



OPEN MEETING

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

Tuesday, December 19, 2017

**Committee meets at 9:30 a.m.; bus tour immediately following
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 November 28, 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.

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
9. 535-B (Seville, 5) Retain Entry Door Color
10. 535-C (Seville, 5) Retain Entry Door Color
11. 703-B (Valencia, 9) Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision
12. 2048-A (Valencia, FG04) Install Access Ramp at Entry
13. Update on Possibility of Converting As-Builts to Record Drawings

Reports:

None

Items for Future Agendas

Concluding Business:

14. Committee Member Comments

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

16. Adjournment

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

OPEN MEETING

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

**Tuesday, November 28, 2017 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

(The Bus Tour immediately followed this meeting)

REPORT

MEMBERS PRESENT: Janey Dorrell - Chair, Don Tibbets, Juanita Skillman, and Reza Bastani

MEMBERS ABSENT: Cash Achrekar, Advisor Kay Anderson

ADVISORS PRESENT: Mike Mehrain

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

4. Approval of the Report for October 24, 2017

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

5. Committee Chair Remarks

Chair Dorrell thanked everyone for attending. She thanked Staff for all the work they have done this past month.

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

(199-B) Jeannie Braden stated she asked for a variance on building storage space in her attic and was denied. Mr. Wiemann explained the attic space is common area and may only be for de minimus use.

7. Department Head Update

Mr. Wiemann reported that the Realtor Roundup is tomorrow and he is going to educate them on the Land Use Policy and other items so they may

provide accurate information to potential buyers. President Skillman stated that there is much information for realtors on the Village website.

Mr. Wiemann reported staff has processed over 2,000 Mutual Consents so far this year.

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. 449-H (Granada, 10A) - Relocate Closet in Master Bedroom

A motion was made by Director Tibbets and seconded by Director Bastani to approve the variance request for 449-H with Conditions of Approval. A vote was cast and the motion was approved unanimously.

9. 271-B (Majorca, Plan 9) - Bathroom Remodel

A motion was made by Director Tibbets and seconded by Director Bastani to approve the variance request for 271-B with Conditions of Approval. A vote was cast and the motion was approved unanimously.

10. 311-B (Cordoba, 1A4) - Room and Window Addition

A motion was made by Director Tibbets and seconded by Director Bastani to approve the variance request for 311-B with Conditions of Approval. A vote was cast and the motion was approved unanimously.

11. 312-C (Cordoba, 1A6) - Remodel Enclosed Atrium

A motion was made by Director Tibbets and seconded by Director Bastani to approve the variance request for 312-C with Conditions of Approval. A vote was cast and the motion was approved unanimously.

12. 413-A (Madrid, 4) - Bathroom Addition, Change of Room Use, Window Addition, and Installation of Resized Window in Living Room

The committee requested that a Neighborhood Awareness Form be sent out regarding the washer and dryer placement on a common wall. Also, new plans are needed for the slider door proposed for the atrium and revised proposal to place the washer and dryer on the common wall with sound insulation. The committee requested this Variance Request be brought back to next month's meeting.

13.557-P (Cadiz, 6A) - Retain Unapproved Door and Window to Door Conversion on Balcony

A motion was made by Director Tibbets and seconded by Director Bastani to approve the variance request for 557-P with Conditions of Approval. A vote was cast and the motion was approved unanimously.

14.2047-A (Valencia, FG04) Room Addition, Bathroom Split, Window to Door, Window and Doors Addition to Atrium

A motion was made by Director Tibbets and seconded by Director Bastani to approve the variance request for 2047-A with Conditions of Approval of Approval. A vote was cast and the motion was approved unanimously.

15.2054-F (Coronado, PP08) – Appeal of Boards Denial to Retain Unapproved Pergola on Front Patio

A motion was made by Director Tibbets and seconded by Director Bastani to recommend to the Board to deny the appeal. A vote was cast and the motion was approved unanimously.

16.Review new Standard for Bathroom Splits

Advisor Mehrair requested that "or column" be added to "The extension of a bathroom footprint may not involve a load bearing wall or column."

Committee requested that all cast iron pipes stay cast iron with a remodel; no PVC.

A motion was made by Director Tibbets and seconded by Director Bastani to approve this Standard, with the requested additions. A vote was cast and the motion was approved unanimously.

17.Review Waste line Video Inspections (Status, Cost, Wait Time)

Mr. Wiemann reported that he met with Plumbing and Resident Services. Staff can now schedule the video inspections and within a few days of a request. The cost to the resident is a minimum of two hours of staff time which is about \$200.

18.Review the Status of the Alterations Guidelines Booklet

Mr. Wiemann reported that Resident Services has been passing out this document and have been receiving good feedback from the residents.

19.Review the Status and Use of the New Alterations Document Checklist

Mr. Wiemann reported that this new checklist is being used. When the Inspector does their plan check, they fill out the form and return it with detailed comments. President Skillman said she has gotten great feedback from a resident about the checklist.

Advisor Mehraian commented that letting people know what is a Standard is versus a Variance would be very helpful.

Director Bastani felt that the existing plumbing plans should be made into CAD drawings. Discussion ensued. Mr. Wiemann stated he will speak to MIS about what they paid for plans they recently had made and will also speak to Engineering to get an estimate from one of their consultants regarding the conversion of the existing plumbing plans into CAD drawings. He will also get a quote on doing so for just United and also the cost for having it done for both United and Third. He will also ask Resident Services Staff and Inspectors about whether they get complaints about the existing plans. He will then write a staff recommendation to present at a future committee meeting.

Reports:

None

Items for Future Agendas

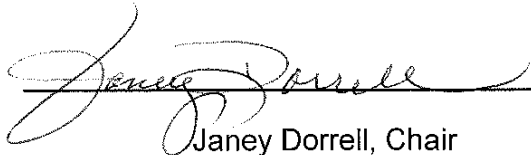
Concluding Business:

20. Committee Member Comments

Director Tibbets thanked Staff for the new agenda packet setup.

21. Date of Next Meeting and Bus Tour – December 19, 2017

22. Adjournment at 11:00 a.m.


Janey Dorrell, Chair

Kurt Wiemann, Staff Officer



STAFF REPORT

DATE: December 19, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Jean Maroney of 413-A (Madrid, 4)
Bathroom Addition, Change of Room Use, Window Addition, Atrium
window to door and Installation of Resized Window in Living Room

RECOMMENDATION

Staff recommends the Board approve the request for the proposed bathroom addition, change of room use, window addition, and window resizing in living room with the conditions listed in Appendix A.

BACKGROUND

During the November United Mutual Architectural Control and Standards Committee Meeting, Ms. Jean Maroney of 413-A Avenida Castilla, a Madrid style unit, requested Board approval of a variance to perform a bathroom addition, install a washer and dryer into the second bedroom, convert an atrium window into a sliding glass door, install an additional window in the living room, and resize the existing window in living room that looks into the patio.

Following review and discussion of the application, it was determined to revisit the request in the December meeting with revisions made to the washer and dryer installation that would relocate them to a common wall that would be more beneficial to the member.

There is a Standard plan for a bathroom addition for a Madrid style unit; however the proposed addition does not match this standard. There are no existing Standards for reuse of the second bedroom, to add a window to the living room, or resize the window in this request. 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 bathroom addition involves enlarging the footprint for the original bathroom from 8 feet 8 inches to 10 feet 6 inches wide. This is to be accomplished by relocating the master bedroom closet to the adjacent wall and removing the existing wall between the bathroom and master bedroom. New partition walls will be constructed, dividing the area into two bathrooms; 5 feet wide and 5 feet 6 inches wide respectively, retaining the original 8 feet wide and 11 inches in length. The new master bath would be

en suite and would contain a toilet, sink and shower. The guest bathroom will be accessible from the hallway and would contain a toilet, sink and bathtub.

As part of the remodel, Ms. Maroney proposes to install a stacked washer and dryer in the second bedroom, using a partition wall to enclose them against the bathroom and common wall with unit D's kitchen/atrium. The remainder of the existing closet would stay in place. The intention is for this room to be repurposed as a den-laundry room.

As part of repurposing bedroom two as a den-laundry, Ms. Maroney is proposing to replace the existing four feet, eleven inch wide by seven feet, two inch tall window located between the bedroom and atrium and replacing it with a sliding glass door measuring the same width however the height reduced to six feet, eight inches.

In the living room, an additional window measuring 4 feet 11inches wide by 4 feet tall is being proposed to be installed in the front corner of the room. The height of the window frame would be made to match the existing windows on that wall.

Finally, Ms. Maroney is requesting to resize the existing living room window that looks onto the front patio. The original window measures 4 feet 11 inches wide by 7 feet 2 inches tall and would be reduced to 4 feet 11 inches wide by 5 feet 8 inches tall. The window is not visible from the street due to being behind an enclosed patio.

A Neighbor Awareness Notice was sent to Units 402-C, 402-D, 413-B, 413-C and 413-D on December 8, 2017 due to sharing common walls and/or being within 150 feet with line of sight.

At the time of writing the report, there are no open Mutual Consents for 413-A

A bathroom addition for a similar unit was approved for 226-D in May 2017, 2160-A in September 2017, 393-A in October 2017 and 602-A in November 2017. A window addition in the living room was previously approved at 360-A in January 2017, however the window has not been installed. There are multiple front patio room additions in similar units that have a window installed on the same sidewall but located at the room addition.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 413-A.

Prepared By: Gavin Fogg, Manor 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: Revised Site Plans (December 7, 2017)

Attachment 2: Variance Request, October 25, 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 **413-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 **413-A** for a **Bathroom Addition, Change of Room Use, Window Addition, Atrium window to door and Installation of Resized Window in Living Room**, 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 413-A and all future Mutual Members at 413-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. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. Prior to the Issuance of a Mutual Consent for 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.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified as the "United Laguna Woods Mutual Exterior Color Groups" at Resident Services on the first floor of the Community Center.

14. 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>.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.

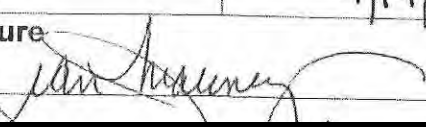
 Laguna Woods Village.

