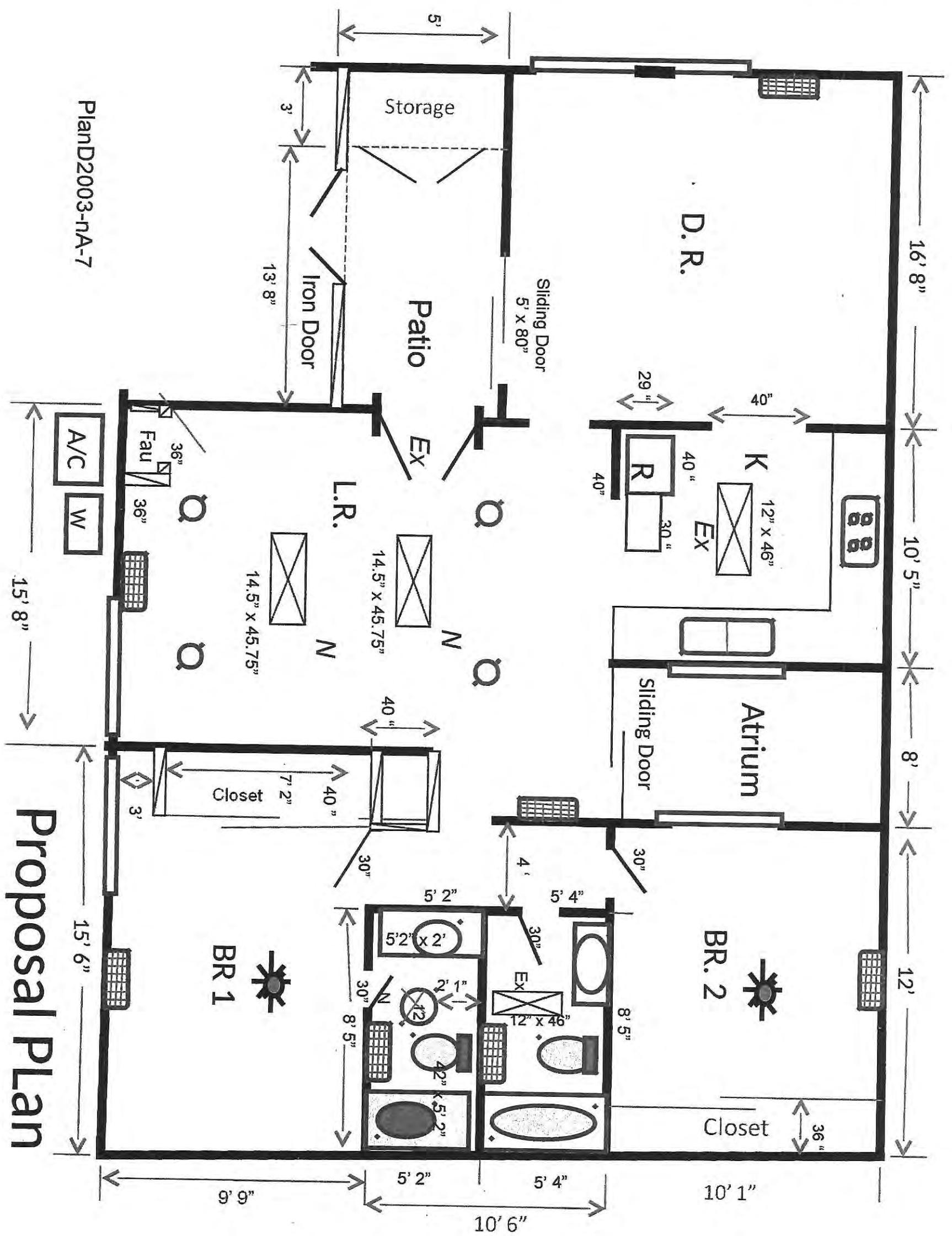
317 Avenida Castilla, Unit D, Laguna Woods, CA 92637



Existing Plan

FnPlan2003-Ex2

317 Avenida Castilla, Unit D, Laguna Woods, CA 92637





Laguna Woods Village

Attachment: 2MANOR # 317-D☒ ULWM☐ TLHM

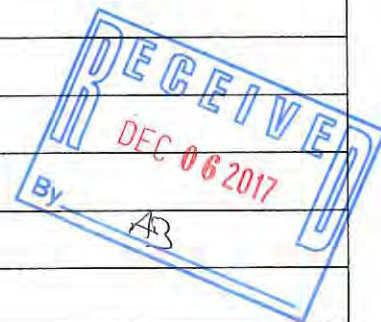
Variance Request Form

SA 21204737

Model: <u>Madrid</u>	Plan: <u>4</u>	Date: <u>12-6-17</u>
Member Name: <u>Judy Gu</u>	Signature: <u>Judy Gu</u>	
Phone: <u>[REDACTED]</u>	Email: <u>[REDACTED]</u>	
Contractor Name/Co.: <u>Jason Guan</u>	<u>[REDACTED]</u>	

Description of Proposed Variance Request ONLY:

1. ~~Bedroom #1 Split~~ (1) Bedroom Split, Kitchen Wall
2. split bathroom, install skylight Over Counter
3. Relocate closet for bedroom #1
4. [REDACTED]



Dimensions of Proposed Variance Alterations ONLY:

1. Bedroom #1 8'5" x 5'7"
2. Bedroom #2 8'5" x 5'4"
3. Bedroom #1 closet: 7'8" x 40"
4. Kitchen Wall 40" Counter 30" Kitchen Wall 40"

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 12-6-17 Check# 1963 BY: Judy Y Gu

Alteration Variance Request	Complete Submittal Cut Off Date: 12-15-17
Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>1-17-18 (Subject to Change)</u> Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

Attachment: 3





STAFF REPORT

DATE: January 17, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Young B. Lee of 566-B (Cordoba 1A4)
Wall Revision on Previously Enclosed Atrium

RECOMMENDATION

Staff recommends the Board approve the request to revise the existing atrium enclosed walls with the conditions as stated in Appendix A.

BACKGROUND

Mr. Lee of 566-B Avenida Sevilla, a Cordoba style unit, requests Board approval of a variance to revise his existing enclosed atrium by replacing all windows and one sliding glass door with drywall and replacing the remaining sliding glass door with a French door.

Due to the absence of a Mutual Standard that addresses this work, a Variance is required.

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

DISCUSSION

Mr. Lee proposes to enclose the atrium and create a study with a single entrance from the living room. To accomplish this he proposes to replace the existing sliding glass door that leads to the adjacent living room with a French door. The existing opening for the sliding glass door is ninety-four inches wide by eighty inches tall; the opening will need to be modified to install the proposed French door which is seventy-four inches wide by eighty-four inches tall.

Mr. Lee proposes to remove both existing windows that abut the hallway. Additionally he proposes to remove the window and the sliding glass door that borders the living room. All door and window removals will be patched back with drywall. He plans to skim coat the stucco in the atrium to provide a smooth texture to match the new drywall.

A Mutual Consent is on file from 7/24/1978 for the original Atrium Enclosure. Since the adjacent bedroom has an existing window, the removal of the connecting sliding glass door does not affect emergency egress.

Currently, there are seven open Mutual Consents for Unit 566-B.

Mutual Consents 566-B		
Description	Issue Date	Mutual Permit
Door Revision, Entry Stained Glass	9/8/2017	171956
Electrical Throughout	12/8/2017	172465
Tub to Tub Bath 2	12/8/2017	172465
Vanities in BA 1 & BA 2	12/8/2017	172465
Kitchen Remodel	12/8/2017	172465
Dishwasher	12/8/2017	172465
Kitchen Demolition Panel	12/8/2017	172465

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 566-B.

A Neighbor Awareness Notice was sent to Units 566-A, 566-C and 566-D on December 29, 2017 due to sharing common walls or being potentially affected during construction.

A revision to an enclosed atrium's walls for a similar unit was approved for 935-A in August 2017.

Prepared By: Gavin Fogg, Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, November 27, 2017

Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **566-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **566-B** for **Revisions to Atrium walls**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 566-B and all future Mututal Members at 566-B.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall

be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. 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.
9. 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.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.
12. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered

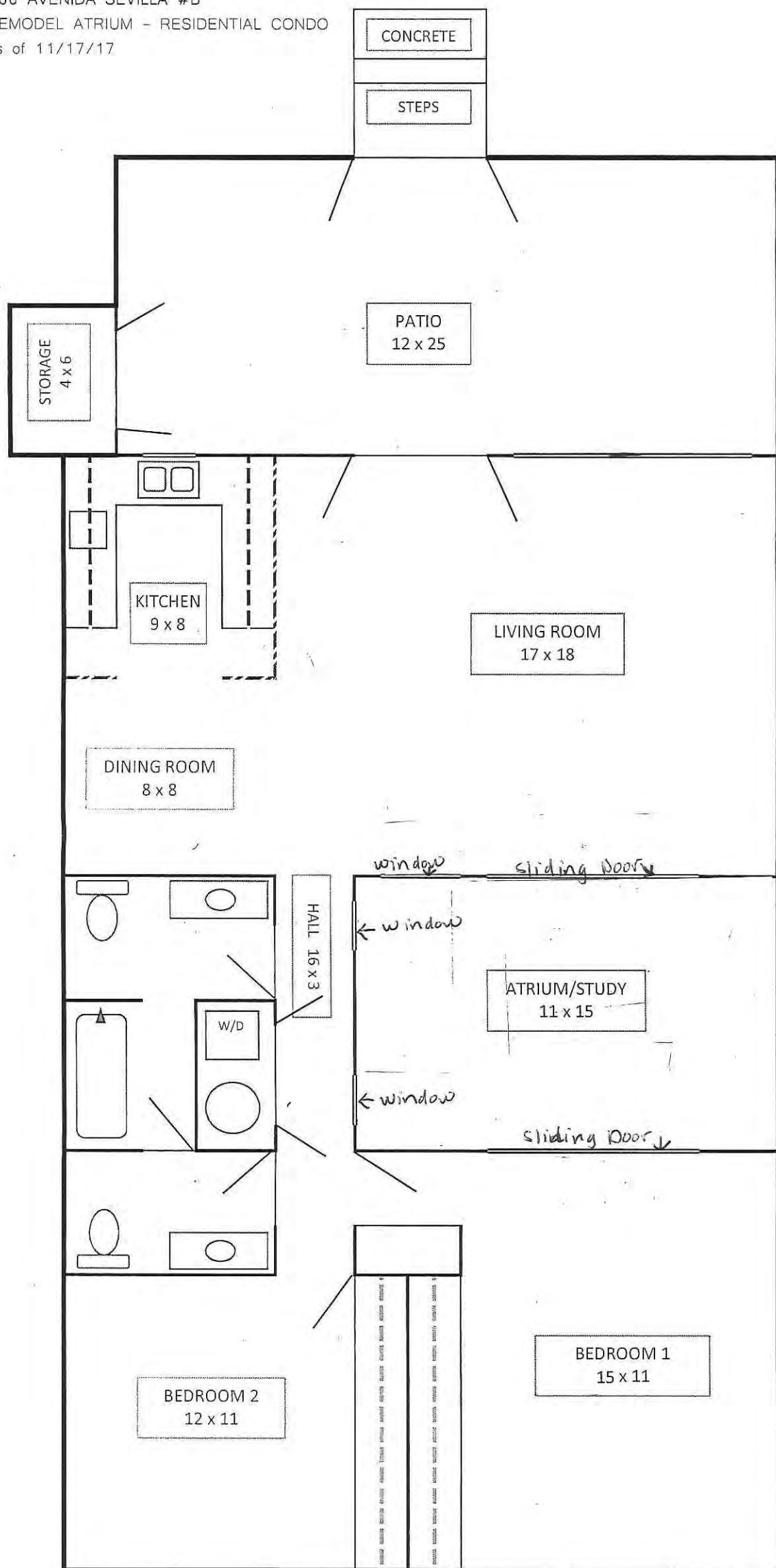
exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.

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

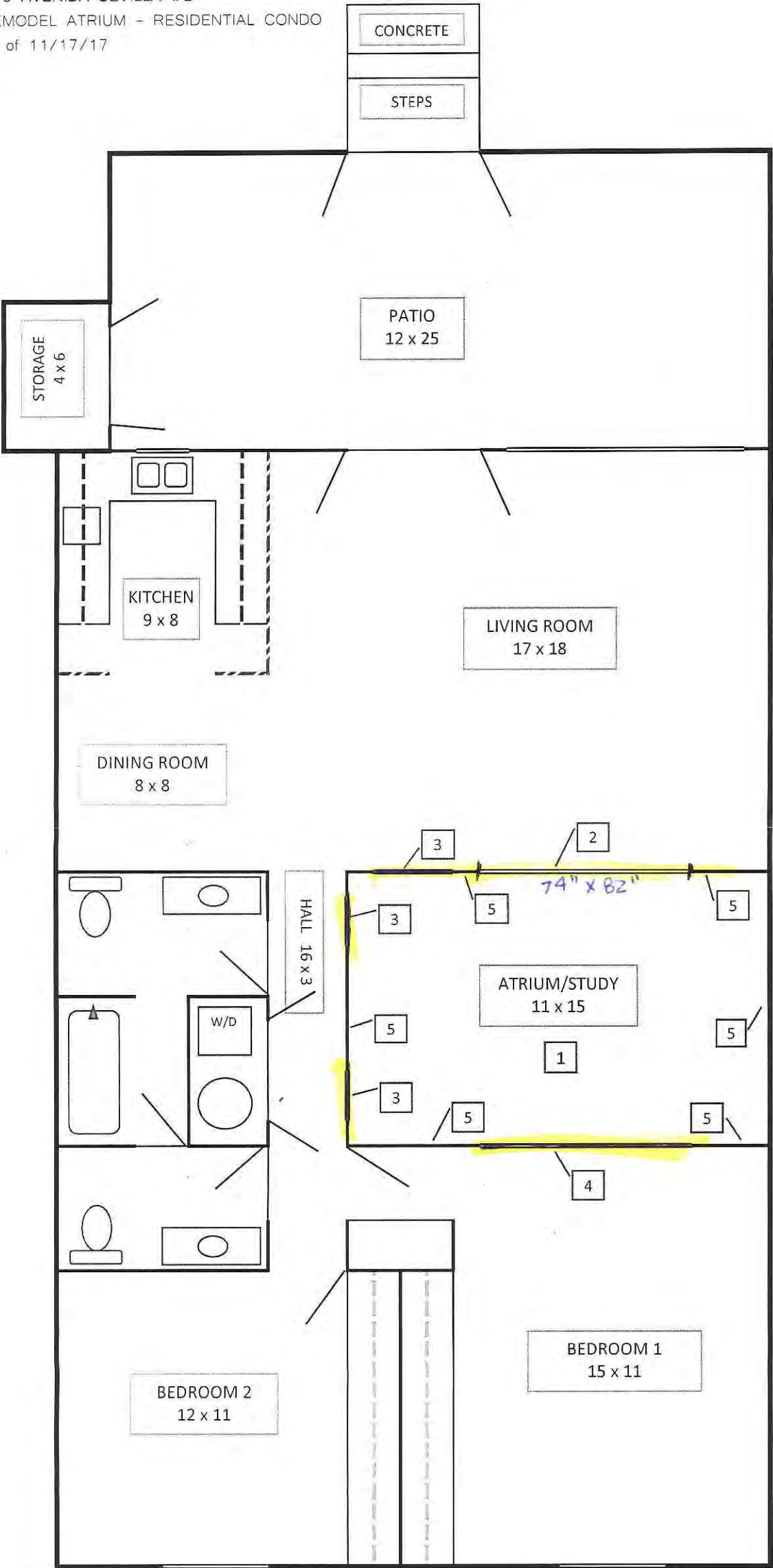
17. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
18. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City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