MANOR # 413-A

☒ ULWM ☐ TLHM

Variance Request Form

SA 21191892

Model: Madrid	Plan: 4	Date: 9/19/17
Member Name: Jean Maroney	Signature: 	
Phone: [REDACTED]	Email: [REDACTED]	
Applicant Name/Co. Master in Design	Phone: [REDACTED]	[REDACTED]

Description of Proposed Variance Request ONLY:

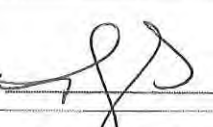
OCT 25 2017

1. Bathroom split - 220 ~~sq~~
2. Convert bed to den with (w) Laundry 15 ~~sq~~
3. Add new window to living room 20 ~~sq~~
4. Reduce (e) window size in living room & Den. 84 ~~sq~~

Dimensions of Proposed Variance Alterations ONLY:

1. 220 ~~sq~~
2. 15 ~~sq~~
3. 20 ~~sq~~ 4'-11" x 4'
4. 84 ~~sq~~ 4'-11" x 5'-8"

FOR OFFICE USE ONLY

RECEIVED BY:  DATE RECEIVED: 10/25/17 Check# 9209 BY: New Lead Generation Inc

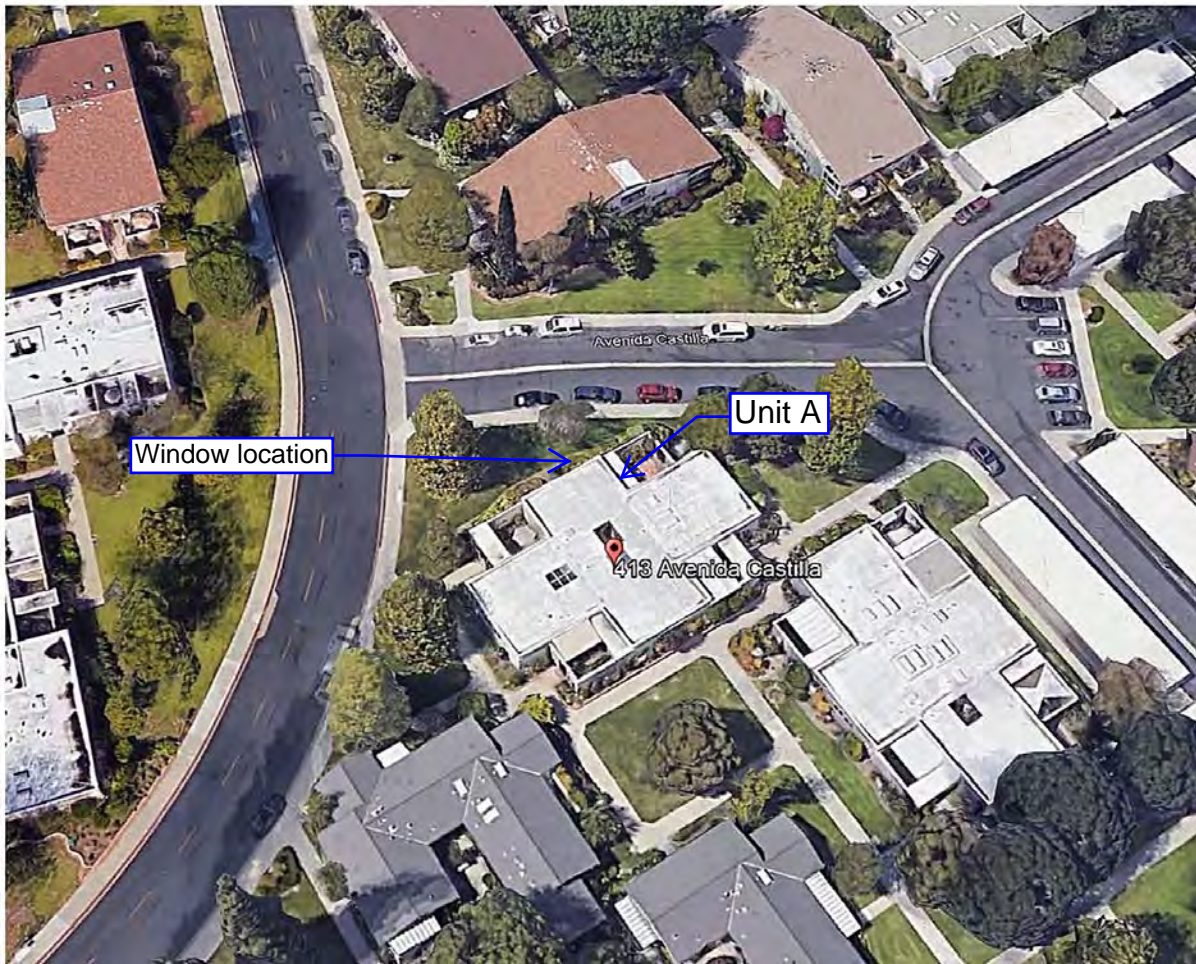
Alteration Variance Request	Complete Submittal Cut Off Date: 10/27/17
Check Items Received:	Meetings Scheduled:
<input checked="" type="checkbox"/> Drawing of Existing Floor Plan	Third AC&S Committee (TACSC):
<input checked="" type="checkbox"/> Drawing of Proposed Variance	United M&C Committee: 11-28-17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

Attachment: 3





Attachment: 4





STAFF REPORT

DATE: December 19, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Craig Gentry of 535-B (Seville, 5)
Retain Entry Door Color

RECOMMENDATION

Staff recommends the Board approve the request to retain entry door color with the conditions listed in Appendix A.

BACKGROUND

Mr. Craig Gentry of 535-B Via Estrada, a Seville style unit, requests Board approval of a variance to retain the 'Spiced Berry' red entry door color.

The Mutual changed the color scheme for the United Mutual paint program, via Resolution 01-15-158 in 2015, the alteration colors are no longer an option for Members

The previous United Mutual building paint color scheme provided three additional alteration entry door colors that Members could select beyond the standard paint color scheme. During the 2009 United Mutual paint program, the Spiced Berry red 'approved alteration' color was selected by the previous Member residing in 535-B and staff painted the alteration color door as part of the paint program. The entry door then had a glass panel inserted via Mutual Consent #102437 in 2010.

The Spiced Berry red was part of the 2009 paint program and conformed to the previous paint policy which has since been changed. Staff requires the door to be painted within the color scheme available today or have Board approval to keep the alteration color.

Photos have been submitted for review (Attachment 1), along with a second request from neighbor 535-C being submitted for the same color door to be retained.

DISCUSSION

A Neighbor Awareness Notice was sent to unit 586-A due to being the only unit with a clear line of sight within 150 feet to the entry doors.

Currently there are no open Mutual Consents for unit 535-B.

There are no previous variances that match this request's circumstances, however, a non-standard entry door color ('Race Car' red) was denied previously for 399-B in May

2017 for a Seville unit. A request for a Seville FG04 style unit (that has a 5 foot wall in front of entry door) was approved for a red 'Revival' color door.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 535-B.

Prepared By: Gavin Fogg, Manor 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: Variance Request November 29, 2017

Attachment 2: Photo

Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **535-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 **535-B** for **Retaining non-standard Spiced Berry red entry door**, 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 535-B and all future Mututal Members at 535-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.
9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. 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>.
13. 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.
14. 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.
15. 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.

16. 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.
17. 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.
18. 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.

Variance Request Form

SA 21193365

Model: <u>SEVILLE</u>	Plan: <u>5</u>	Date: <u>10-30-17</u>
Member Name: <u>CRAIG GENTRY</u>	Signature 	
		
Contractor Name/Co: <u>N/A</u>	Phone: <u>N/A</u>	Email: <u>N/A</u>

Description of Proposed Variance Request ONLY:

RETAIN FRONT DOOR COLOR - SPICEBERG
RETAIN COLOR OF WROUGHT IRON GATE
(48" x 78")

OCT 31 2017
 Alterations Department

Dimensions of Proposed Variance Alterations ONLY:

DOOR - 36" x 80"
GATE - 48" x 78"

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 10-31-17 Check# 1720 BY: Craig Gentry

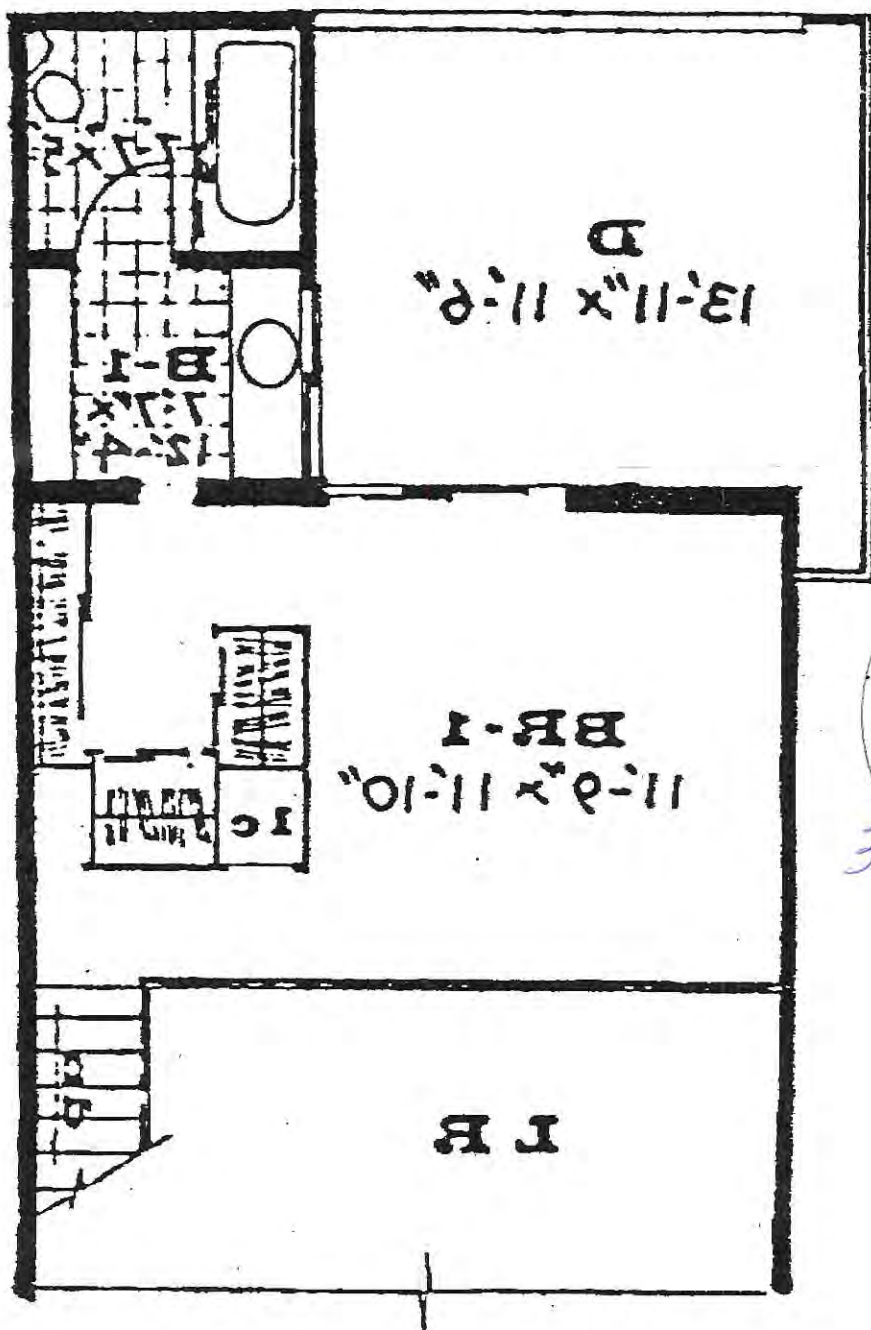
Alteration Variance Request	Complete Submittal Cut Off Date: <u>11-22-17</u>
Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input checked="" type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>12-19-17</u> Board Meeting: <u>1-9-18</u> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Denied <input type="checkbox"/> Approved </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Tabled <input type="checkbox"/> Other: _____ </div>