Attachment: 1

566 AVENIDA SEVILLA #B
REMODEL ATRIUM - RESIDENTIAL CONDO
as of 11/17/17



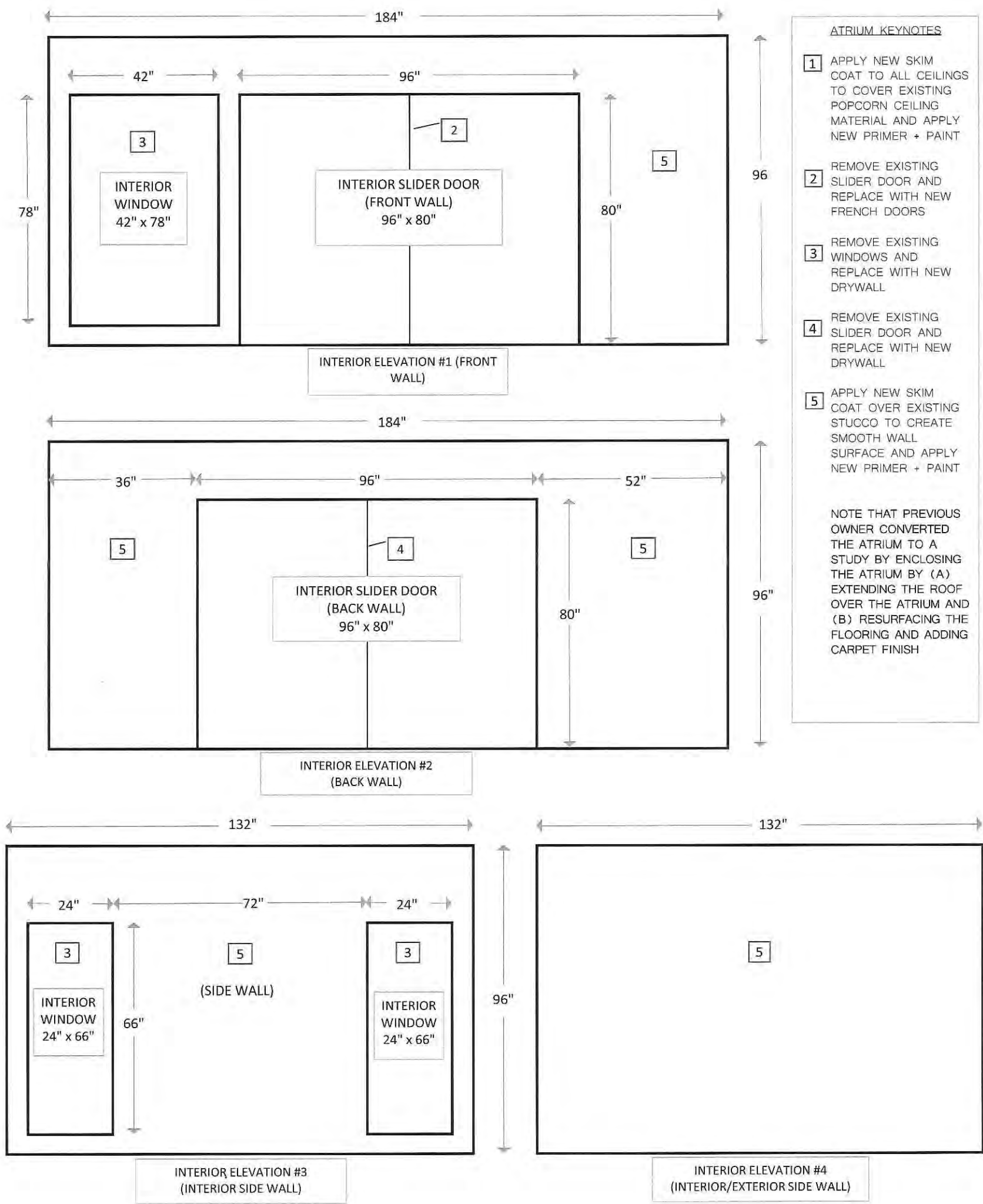
566 AVENIDA SEVILLA #B
REMODEL ATRIUM - RESIDENTIAL CONDO
as of 11/17/17



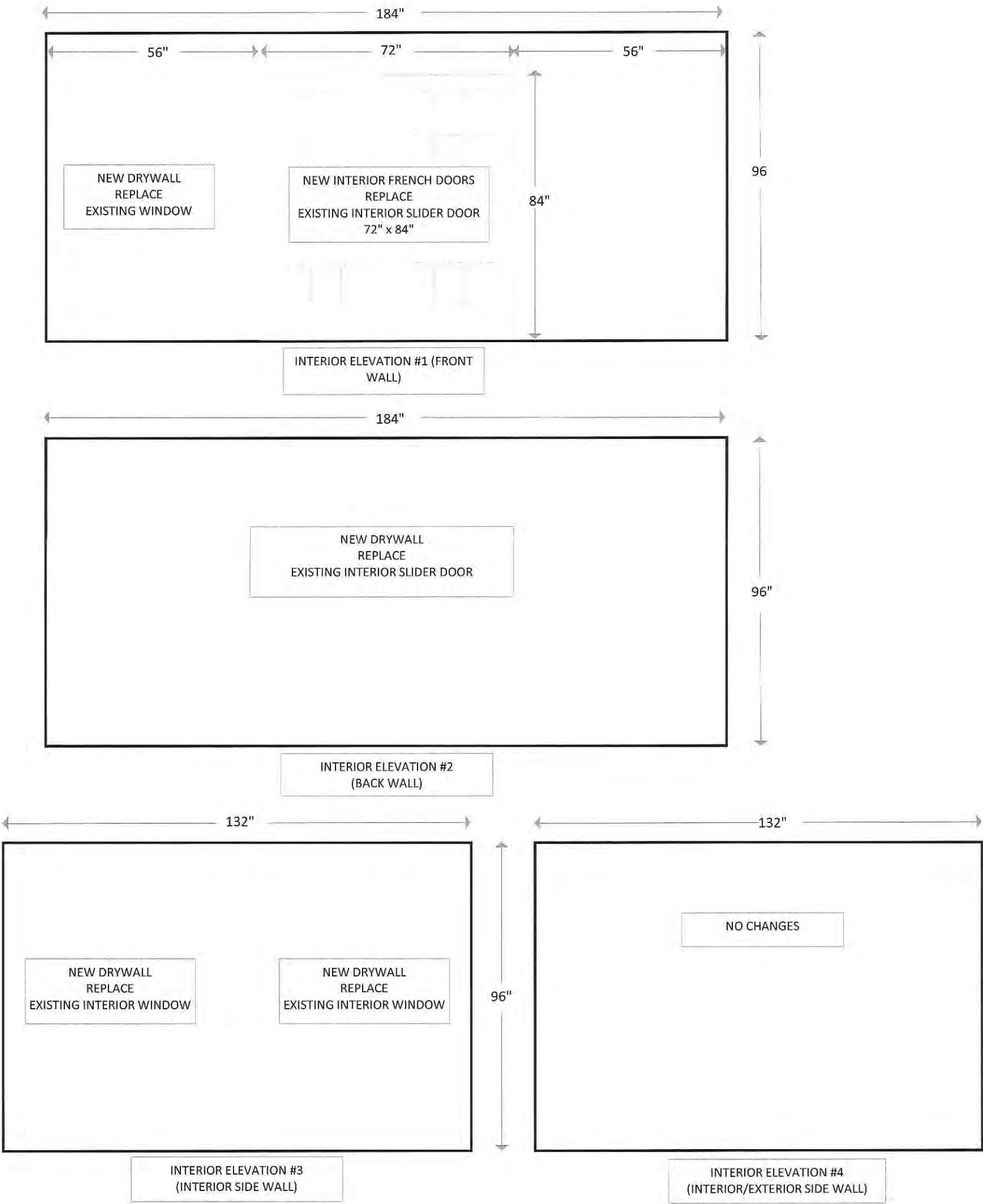
ATRIUM KEYNOTES

- 1 APPLY NEW SKIM COAT TO ALL CEILINGS TO COVER EXISTING STUCCO AND APPLY NEW PRIMER + PAINT
- 2 REMOVE EXISTING SLIDER DOOR AND REPLACE WITH NEW FRENCH DOORS
- 3 REMOVE EXISTING WINDOWS AND REPLACE WITH NEW DRYWALL
- 4 REMOVE EXISTING SLIDER DOOR AND REPLACE WITH NEW DRYWALL
- 5 APPLY NEW SKIM COAT OVER EXISTING STUCCO TO CREATE SMOOTH WALL SURFACE AND APPLY NEW PRIMER + PAINT

NOTE THAT PREVIOUS OWNER CONVERTED THE ATRIUM TO A STUDY BY ENCLOSING THE ATRIUM BY (A) EXTENDING THE ROOF OVER THE ATRIUM AND (B) RESURFACING THE FLOORING AND ADDING CARPET FINISH



566 AVENIDA SEVILLA #B
RESIDENTIAL CONDO
PROPOSED ATRIUM
as of 12/5/17





Laguna Woods Village

Attachment: 2MANOR # 566-B☒ ULWM☐ TLHM

Variance Request Form

SA 21201150

Model: <u>Cordoba</u>	Plan: <u>1A4</u>	Date: <u>11/21/17</u>
Member Name: <u>Young Lee</u>	Signature: <u>Young B. Lee</u>	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co: <u>Eddie Stokes / CCC</u>	[REDACTED]	

Description of Proposed Variance Request ONLY:

Previous owner enclosed the Atrium. Roof extends over the atrium and the area is an interior room. I would like the windows removed and replaced with new drywall. I would also like to replace the sliding glass door with a french door. (The other slider to be replaced with drywall). I am replicating what the owner of 504 Avenida Sevilla #C has done with the Atrium. Please see attached photo.

Dimensions of Proposed Variance Alterations ONLY:

Remove existing 94" X 80" glass sliding door ^{replace} with french door 74 X 82.

Remove back slider 96 X 80" with new drywall.

Remove (2) side windows 24 X 66" with new drywall.

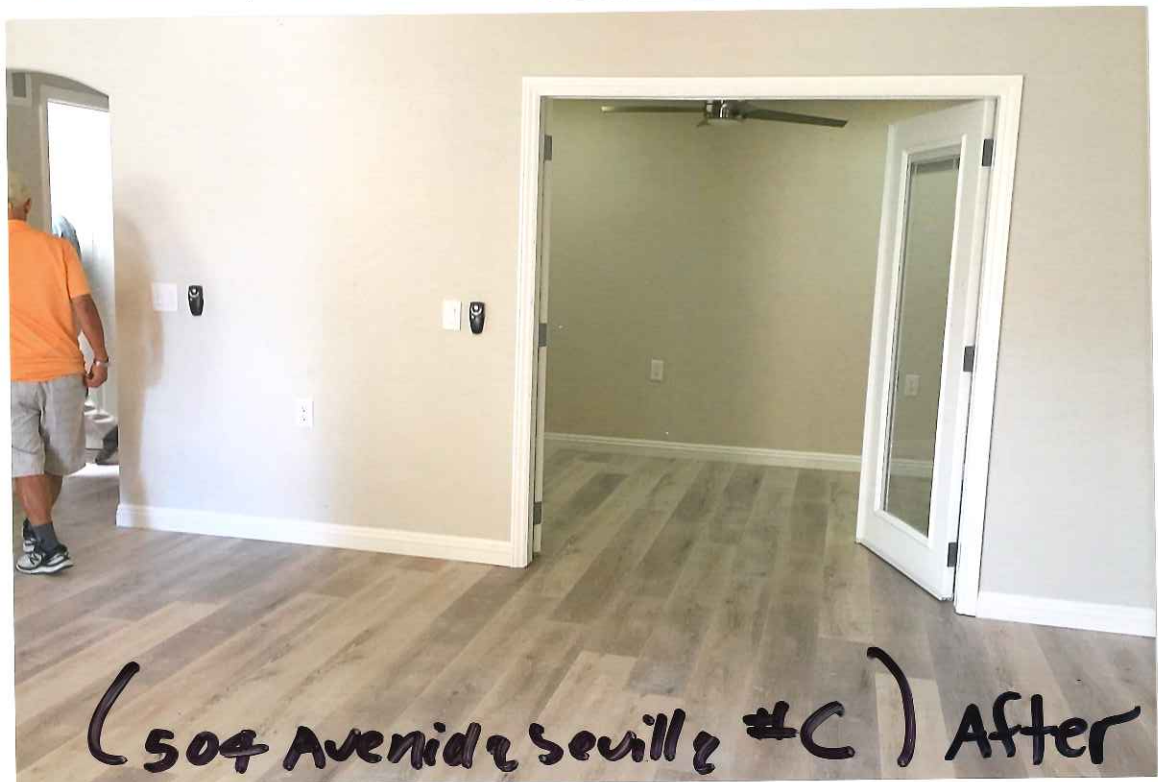
Remove window 42" X 78" with drywall.



FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 11-27-17 Check# 11093 BY: Susan T Lee

Alteration Variance Request Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input checked="" type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Complete Submittal Cut Off Date: <u>12-15-17</u> Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>1-17-18</u> ^{subject to change} Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
--	--



Attachment: 3





STAFF REPORT

DATE: January 17, 2018
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Il Lae Cho of 2003-A (Valencia, FG04)
Kitchen, Bedroom and Atrium Wall Revision and Closet Relocation

RECOMMENDATION

Staff recommends the Board approve the request for the proposed kitchen, bedroom and atrium wall revision and closet relocation with the conditions listed in Appendix A.

BACKGROUND

Mr. Il Lae Cho of 2003-A Via Mariposa West, a Valencia style unit, requests Board approval of a variance for a kitchen, bedroom and atrium wall revision and closet relocation.

There are no existing Standard plans for the proposed wall revisions or closet relocation being proposed. As a result, a Variance is needed for each of the aforementioned items.

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

DISCUSSION

The proposed kitchen wall revision would involve removing the existing partition wall between the kitchen and hallway and closing the current doorway that leads to the bedrooms area. The atrium was enclosed via Mutual Consent in 1987; the atrium partition walls that are adjacent to the living room are to be removed, creating access to the bed and bath rooms. Due to the existence of a header above these partitions, they will be able to create a ten foot, two inch wide by six foot, ten inch tall opening.