Retain Spice Berry 535 B
door color and black paint on gate

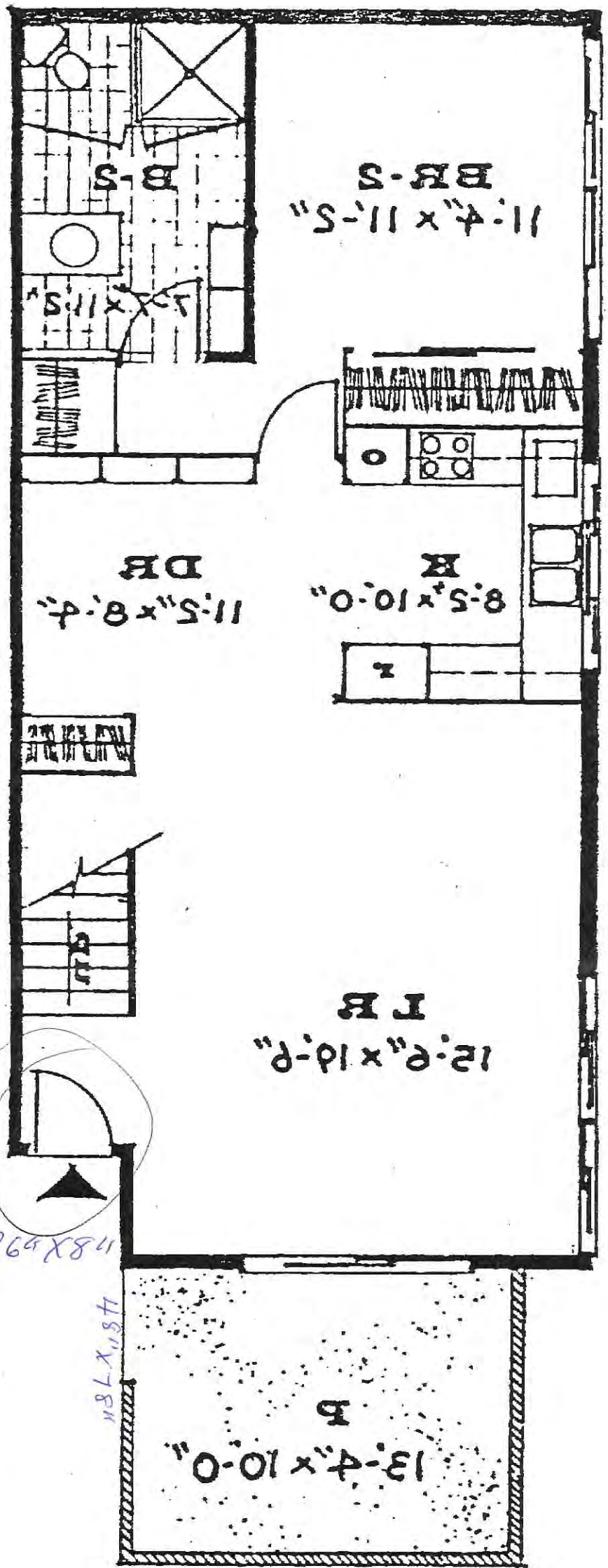


535 B

SEVILLE (S PLAN)



SECOND FLOOR



FIRST FLOOR

RETAIN ENTRY DOOR color - *Spice Berry*
RETAIN GATE color / *Black*

Attachment: 2



Attachment: 3





STAFF REPORT

DATE: December 19, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Ann Rappaport of 535-C (Seville, 5)
Retain Entry Door Color

RECOMMENDATION

Staff recommends the Board approve the request to retain entry door color with the conditions listed in Appendix A.

BACKGROUND

Ms. Ann Rappaport of 535-C Via Estrada, a Seville style unit, requests Board approval of a variance to retain the 'Spiced Berry' red entry door color.

The previous United Mutual building paint color scheme provided three additional alternate entry door colors that Members could select beyond the standard paint color scheme.

During the 2009 United Mutual paint program, the Spiced Berry red was an approved alternate color which was selected by the previous Member residing in 535-C. At that time, staff painted the door as part of the paint program. The entry door had a glass panel insert installed via Mutual Consent #110114 in 2011.

Following a change in color scheme for the United Mutual paint program, this alternate color is no longer an option for Members.

The Spiced Berry red was part of the 2009 paint program and conformed to the previous paint policy which has since been changed. Policy requires the door to be painted with the current color scheme or have Board approval to keep the color as an alteration.

Photos have been submitted for review (Attachment 1), along with a second request from neighbor 535-B being submitted for the same color door to be retained.

DISCUSSION

A Neighbor Awareness Notice was sent to unit 586-A due to being the only unit with a clear line of sight within 150 feet to the entry doors.

Currently there are no open Mutual Consents for unit 535-C.

There are no previous variances that match the circumstances of this request, however, a non-standard entry door color ('Race Car' red) was denied previously for 399-B in May 2017 for a Seville unit. A request for a Seville FG04 style unit, that has a 5 foot wall in front of entry door, was approved for a red 'Revival' color door.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 535-C.

Prepared By: Gavin Fogg, Manor 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: Variance Request November 29, 2017

Attachment 2: Photo

Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **535-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 **535-C** for **Retaining non-standard Spiced Berry red entry door**, 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 535-C and all future Mututal Members at 535-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.
9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. 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>.
13. 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.
14. 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.

15. 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.
16. 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.
17. 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.
18. 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.

Variance Request Form

Model: <u>SEVILLE</u>	Plan: <u>5</u>	Date: <u>10-30-17</u>
Member Name: <u>ANN RAPPAPORT</u>	Signature <u>Ann Rappaport</u>	
<div style="background-color: black; width: 100px; height: 30px;"></div>	<div style="background-color: black; width: 150px; height: 30px;"></div>	
Contractor Name/Co: <u>NA</u>	Phone: <u>NA</u>	

Description of Proposed Variance Request ONLY:

retain door color- SPICE BERRY
RETAIN color of WROUGHT IRON GATE 48" X 78"

OCT 31 2017
Alterations Department

Dimensions of Proposed Variance Alterations ONLY:

DOORS 36" X 80"

GATE 48" X 78"

FENCE

FE

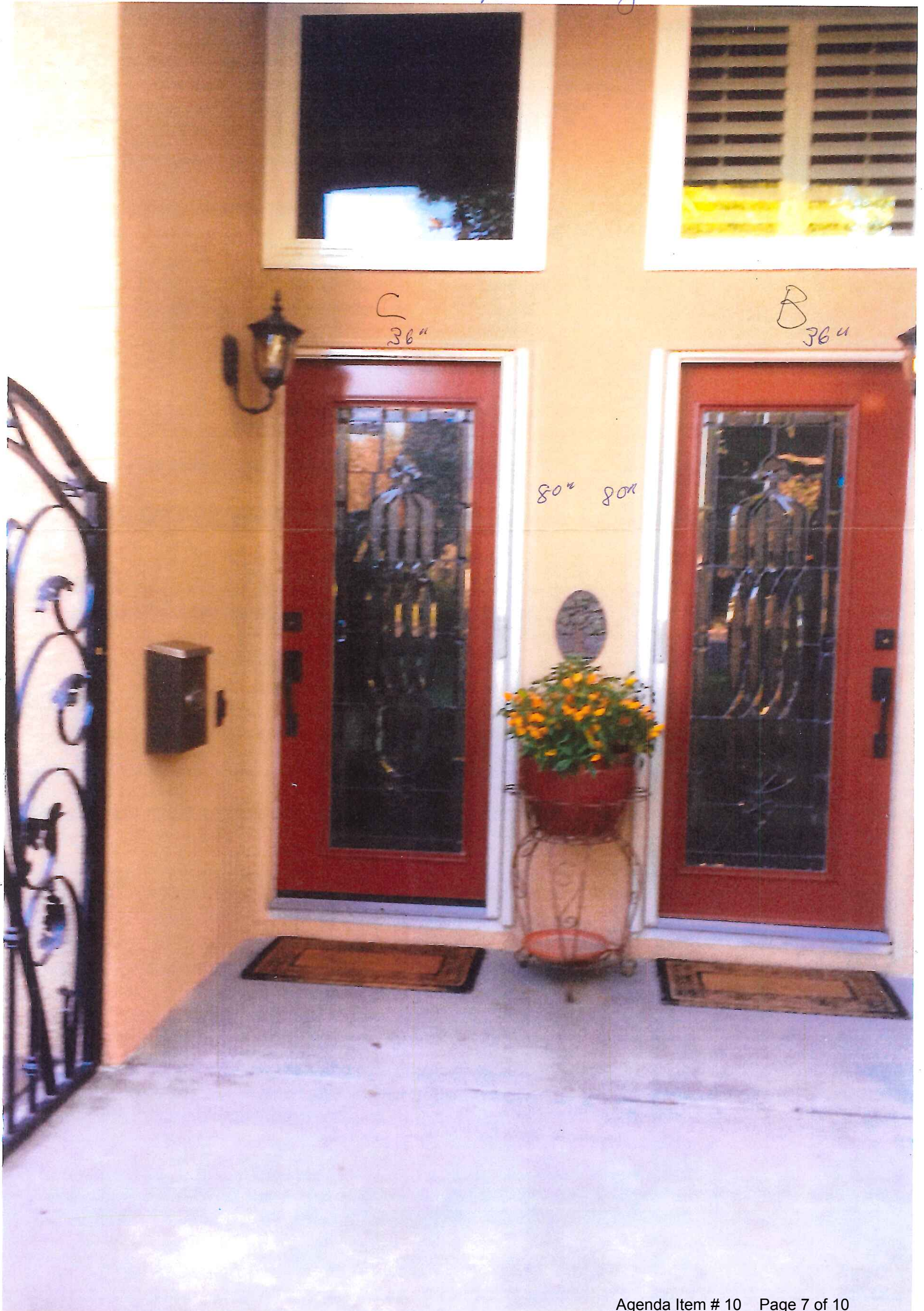
FOR OFFICE USE ONLY

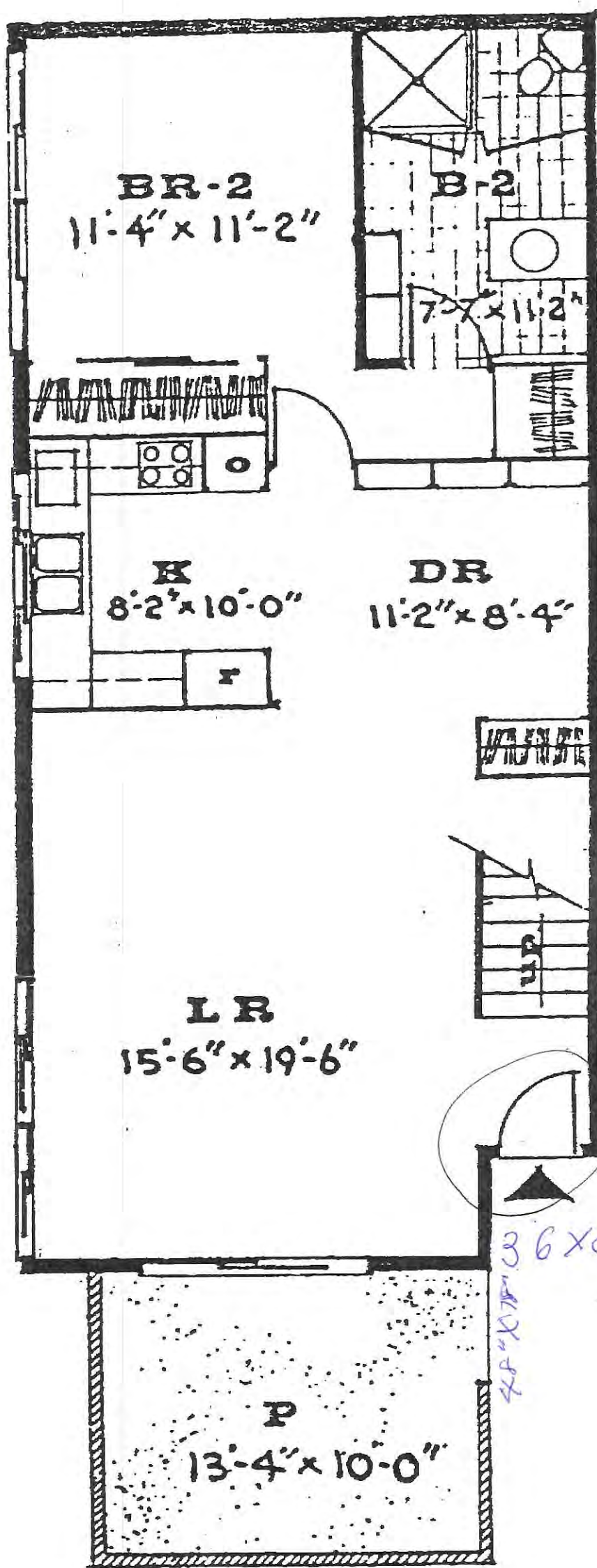
Stuart Ramon Rappaport

RECEIVED BY: Abraham DATE RECEIVED: 10-31-17 Check# 235 BY: Ann Marilyn Rappaport

Alteration Variance Request Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input 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>11-22-17</u> Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>12-19-17</u> Board Meeting: <u>1-9-18</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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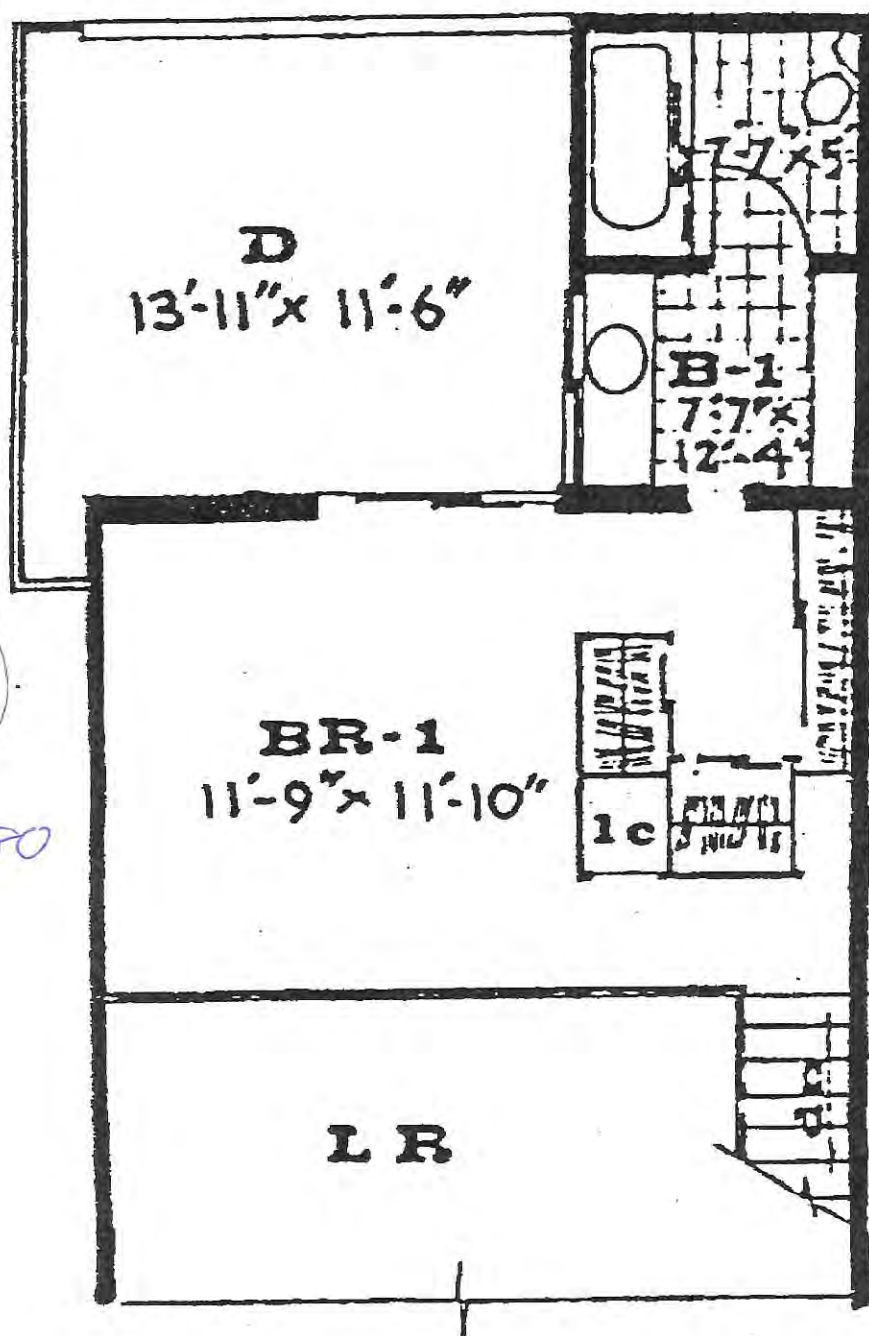
535 C
Retain gate color/black Retain Spice Berry doors color





FIRST FLOOR

SEVILLE (5 PLAN)



SECOND FLOOR

535 C RETAIN DOOR COLOR / *Spice Berry*
 RETAIN GATE COLOR / *Black*

Attachment: 2



Attachment: 3





STAFF REPORT

DATE: December 19, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. John Lavinio of 703-B (Valencia, 9)
Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision

RECOMMENDATION

Staff recommends the Board approve the request for the proposed Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision with the conditions listed in Appendix A.

BACKGROUND

Mr. John Lavinio of 703-B Avenida Sevilla, a Valencia style unit, requests Board approval of a variance to perform a Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision.

Due to the Mutual Standard for bathroom splits not being Board approved yet, and the other proposed alterations not having a Standard in place, a Variance is required.

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

DISCUSSION

The proposed bathroom split will modify the previously remodeled bathroom, which was approved by Mutual Consent in 2003, and will alter the bathroom footprint from the existing twelve feet, nine inch width by eleven feet, six inch length and increase it to fourteen feet, six inches in width by twelve feet in length. By relocating the existing wall between the bedroom and the bathroom by one foot, creates additional space that will allow for a washer and dryer to be installed with access from the master bedroom. Additionally the proposal intends to move the wall separating the hallway and bathroom to enlarge the footprint further. A new closet measuring two feet, eight inches deep, by eleven feet, two inches wide, will be installed on the left master bedroom wall.

The proposed entry door revision would involve removing the existing alteration door that utilizes the original frame opening which is five feet wide by seven feet, six inches tall and replace with a single door measuring three feet, eight inches wide by six feet, eight inches tall. The remainder of the opening will be filled in with a wood frame and stucco finish to match the building exterior. The door would have an accent of 'Oil Rub Bronze' (a shade of brown) with a glass panel in the center with decorative iron bars.

Additionally, Mr. Lavinio proposes to reconfigure the layout relocate the existing interior layout of the rear of the unit. The atrium is being enclosed via Mutual Consent #172420. The proposal intends to relocate the wall between the second bedroom and the atrium three feet, eight inches toward the atrium, enlarging the room which will be converted to a den. The remaining atrium wall is to be removed, creating a new dining area open to the living room. A five foot wide cased opening would create access from the dining room to the den.

A Neighbor Awareness Notice was sent to Units 703-A, 703-C, 703-D and 704-C on December 12, 2017 due to sharing common walls or being within 150 feet with line of sight.

At the time of writing the report, there are ten open Mutual Consents for 703-B as part of a unit remodel and a previously approved Variance Request to extend the kitchen into the patio area.

Mutual Consents 703-B		
Description	Issued Date	Mutual Permit #
New Construction Sliding Glass Door in Kitchen	11/17/2017	172420
Water Heater Relocation	11/17/2017	172420
Electrical Throughout	11/17/2017	172420
Room Addition in Kitchen Variance	11/17/2017	172420
Atrium Enclosure	11/17/2017	172420
Skylight in Atrium	11/17/2017	172420
Skylight in Atrium	11/17/2017	172420
Patio Wall Revision for Gate	11/17/2017	172420
Kitchen Remodel	11/17/2017	172420
New Construction Window in Kitchen	11/17/2017	172420

A bathroom addition for a similar unit was approved for 2160-A in September 2017, and 602-A in November 2017. A room addition on the front patio was approved at 2147-B in June 2017. Due to entry door revisions having a Mutual Standard, most requests are able to be issued over-the-counter. There are no variances for non-standard entry doors on file.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 703-B.