The existing sliding glass door from the second bedroom to the atrium would be removed and a cased opening would be constructed in the same six feet wide by six foot, ten inch tall space beneath the existing header. In addition to removing the sliding glass door to the bedroom, the existing swing door to the bedroom would be removed and closed in with wood frame and drywall to match the adjacent walls.

Mr. Cho is also proposing to remove the existing closet in the master bedroom, and add a new infill wall measuring two feet, eight inches wide as part of a bathroom remodel (Mutual Consent via Bathroom Split Mutual Standard). The new closet will be eight feet tall and located on the adjacent wall (see Attachment 1) and will measure twelve feet wide by two feet deep.



A Neighbor Awareness Notice was sent to Units 2003-B, 2003-C and 2003-D due to sharing common walls and/or potential for being affected by construction noise.

At the time of writing the report, there are ten open Mutual Consents for 2003-A as shown below:

Mutual Consents 2003-A		
Description	Issued Date	Mutual Permit
Kitchen Remodel	10/6/2017	172093
Dishwasher	10/6/2017	172093
Electrical Throughout	10/6/2017	172093
Relocation of FAU "Air Handler"	10/6/2017	172093
Demo Skylight in Kitchen	10/6/2017	172093
Wall Revision in Bathroom 1	10/6/2017	172093
Wall Revision in Bathroom 2	10/6/2017	172093
Wall Revision in Kitchen	10/6/2017	172093
Tub to Shower in Bathroom 1	10/6/2017	172093
Shower to Tub in Bathroom 2	10/6/2017	172093

A similar closet relocation was approved for 449-H in December 2017. No prior examples of closing the hallway door to bed and bathroom area was found on file.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 2003-A.

Prepared By: Gavin Fogg, Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request, October 5, 2017
Attachment 3: Map



APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **2003-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **2003-A** for **Kitchen, Bedroom and Atrium Wall Revision and Closet Relocation**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2003-A and all future Mututal Members at 2003-A.



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



maintained upon completion of the proposed improvement.

11. Prior to the Issuance of a Mutual Consent for Unit Alterations, **the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed.** The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review.
12. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as “United Laguna Woods Mutual Color Selections” at Resident Services, located at the Community Center first floor.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. Conformance Deposit will be held until both a Final Mutual Consent for Unit Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
14. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual’s sole discretion, to any fine levied against the Member or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual’s account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member ’s contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual’s account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.



15. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
16. Any remaining Conformance Deposit is refundable if the Member notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member's address of record with the Mutual. Under no circumstances shall Member be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
17. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
18. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
19. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
20. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
21. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months



may be granted.

22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
23. Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same.

THESE PLANS WERE DEVELOPED RESTRICTIVELY FOR USE ON THE STRUCTURES AND BY PERSONS/COMPANY AS SPECIFIED IN THE TITLE BLOCK. ANY OTHER USE, REUSE, REPRODUCTION, LIMITED TO DISSEMINATION AND COPYING) OF THESE AS ANY USE OF THE PLANS BY ANY PARTY OR PARTIES OTHER THAN THE ONES SPECIFIED IN THE TITLE BLOCK, ARE STRICTLY PROHIBITED UNLESS UNDER A WRITTEN PERMISSION BY CHOO ARCHITECTS.

PROJECT (#02701)	
2003 VIA MARIPOSA W UNIT A MANOR ALTERATION PERMIT	
LOCATION	2003 VIA MARIPOSA, W UNIT A LAGUNA WOODS, CA 92637

REVISIONS		
0	10/24/17	SUBMITTAL
REV.	DATE	DESCRIPTION

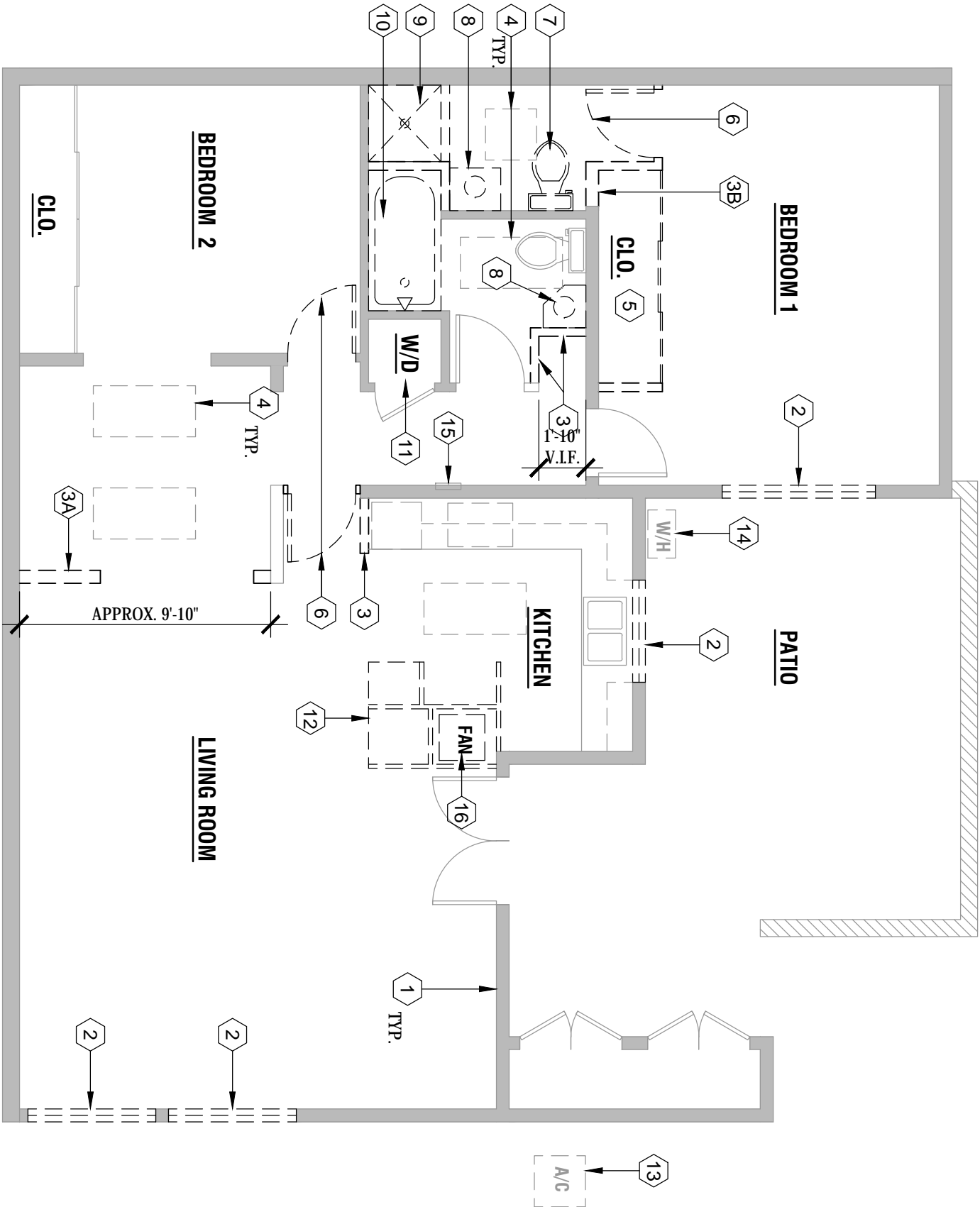
DATE : January 8, 2018	
TOTAL 2 SHEETS	
COVERSHEET / DEMOLITION	