Prepared By: Gavin Fogg, Manor 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 17, 2017

Attachment 3: Photos

Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

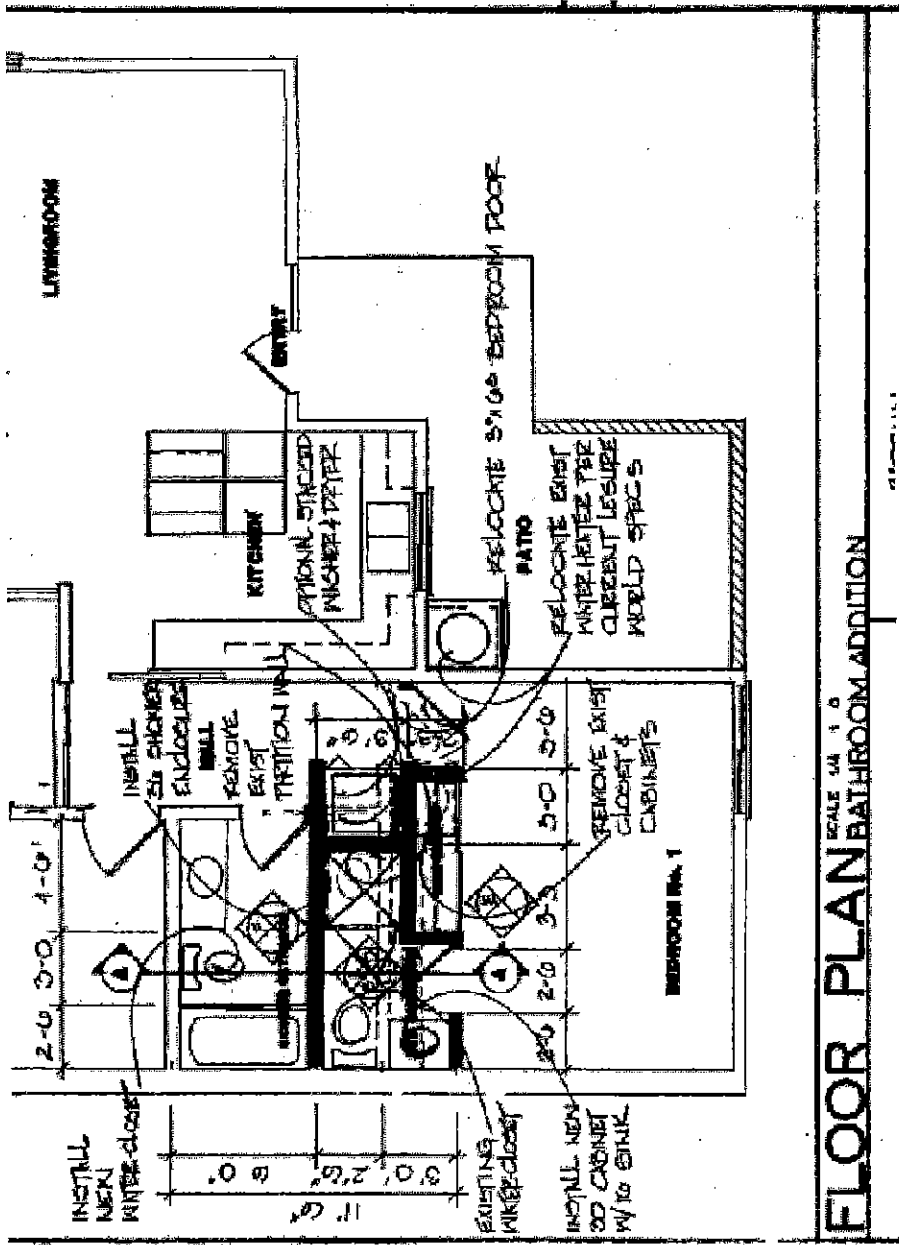
Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **703-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 **703-B** for **Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision**, 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 703-B and all future Mututal Members at 703-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.

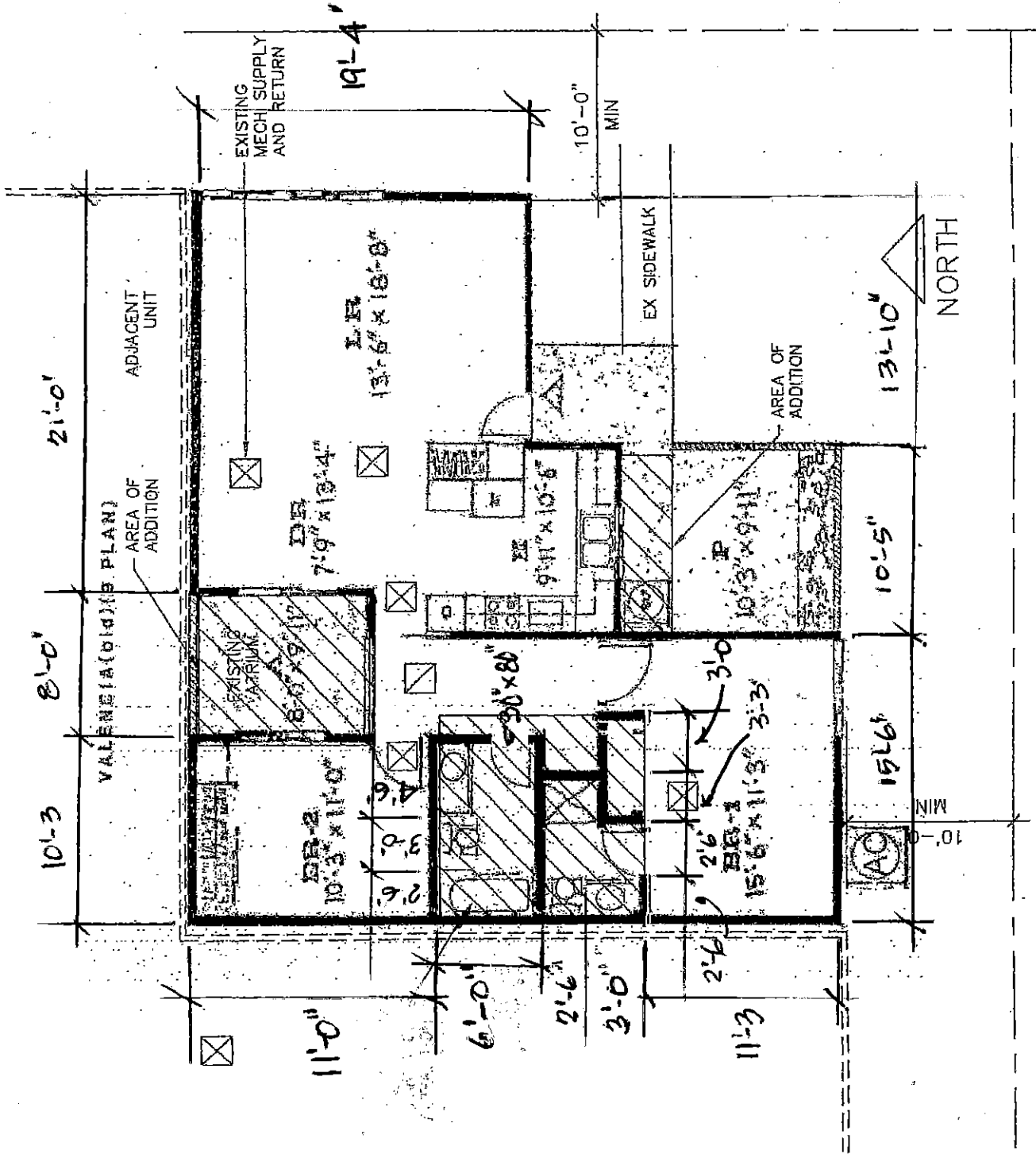
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual 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, **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 "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
13. 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>.

14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.



703B AVENIDA
SEVILLA.

Page 1 of 2



EXISTING FLOOR PLAN

SCALENTS



GENERAL NOTES:

- PROJECT SHALL COMPLY WITH THE 2016 CBC, CMC, CPC, DEC, ENERGY CODE, GREEN CODE AND LOCAL ORDINANCES
- OCCUPANCY R-2 MULTI-FAMILY, ADDITION
- POLLUTANTS- THE DISCHARGE OF POLLUTANTS TO ANY STORM DRAINAGE SYSTEM IS PROHIBITED. CONSTRUCTION WASTE MATERIALS, OR WASTE WATER GENERATED ON CONSTRUCTION SITES OR BY CONSTRUCTION ACTIVITIES SHALL BE PLACED, COVERED OR DISCHARGED INTO THE STREET, DRAINAGE OR STORM DRAIN SYSTEM.
- CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2016 CBC, CMC, CPC, DEC, ENERGY CODE, GREEN CODE AND LOCAL ORDINANCES
- POWER, GAS, CABLE, AND TELEPHONE LINES SHALL BE LOCATED TO THE OUTSIDE OF THE BUILDING, UNLESS NOTED OTHERWISE ON PLANS
- CONCRETE: 2000 PSI @ 28 DAYS, PROVIDE 4500 PSI TYPE V CONC IN CONTACT WITH SOIL AS REQUIRED BY CITY WALLS AND R-30 AT ROOF
- WALLS SHALL COMPLY WITH CBC TABLE 203A.3.1
- EXISTING WINDOWS AND DOORS WITH NEW RETREAT UNITS PER FOL SPECIFICATIONS LATH, PROVIDE 2 LAYERS OF GRADE D PAPER OVER ALL WOOD BASED SHEATHING, PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.
- MECHANICAL CONTRACTOR TO PROVIDE DUCTING AND DIFFUSER FROM EXISTING EQUIPMENT TO NEW SPACE

FLOOR PLAN NOTES:

- SQUARE FOOTAGE: KITCHEN 123 SF
- ALL BEDROOMS SHALL HAVE AT LEAST ONE EXTERIOR DOOR OR OPERABLE WINDOW PER EMERGENCY ESCAPE ROUTE. EXTERIOR WINDOWS OPERABLE AREA OF 5.7 SQFT WITH A MINIMUM CLEAR HEIGHT OF 24". A MINIMUM CLEAR WIDTH OF 20" AND A MAXIMUM SILL HEIGHT OF 44" FOR EACH WINDOW.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2016 CBC, CMC, CPC, DEC, ENERGY CODE, GREEN CODE AND LOCAL ORDINANCES. BRING ANY DISCREPANCIES TO THE ARCHITECT'S ATTENTION FOR ACTION OR CLARIFICATION.
- 2 X 4 STUD WALL, UNLESS NOTED OTHERWISE
- LINE OF EXISTING HOUSE
- NEW WALLS SHOWN SHADDED
- PROVIDE R-13 SOUND INSULATION
- NEW ONE HOUR PARTY WALL- 5/8" TYPE X DRYWALL EA SIDE OF 2X4 WALL WITH R-13 BATT INSUL
- NEW 2"-074x-0" OPERABLE SKYLIGHT, BRITROLITE ACC NO. L27-2688, ROUGH OPENING 22 1/2" X 22 1/2" MINIMUM, 1/2" MINIMUM CLEARANCE FROM TOP AND BOTTOM
- NEW 1 1/2" DIA. SOLA TUBE SKYLIGHT
- ICC ESR #2233

ELEVATION NOTES

- EXTERIOR PLASTER (STUCCO) WITH FINISH TO MATCH EXISTING. PROVIDE 1/2" MINIMUM THICKNESS OF PORTLAND CEMENT OVER PAPER BACKED METAL LATH PER 2508 CBC
- WINDOW/DOOR PER PLAN TO MATCH EXISTING
- 26 GAUGE (MIN) GALV KEEL SOFFIT
- 2X WOOD TRIM

ROOF NOTES

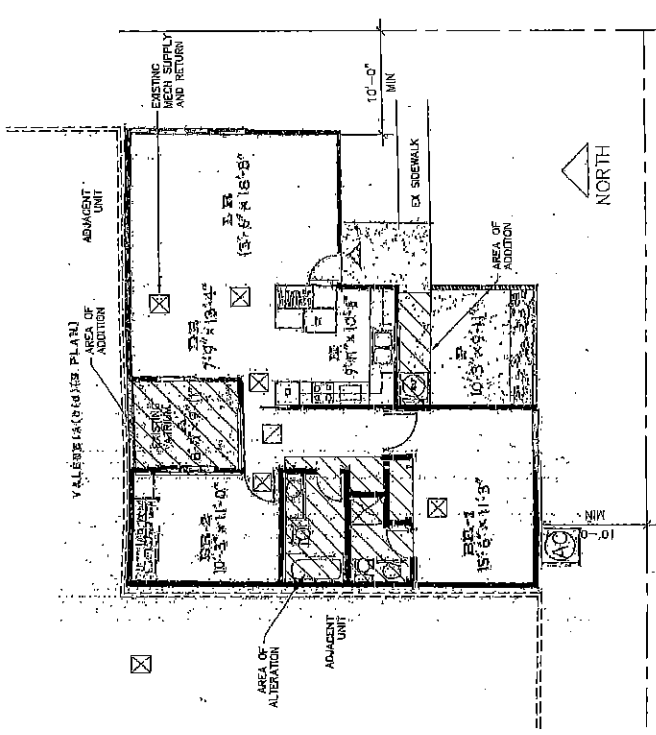
- ROOF MATERIAL-CLASS A BUILT-UP ROOF PER ASSOCIATION STANDARDS
- PROVIDE MINIMUM 26 GA GALV METAL FLASHING AT ALL EDGES, VALLEYS AND ROOF TO WALL CONDITIONS.
- EDGE OF ROOF
- LINE OF WALL BELOW
- SKYLIGHT SEE DETAIL

ELECTRICAL NOTES

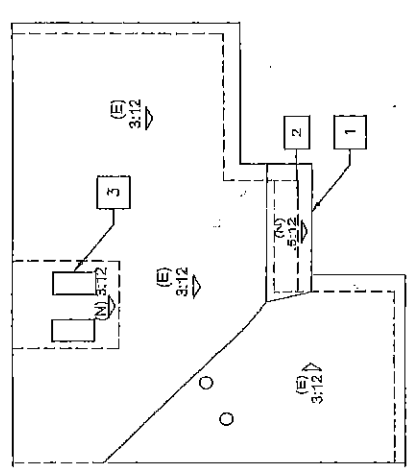
- SMOKE DETECTORS SHALL BE PERMANENTLY WIRED AND SHALL BE EQUIPPED WITH A BATTERY BACK-UP. SMOKE DETECTORS SHALL BE INSTALLED IN EACH BEDROOM AND IN THE COMMON AREAS. SMOKE DETECTORS SHALL BE INSTALLED IN THE COMMON AREAS. SMOKE DETECTORS SHALL BE INSTALLED IN THE COMMON AREAS.
- BEDROOM BRANCH CIRCUITS SHALL BE ARC FAULT CIRCUIT PROTECTED PER NEC ART. 210-12(B)
- LIGHT FIXTURES: BEDROOM AND BEDROOM LIGHTS TO BE HIGH EFFICACY OR OPERATED BY A DIMMER SWITCH

ELECTRICAL LEGEND:

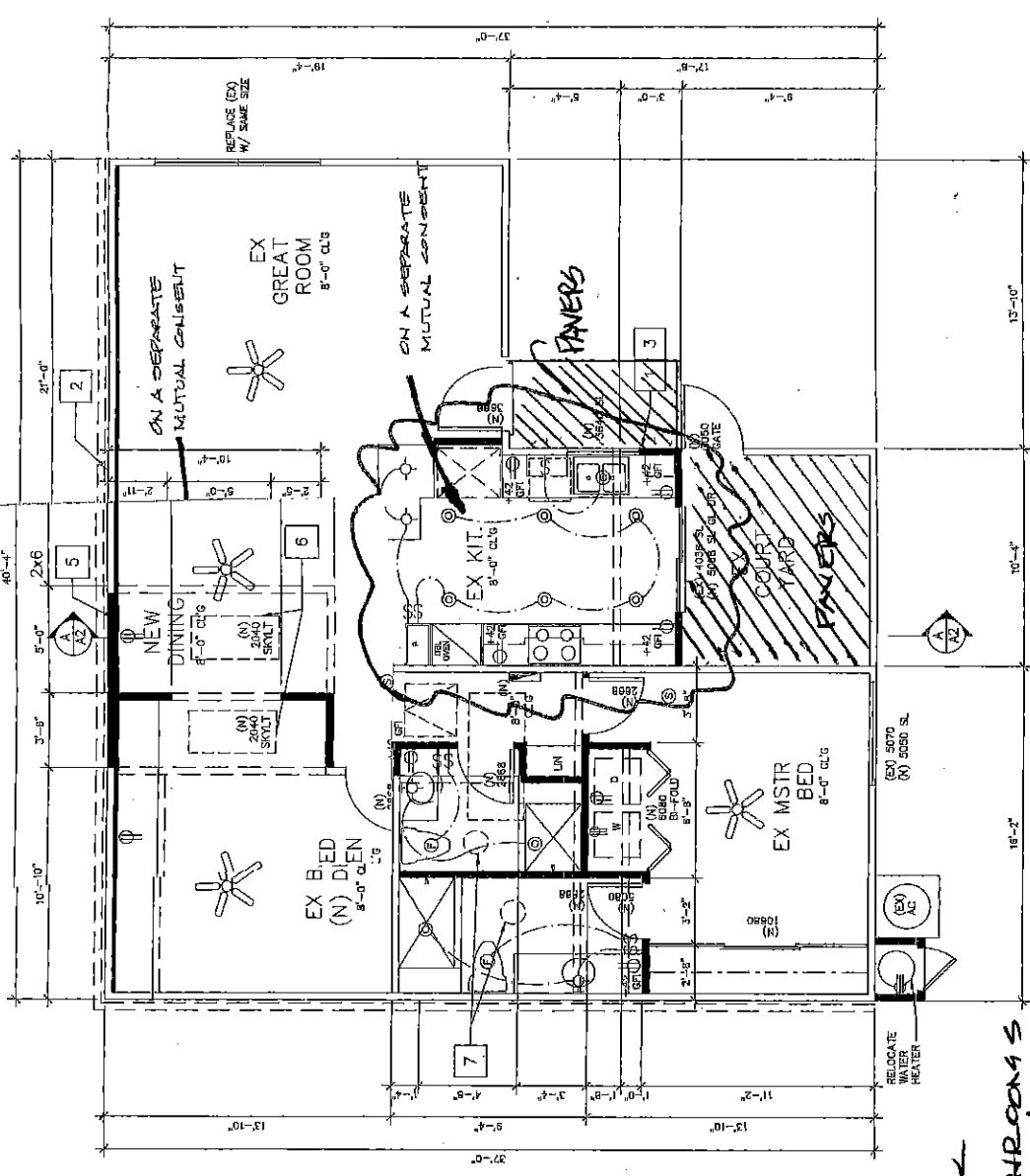
- SINGLE POLE SWITCH
- 3-WAY SWITCH
- SWITCH WITH DIMMER
- 110V DUPLEX CONVENIENCE OUTLET
- 110V DUPLEX CONVENIENCE OUTLET 1/2 HOT
- 220V OUTLET
- TELEVISION CABLE JACK
- CEILING MOUNTED HIGH EFFICACY LIGHT FIXTURE
- ROUND RECESSED HIGH EFFICACY LIGHT FIXTURE
- SMOKE DETECTOR / CARBON MONOXIDE DETECTOR, CSA APPROVED
- DOOR CHIME
- WALL MOUNTED HIGH EFFICACY FIXTURE
- V.P.



EXISTING FLOOR PLAN
SCALE NTS

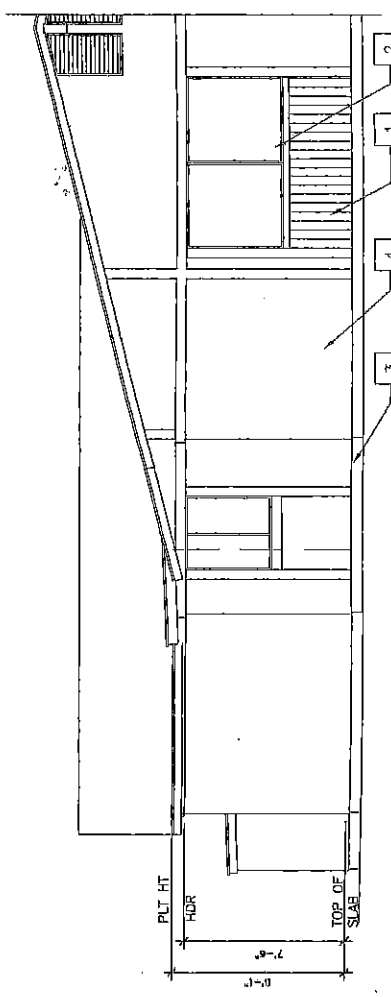


ROOF PLAN
SCALE 1/8"=1'-0"

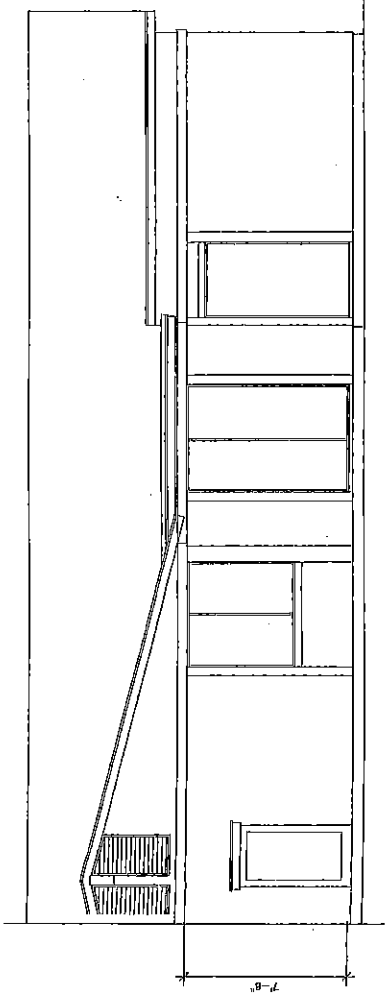


FLOOR PLAN
SCALE 1/4"=1'-0"