SCOPE OF WORK

- INTERIOR REMODEL
- NO CHANGE TO EXTERIOR, USE, OR BUILDING AREA

GENERAL NOTES

- CONSTRUCTION, WORKMANSHIP, AND MATERIALS SHALL CONFORM TO: NOTES IN THIS SET OF CONSTRUCTION DOCUMENTS, ALL APPLICABLE LOCAL AND STATE CODES INCLUDING,
2016 CALIFORNIA RESIDENTIAL CODE
2016 CALIFORNIA BUILDING CODE
2016 CALIFORNIA PLUMBING CODE
2016 CALIFORNIA ELECTRICAL CODE
2016 CALIFORNIA MECHANICAL CODE
2016 CALIFORNIA ENERGY CODE
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY APPROVALS AND PERMITS PRIOR TO COMMENCING CONSTRUCTION.
- DRAWINGS SHALL NOT BE SCALED TO DETERMINE ANY DIMENSIONS. REFER ONLY TO WRITTEN INFORMATION, OR USE FIGURED DIMENSIONS. DIMENSIONAL DISCREPANCIES SHALL BE CALLED TO THE ATTENTION OF THE ARCHITECT PRIOR TO CONSTRUCTION.
- APPROVALS BY BUILDING INSPECTORS SHALL NOT CONSTITUTE AUTHORITY TO DEVIATE FROM THESE CONSTRUCTIONS DOCUMENTS.
- IN THE EVENT CERTAIN FEATURES OF THE CONSTRUCTION ARE NOT FULLY SHOWN ON THE DRAWINGS, THEIR CONSTRUCTION SHALL BE OF THE SAME CHARACTER AS FOR SIMILAR CONDITIONS THAT ARE SHOWN. IF FEATURES ARE STILL UNCLEAR, CONTACT THE ARCHITECT FOR CLARIFICATION.
- CONTRACTOR IS RESPONSIBLE TO SUPERVISE AND COORDINATE CONSTRUCTION AT ALL TMES WHILE WORK IS IN PROGRESS.
- THE CONTRACTOR IS SOLELY RESPONSIBLE FOR FINAL DIMENSIONS, QUANTITIES, AND COORDINATION OF THE WORK OF ALL TRADES, QUALITY CONTROL, AND CONSTRUCTION STANDARDS FOR THIS PROJECT.
- CONDITIONS SHOWN OR NOTED AS EXISTING ARE BASED ON THE BEST INFORMATION AVAILABLE AT THE TIME OF THE PREPARATION OF THESE DRAWINGS. NO WARRANTY IS IMPLIED AS TO THE ACCURACY OF EXISTING CONDITIONS. THE CONTRACTOR SHALL REFER TO THE ORIGINAL CONSTRUCTION DOCUMENT, IF ANY, FOR INFORMATION REGARDING EXISTING CONSTRUCTION AND SHALL FIELD VERIFY ALL CONDITIONS. IF CONDITIONS BECOME APPARENT WHICH DIFFER FROM THE CONDITIONS SHOWN HEREIN, THEY SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT. DIMENSIONS TAKE PRECEDENCE OVER SCALE OF DRAWING, HOWEVER, SIGNIFICANT CONFLICTS SHALL BE RESOLVED AS NOTED.
- THE CONTRACTOR SHALL SUPERVISE, DIRECT THE WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES. THE SUPPORTING SERVICES BY THE ARCHITECT, WHETHER PERFORMED PRIOR TO, DURING, OR AFTER CONSTRUCTION, ARE PERFORMED SOLEY FOR THE PURPOSE OF ASSISTING IN QUALITY CONTROL AND IN ACHIEVING CONFORMANCE WITH CONTRACT DRAWINGS AND PROJECT SPECIFICATIONS, BUT THEY DO NOT GUARANTEE THE CONTRACTORS PERFORMANCE AND SHALL NOT BE CONSIDERED AS SUPERVISION OF CONSTRUCTION.
- CUTTING, BORING, SAW-CUTTING, OR DRILLING THROUGH STRUCTURAL MEMBERS OTHER THAN THOSE DETAILED ON DRAWINGS SHALL NOT BE DONE WITHOUT THE ARCHITECT'S APPROVAL.



X KEYNOTES	
1	EXISTING WALL TO REMAIN
2	REMOVE EX. WINDOW ASSEMBLY FOR RETROFIT
3	REMOVE EXISTING PARTITION
3A	REMOVE INFILL WALL WITHIN EXISTING OPENING BELOW EXISTING 4X10 WD. HEADER
3B	REMOVE INFILL WALL BELOW EXISTING 4X6 WD. HEADER
4	EXISTING SKYLIGHT TO REMAIN
5	REMOVE EXISTING CLOSET. CLOSET DOOR AND WING PARTITION
6	REMOVE EXISTING DOOR & PARTITION

X KEYNOTES	
7	REMOVE EX. TOILET
8	REMOVE EX. VANITY & SINK
9	REMOVE EX. SHOWER
10	REMOVE EX. BATHTUB
11	EXISTING LAUNDRY CLOSET TO REMAIN
12	REMOVE EX. ENTIRE MILLWORK
13	EXISTING AC CONDENSING UNIT TO REMAIN
14	EXISTING WATER HEATER TO REMAIN
15	EXISTING ELECTRICAL PANEL TO REMAIN
16	REMOVE EX. FAN FOR RELOCATION

THESE PLANS WERE DEVELOPED RESTRICTIVELY FOR THE USE ON THE STRUCTURES AND BY THE PERSONS COMPANY AS SPECIFIED IN THE TITLE BLOCK. ANY OTHER USE (INCLUDING, BUT NOT LIMITED TO, DISSEMINATION AND COPYING) OF THESE AS ANY USE OF THE PLANS BY ANY PARTY OR PARTIES OTHER THAN THE ONES SPECIFIED IN THE TITLE BLOCK, ARE STRICTLY PROHIBITED WITHOUT A WRITTEN PERMISSION FROM ARCHITECTS.

PROJECT (#02701)

2003 VIA MARIPOSA W UNIT A MANOR ALTERATION PERMIT

LOCATION

2003 VIA MARIPOSA, W UNIT A
LAGUNA WOODS, CA 92637

REVISIONS		
REV.	DATE	DESCRIPTION
0	10/24/17	SUBMITTAL
DATE : January 8, 2018		

TOTAL 2 SHEETS

NEW WORK

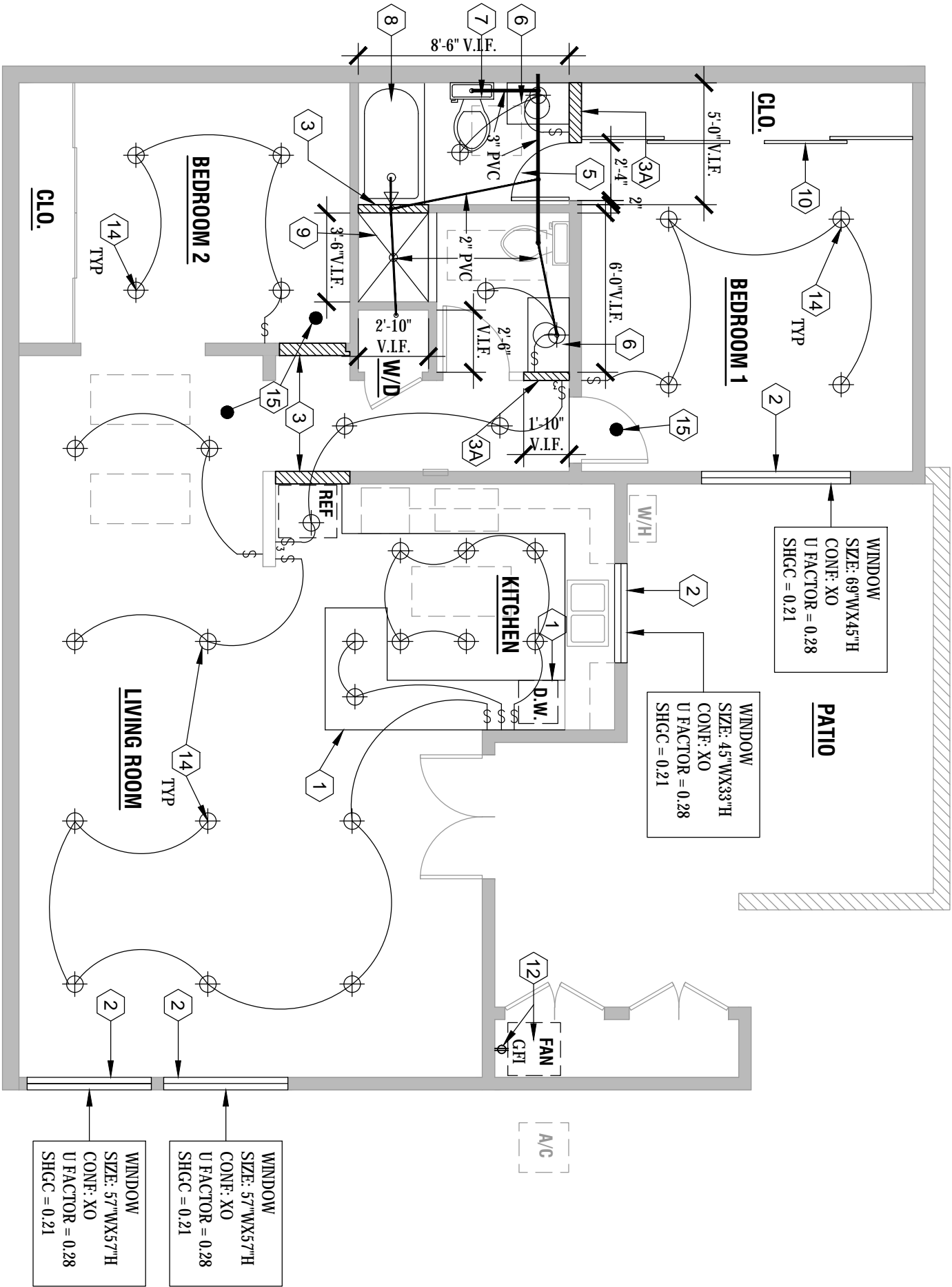
KEYNOTES

1	NEW MILLWORK, BASE CABINET
2	NEW RETROFIT WINDOW
3	NEW PARTITION: 1/2" GYP. BD. BOTH SIDES ON 2X4 WD. STUD @24"O.C., TYP.
3A	NEW INFILL WALL TO MATCH CONSTRUCTION OF EXISTING ADJACENT 2X STUD WALL
4	NEW WASHER/DRYER CLOSET; PROVIDE ADEQUATE POWER/GAS/VENTILATION/ EXHAUST AS NEEDED
5	NEW 2'-4"W X 6'-8"H DOOR ASSEMBLY
6	NEW VANITY W/SINK; PROVIDE 2" DIA. ASTM F628 ANSI 14 COEXTRUDED ABS CELLULAR CORE PIPE AND DWV FITTINGS TO CONNECT TO EXISTING SANITARY SEWER
7	NEW TOILET; PROVIDE 3" DIA. ASTM F628 ANSI 14 COEXTRUDED ABS CELLULAR CORE PIPE AND DWV FITTINGS TO CONNECT TO EXISTING SANITARY SEWER
8	NEW BATHTUB; PROVIDE 2" DIA. ASTM F628 ANSI 14 COEXTRUDED ABS CELLULAR CORE PIPE AND DWV FITTINGS TO CONNECT TO EXISTING SANITARY SEWER
9	NEW SHOWER: INSTALL NEW 36"X 42" PRE-FAB SHOWER PAN; PROVIDE HARDI-TILE BACKER BOARD AT ALL WALLS; PROVIDE 2" DIA. ASTM F628 ANSI 14 COEXTRUDED ABS CELLULAR CORE PIPE AND DWV FITTINGS TO CONNECT TO EXISTING SANITARY SEWER
10	NEW CLOSET DOOR
11	EXISTING WATER HEATER
12	RELOCATED AIR HANDLER; PROVIDE NEW POWER
13	NOT USED
14	NEW RECESSED LED CAN LIGHT
15	PROVIDE SMOKE ALARM

PLUMBING NOTES

1. CONTRACTOR SHALL VERIFY ON PROJECT SITE ALL EXISTING CONDITIONS AND COORDINATE ALL WORK, ASSOCIATED TRADES, AND UTILITY COMPANIES.
2. ALL WORK SHALL COMPLY WITH 2016 CALIFORNIA PLUMBING CODE AND 2016 CALIFORNIA RESIDENTIAL CODE.
3. ALL EQUIPMENT CLEARANCES AND INSTALLATION GUIDELINES SHALL BE DIRECTED BY THE MANUFACTURER'S MANUAL AND SPECIFICATIONS.
4. ANNULAR SPACES AROUND PIPES, ELECTRIC CABLE, CONDUITS, OR OTHER OPENINGS IN PLATES AT EXTERIOR WALLS SHALL BE PROTECTED AGAINST THE PASSAGE OF RODENTS BY CLOSING SUCH OPENINGS.
5. IN SHOWER AND TUB COMBOS, CONTROL VALVES MUST BE PRESSURE BALANCED OR THERMOSTATIC MIXING VALVES.
6. WATER EFFICIENCY AND MAXIMUM FLOW RATES SET BY 2016 CGC.

WATER CLOSET:	1.28 GALLONS PER FLUSH
SHOWER HEAD:	2.0 GALLONS PER MINUTE @ 80PSI
KITCHEN FAUCETS:	1.8 GALLONS PER MINUTE @ 60PSI
LAVATORY SINK FAUCETS:	1.2 GALLONS PER MINUTES @ 60 PSI
7. AT THE TIME OF FINAL INSPECTION, AN OPERATION AND MAINTENANCE MANUAL, ACCEPTABLE TO THE ENFORCING AGENCY SHALL BE PROVIDED TO THE BUILDING OCCUPANT OR OWNER.
8. ALL NEW HOT WATER & COLD WATER PIPING TO BE 1/2" COPPER PIPING, U.O.N.