- SCOPE OF WORK
- REVISION OF BATHROOMS CONFIGURATION INCLUDING WASH DRYER
 - FRONT DOOR REVISION: COMBINATION STORM/ENTRY DOOR
 - REPURPOSE BEDROOM #2 INTO DEN
 - WALL REVISION IN DEN - ENCASE OPENING
 - REMOVAL OF CONCRETE AND TILE IN PATIO AREA AND ENTRY AND REPLACE WITH PAVERS

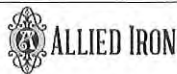


RIGHT ELEVATION
SCALE 1/4"=1'-0"



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

Star Land Features Included:



Grand Entry Doors

- * 2X4 .120 wall heavy framing
- * 5/8" dual pane hinged glass
- * ORB glass thumb latches
- * Dual rubber sweeps
- * 2x4 .120 wall door shells
- * Mounting hardware
- * Commerical grade threshold
- * Powder coat
- * 5/8" design work
- * All gaskets & seals
- * One double cylinder deadbolt
- * Clean up & Haul away
- * Up to 3 free drawing revisions

General info:

703B Avenida Sevilla LAVINIO

Door Style	Frame Style	Actual sq Foot:	Sq foot price	* Cost* of complete door minus upgrades and taxes
Filmore	Single Sq	20.0		
Powder color: BR-251 Oil Rub Bronze BROWN	Keyway: ▼	Cylinder Type Keyed both sides ▼	Glass Pattern: Aqua Tex ▼	Location Inside ▼

*

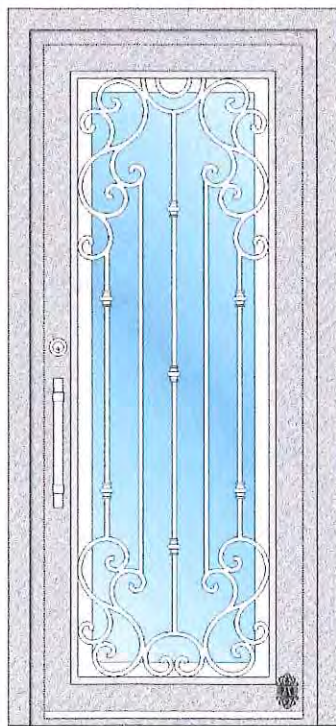
Yay! Repeat Client Discount \$ → -

Dimensions & Sketch:

Upgrades:

*** TO BE FILLED OUT BY SALES REP ***

Outer width: in inches		Outer height: in inches	
If frame style has side lights, get desired door width		Door Width:	
Hinge or Active side:	Hinge Left ▼	Opening Swing:	Open In to Home ▼
Confirm:	Same as original door ▼	Confirm:	Same as original door ▼



**PRODUCTION TO DRILL
HOLES FOR THUMB LATCH
HARDWARE & 2 DEAD**

Below to be filled out by technician only

Width OD:	72-1/2"	Height OD:	121-1/2"
Hip Height:		Arch Height:	

Outside Step Frame		Inside Step Frame		Thresholds	
Face Size:	3"	Face Size:	3"	Out tresh	1 1/4
Depth:	Total 6 13/16"	Depth:	1"	In tresh	3"
Material:	3" bar	Material:	Adjustable		

*** TO BE FILLED OUT COMPLETE BY SALES REP***

Door material upgrade: N/A (Stock 2"X4" & casement latches) ▼	N/A
Slide latches not available for doors with sidelites	
Pull Style: N/A ▼	Quantity: No Pulls ▼
Screen Location: Single ▼	Screen Color: Bug Screen ▼
Kickplate Quantity: N/A ▼	Kickplate Type: ▼
Water Return: *Required if no covering or porch No Water Return ▼	N/A
if opting out, no guarantee on leakage	
Installation Type: N/A (Door to be Shipped) ▼	N/A
2nd Texture glass pane type: Clear ▼	Included
Re-Key: No Re-key for Schlage, Slimline Thumb turn No Re-key ▼	N/A
Wreath Hook: Single Wreath hook ▼	
Insulation: No Insulation ▼	

Notes: CLIENT SUPPLYING HARDWARE
& DEAD BOLTS

X

Total:

* I, the signee have reviewed this form and confirm everything is correct



Laguna Woods Village.

MANOR #

703 B

☒ ULWM☐ TLHM

Variance Request Form

SA 21198814

Model:

Valencia

Plan:

9

Date:

11/17/17

Member Name:

John & Carole Lavinio

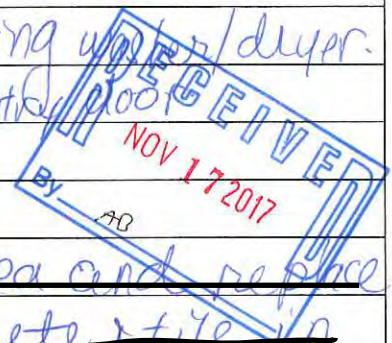
Signature

Contractor Name/Co:

Mykaton Construction

Description of Proposed Variance Request ONLY:

- ① Revision of bathrooms configuration including water/dryer.
- ② Front Door Revision - combination Storm/entry
- ③ Repurpose bedroom 2 into DEN.
- ④ wall Revision in Den - Encased opening
- ⑤ ~~Removal of concrete & tile in Patio area and replace with pavers. Removal of concrete & tile in Entry area & replace with pavers.~~



Dimensions of Proposed Variance Alterations ONLY:

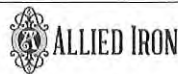
- ① Revise Bathroom Configuration: 12'6" x 12'0"
- ② Front Door Dimensions: 42" x 80", Accent color oil rubbed Brown
- 3/4 Den wall Revision: 3'6" x 10'4"
- ⑤ ~~Patio Area: 7' x 10', Entrance Area 8' x 6' - Pavers~~

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 11-17-17 Check# 446 BY: Carole & Lavinio

Alteration Variance Request	Complete Submittal Cut Off Date: 11-17-17
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 checked="" type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: 12-19-17 Board Meeting: 1-9-18 <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Denied <input type="checkbox"/> Approved </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____ </div>

Star Land Features Included:



Grand Entry Doors

- * 2X4 .120 wall heavy framing
- * 5/8" dual pane hinged glass
- * ORB glass thumb latches
- * Dual rubber sweeps
- * 2x4 .120 wall door shells
- * Mounting hardware
- * Commerical grade threshold
- * Powder coat
- * 5/8" design work
- * All gaskets & seals
- * One double cylinder deadbolt
- * Clean up & Haul away
- * Up to 3 free drawing revisions

General info:

703B Avenida Sevilla LAVINIO

Door Style	Frame Style	Actual sq Foot:	Sq foot price	* Cost* of complete door minus upgrades and taxes
Filmore	Single Sq	20.0		
Powder color: BR-251 Oil Rub Bronze BROWN	Keyway: ▼	Cylinder Type Keyed both sides ▼	Glass Pattern: Aqua Tex ▼	Location Inside ▼

*

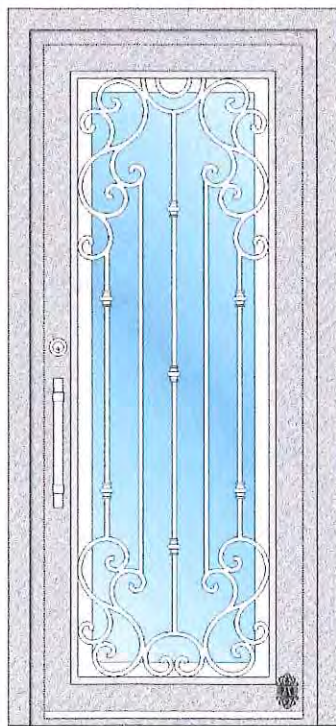
Yay! Repeat Client Discount \$ → -

Dimensions & Sketch:

Upgrades:

*** TO BE FILLED OUT BY SALES REP ***

Outer width: in inches		Outer height: in inches	
If frame style has side lights, get desired door width		Door Width:	
Hinge or Active side:	Hinge Left ▼	Opening Swing:	Open In to Home ▼
Confirm:	Same as original door ▼	Confirm:	Same as original door ▼



**PRODUCTION TO DRILL
HOLES FOR THUMB LATCH
HARDWARE & 2 DEAD**

Below to be filled out by technician only

Width OD:	72-1/2"	Height OD:	121-1/2"
Hip Height:		Arch Height:	

Outside Step Frame		Inside Step Frame		Thresholds	
Face Size:	3"	Face Size:	3"	Out tresh	1 1/4
Depth:	Total 6 13/16"	Depth:	1"	In tresh	3"
Material:	3" bar	Material:	Adjustable		

*** TO BE FILLED OUT COMPLETE BY SALES REP***

Door material upgrade: N/A (Stock 2"X4" & casement latches) ▼	N/A
Slide latches not available for doors with sidelites	
Pull Style: N/A ▼	Quantity: No Pulls ▼
Screen Location: Single ▼	Screen Color: Bug Screen ▼
Kickplate Quantity: N/A ▼	Kickplate Type: ▼
Water Return: *Required if no covering or porch No Water Return ▼	N/A
if opting out, no guarantee on leakage	
Installation Type: N/A (Door to be Shipped) ▼	N/A
2nd Texture glass pane type: Clear ▼	Included
Re-Key: No Re-key for Schlage, Slimline Thumb turn No Re-key ▼	N/A
Wreath Hook: Single Wreath hook ▼	
Insulation: No Insulation ▼	