NEW WORK FLOOR PLAN

SCALE: 3/16" = 1'-0"

Variance Request Form

MANOR # 2003-A

☒ ULWM ☐ TLHM

SA 21184597

Attachment: 2

Model: <u>New Valencia</u>	Plan: <u>FG04-1</u>	Date: <u>9/29/2017</u>
Member Name: <u>IL LAE CHO</u>	Signature <u>(Il Lae Cho)</u>	
<u>[Redacted]</u>	<u>[Redacted]</u>	
Applicant Name/Co: <u>Debra Kim</u>	<u>[Redacted]</u>	<u>[Redacted]</u>

Description of Proposed Variance Request ONLY:

- 1) Kitchen Door Enclosure (Range side)
- 2) ~~Bathroom Tub to Shower, Bathroom #2 Shower to Tub, vanity and Toilet Relocating~~ Over the counter
- 3) Bedroom closet Demolition and Relocate
- 4) Atrium Room Wall Demolish

Dimensions of Proposed Variance Alterations ONLY:

- 1) 34x80 Door
- 2) ~~99x59 Bathroom~~ 99x76 Over the counter
- 3) 144x96x24 closet
- 4) 24x46 24x96 Atrium Room

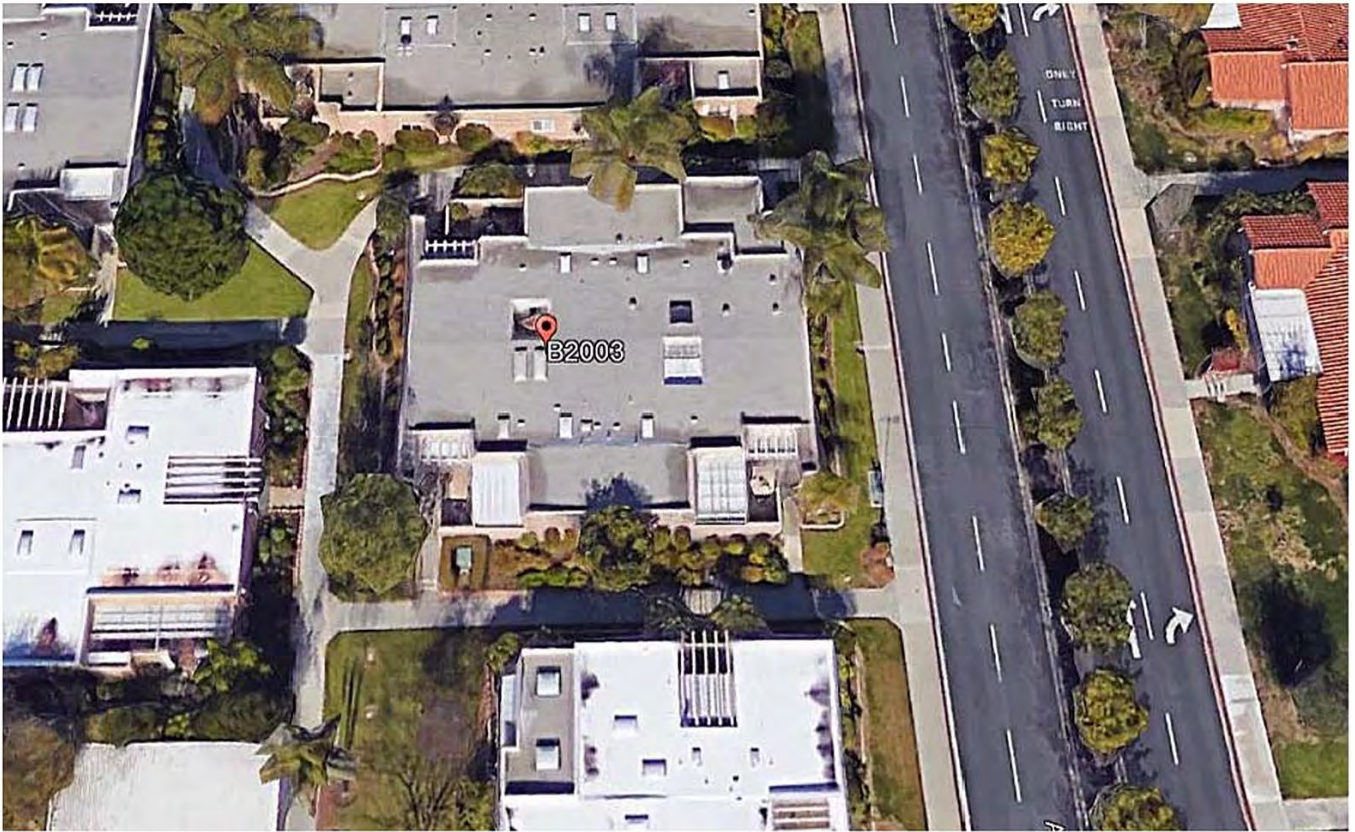
RECEIVED
OCT 05 2017
Alterations Department

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 10-5-17 Check# 1481 BY: CMARK INC

<p>Alteration Variance Request</p> <p>Check Items Received:</p> <p><input checked="" type="checkbox"/> Drawing of Existing Floor Plan</p> <p><input checked="" type="checkbox"/> Drawing of Proposed Variance</p> <p><input checked="" type="checkbox"/> Dimensions of Proposed Variance</p> <p><input type="checkbox"/> Before and After Pictures</p> <p><input type="checkbox"/> Other: _____</p>	<p>Complete Submittal Cut Off Date: <u>10-27-17</u></p> <p>Meetings Scheduled:</p> <p>Third AC&S Committee (TACSC): _____</p> <p>United M&C Committee: <u>11-28-17</u></p> <p>Board Meeting: <u>12-12-17</u></p> <p><input type="checkbox"/> Denied <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Tabled <input type="checkbox"/> Other</p>
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Attachment: 4





STAFF REPORT

DATE: January 17, 2018
FOR: Architectural Controls and Standards Committee
SUBJECT: Closets and Interior Partitions Policy

RECOMMENDATION

Approve a Resolution to introduce the Closets and Interior Partitions Policy.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) reviews many Variance Requests to relocate closets and small sections of walls to accommodate minor alterations. The ACSC requested Staff to review the history and typicality of the requests and develop an alternative to the lengthy Variance Requests process.

DISCUSSION

Staff reviews numerous requests each year for minor alterations that are controlled by over-the-counter Mutual Consents, such as kitchen improvements and water heater relocations. When one of these alterations involves relocating a partition wall, because the existing Alteration Standards do not cover all possible scenarios, the alteration would be automatically reviewed as a variance. In an effort to reduce the number of Variance Requests and to reduce the time for alteration approval, the ACSC directed Staff to review previous Variance Requests that involve these alterations which include minor partition wall revisions.

After completing the review, staff has determined that developing an Alteration Standard that would be able to encompass all possible variations would be problematic. Therefore, Staff has developed the Closets and Interior Partitions Policy that would give the discretion to approve minor alterations that include a minor wall revision, at the Staff level.

The proposed policy would allow Staff to approve minor, non load-bearing wall relocations, such as those necessary for closets, kitchen partitions, and water heater closets, when reviewing Mutual Consent applications. The policy would restrict Staff from approving wall relocations that affect room usage, create new rooms, or affect load bearing walls. Those alterations would still be required to go through the variance process.

FINANCIAL ANALYSIS

None

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

Reviewed By: Eve Morton, Alterations Coordinator

Committee Routing: Architectural Controls and Standards Committee

ATTACHMENT(S)

Attachment 1: Closets and Interior Partitions Policy



Closets and Interior Partition Walls Policy

RESOLUTION 01-18-XXX

WHEREAS, The Architectural Control and Standards Committee directed staff to create a policy pertaining to closets and interior partition walls for members who are proposing to repurpose or relocate any closet or partition wall within their Unit.

NOW THEREFORE BE IT RESOLVED, February 13, 2018, The Board of Directors adopts resolution 01-18-XXX (Closets and Interior Partition Walls Policy); and

RESOLVED FURTHER, Drawings shall be provided for approval to the Alterations Department Office for review and to meet the intent of this policy, for all non-load-bearing wall (partition wall) revisions including but not limited to closets or panel walls, prior to issuance of a Mutual Consent from the Alterations Department and before construction begins; and

RESOLVED FURTHER, All proposals of load-bearing wall revisions will require Board approval via the Variance process, prior to issuance of a Mutual Consent from the Alterations Department and before construction begins; and

RESOLVED FURTHER, Any proposed wall revision that would create a new room or change the use of a room will require Board approval through 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.