Notes: CLIENT SUPPLYING HARDWARE
& DEAD BOLTS

X

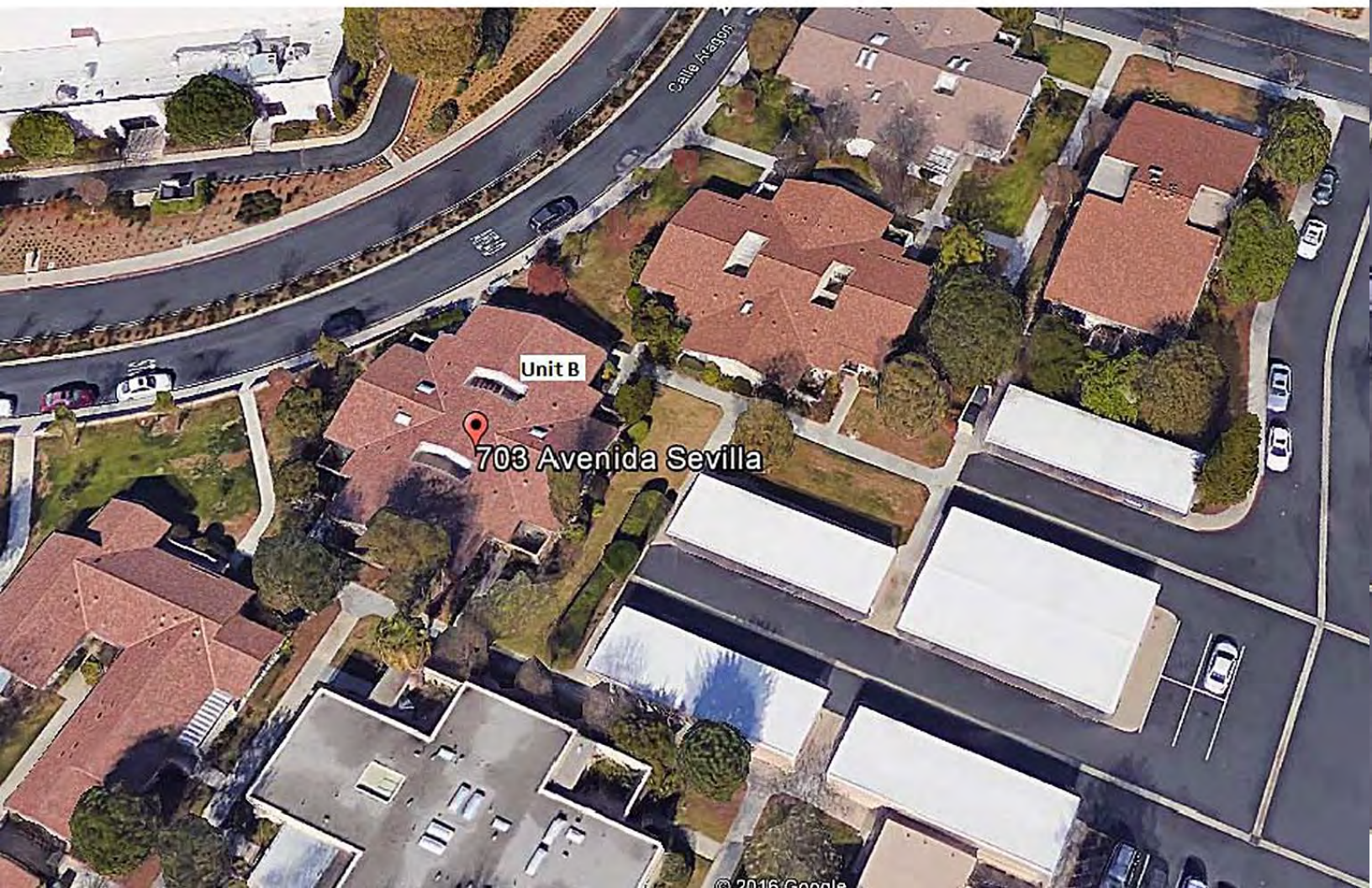
Total:

* I, the signee have reviewed this form and confirm everything is correct

Attachment: 3









STAFF REPORT

DATE: December 18, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Jean Clarkson of 2048-A (Valencia, Plan FG04)
Install Access Ramp at Entry

RECOMMENDATION

Staff recommends the Committee make a recommendation of approval to the Board to install an access ramp at entry on the condition that accurate dimensions that meet Mutual Standard 17 for Ramps are provided.

Should the Board approve, Staff recommends applying the conditions listed in Appendix A.

BACKGROUND

Jean Lee Clarkson of 2048-A Via Mariposa East, a Valencia style unit, requests Board approval of a variance to install an access ramp in Common Area outside of her unit adjacent to the existing entry way (see Attachment 1).

There is an existing Mutual Standard #17 for Ramps, however, due to the proposed ramp being located on Common Area, the request requires a Variance to obtain Board approval.

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

DISCUSSION

The proposed ramp will be required to meet existing Mutual Standards regarding width and length in order to meet the rise of 18 inches required to get to the top of the entry stairs of the unit. The maximum slope allowance for the ramp is eight percent.

The Mutual Standard requires two landings (top and bottom) that are a minimum of sixty inches to allow for wheelchair maneuverability. Landings are required to be a level surface with a maximum of cross slope of two percent. As part of the ramp installation; a handrail will be installed on one side of the ramp that continues the length of the entire ramp. A six inch wide by six inch tall curb will be required on both sides of the ramp to meet Mutual Standards as well as retaining the landscape on either side of the ramp.

Prior to the variance application, Neighbor Awareness Forms with approval from the affected Members were obtained by the applicant from 2047-C, 2047-D and 2049-D (see Attachment 3).



A Neighbor Awareness Notice was sent to Units 2046-Q, 2046-P, 2047-C, 2047-D, 2048-B, 2049-D and 2049-C on December 11, 2017 due to the potential of being in the line of sight or affected by the proposed work within one hundred fifty feet.

At the time of writing this report, there are no open Mutual Consents for unit 2048-A.

Staff recommends a condition that all landscape and irrigation revisions that may arise to accommodate the proposed alteration be made by the Landscape Division at the Mutual Member(s) expense.

Previous requests for ramps to replace steps in entry ways have been approved for 317-D in August 2016, and 360-A in May 2017. These approvals differ in that they involved converting existing steps into a ramp rather than adding a ramp separately to steps.

Prepared By: Gavin Fogg, Manor 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, September 13, 2017

Attachment 3: Neighbor Awareness Forms obtained by Applicant

Attachment 4: Photos

Attachment 5: Map



APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Manor **2048-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 Manor Alterations has been granted at **2048-A** for **Installing Access Ramp at Entry**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the 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 2048-A and all future Mutual members at 2048-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, 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. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the Issuance of a Mutual Consent for Manor Alterations, 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.

12. Prior to the Issuance of a Mutual Consent for Manor Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron as identified as "United Laguna Woods Mutual Exterior Color Groups" at Resident Services, located on the ground floor of Community Center.
13. 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>.
14. 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.
15. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
16. 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.
17. The Mutual Consent for Manor 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.
18. 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.



19. 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.
20. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.



scale: 1/4" = 1'-0"

scale: 1/4" = 1'-0"



Variance Request Form

SA 21175991

Model: NEW VALENCIA	Plan: FG04	Date: 9-13-17
Member Name: JEAN CLARKSON		
Applicant Name/Co: DEL SOL CONSTRUCTION		Email:

Description of Proposed Variance Request ONLY:

HANDICAP RAMPA

RECEIVED

SEP 13 2017

Alterations Department

Dimensions of Proposed Variance Alterations ONLY:

LENGTH 18' 6"

HEIGHT 36" RAIL

WIDTH 4' TO 6' 6"

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 9-13-17 Check# 5433 BY: Jean Lee Clarkson

Alteration Variance Request	Complete Submittal Cut Off Date: <u>9-22-17</u>
Check Items Received: <input 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: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>10-24-17</u> Board Meeting: <u>11-14-17</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____



2028 A

REMOVE FROM MIRROR BEFORE DRIVING VEHICLE

CALIFORNIA



"WARNING: The illegal use of a disabled parking placard could result in a maximum fine of \$4,200."

PARKING PLACARD



DISABLED PERSON

EXPIRES JUNE 30

2017

291735 D

PURCHASE OF FUEL (Business & Professions Code 13660)
State law requires service stations to refuel a disabled person's vehicle at self-service rates, except at service facilities with only one employee on duty.

UNITED LAGUNA WOODS MUTUAL

NEIGHBOR AWARENESS FORM-Alterations and Variance Requests

Requestor: The intent of this notification is to inform your neighbors who reside within close proximity of your manor they may be affected by your proposed alteration(s) by requiring their signatures below. The neighbor's signature indicates their awareness of the application. No application will be considered without this evidence that your neighbor(s) have been made aware of the proposed alteration(s). In regard to variance requests, the neighbor's signature is not a condition to the approval by the Board of your proposed alteration(s).

It is imperative this completed form be returned to the Permits and Inspections office located in the Laguna Woods Village Community Center as soon as possible, but NO LATER THAN TWO WEEKS PRIOR to the United Maintenance & Construction Committee meeting.

FAILURE TO RETURN THIS FORM IN THE TIMELY MANNER NOTED ABOVE WILL DELAY YOUR VARIANCE REQUEST!

In the event you are unable to contact your affected neighbor in person, you must mail a copy of the form to them and retain a *Certificate of Mailing* receipt from the United States Postal Service. This receipt may be used in lieu of the form for vacant manors or only after repeated attempts at contact are unsuccessful, and *this receipt is also required to be submitted to the Permits and Inspections office no later than two weeks prior to the Committee meeting.*

Neighbor(s): You are hereby notified that the Member at neighboring manor # 2048A has filed an application for an alteration permit to construct or install the following:

HELDICAP RAMP

The Permits and Inspections office, pursuant to policies established by the United Laguna Hills Mutual, has determined that the above alteration(s) may affect your manor. You are requested to review the proposed manor modification and sign this form in the space provided below to show that you have been made aware of the proposed alteration.

You have a right to address the United Maintenance & Construction Committee regarding the proposed alteration(s) if you so desire. Please telephone the Permits and Inspections office at 949-597-4616 for Committee meeting dates, time, and location.

MICHAEL SETIAWAN / 2049D / 09/11/2017
Name (Signature) / Manor # / Date

Comments: _____

UNITED LAGUNA WOODS MUTUAL

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Neighbor(s): You are hereby notified that the Member at neighboring manor # 3048A has filed an application for an alteration permit to construct or install the following:

HANDICAP RAMP

The Permits and Inspections office, pursuant to policies established by the United Laguna Hills Mutual, has determined that the above alteration(s) may affect your manor. You are requested to review the proposed manor modification and sign this form in the space provided below to show that you have been made aware of the proposed alteration.

You have a right to address the United Maintenance & Construction Committee regarding the proposed alteration(s) if you so desire. Please telephone the Permits and Inspections office at 949-597-4616 for Committee meeting dates, time, and location.

William Howard / 2047C / 9/12/17
Name (Signature) Manor # Date

Comments: _____

UNITED LAGUNA WOODS MUTUAL

NEIGHBOR AWARENESS FORM-Alterations and Variance Requests

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Neighbor(s): You are hereby notified that the Member at neighboring manor # 2048 A has filed an application for an alteration permit to construct or install the following:

HANDICAP RAMP

The Permits and Inspections office, pursuant to policies established by the United Laguna Hills Mutual, has determined that the above alteration(s) may affect your manor. You are requested to review the proposed manor modification and sign this form in the space provided below to show that you have been made aware of the proposed alteration.

You have a right to address the United Maintenance & Construction Committee regarding the proposed alteration(s) if you so desire. Please telephone the Permits and Inspections office at 949-597-4616 for Committee meeting dates, time, and location.

Roberta B. Eddins / 2047-D / 9/11/17
Name (Signature) Manor # Date

Comments: _____

Attachment: 4





Attachment: 5

