



**OPEN MEETING**

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

**Monday, December 18, 2017 – 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 November 27, 2017 Report and Special Meeting Report from December 7, 2017
4. Approval of the Agenda
5. Chair Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update

**Consent:**

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

8. Revised Standards 5a, 5b, 5c – Satellite Dishes with associated Resolution
9. Revised Standard 10 – Exterior Doors with associated Resolution
10. Revised Standard 11 – Exterior Floor Covering with associated Resolution
11. Revised Standard 12 – Exterior Wall Attachments with associated Resolution

**Reports:**

None

Items for Discussion and Consideration:

12. 3174-C (Las Flores, PL104RC) Replace Patio Enclosure with Room Addition
13. Update on Section 11a Interior Hard-Surface Flooring re: Noise Testing
14. Review Architectural Standard 13 - Fences, Wrought Iron
15. Review Architectural Standard 14 – Fireplace Installations
16. Review Architectural Standard 16 – Garage Doors, Sectional or One Piece

Items for Future Agendas

Acoustical Solutions

Concluding Business:

17. Committee Member Comments
18. Date of Next Regular Meeting and Bus Tour – January 18, 2017
19. Adjourn

Bert Moldow, Chair  
Kurt Wiemann, Staff Officer  
Eve Morton, Alterations Coordinator: 949-268-2565

**OPEN MEETING**

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

**Monday, November 27, 2017 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

*(The Bus Tour for Directors and Advisors will follow this meeting)*

**REPORT**

**MEMBERS PRESENT:** Chair - Bert Moldow, John Frankel, Jules Zalon, Burt Baum, and Bill Walsh

**MEMBERS ABSENT:** Rosemarie diLorenzo and Steve Parsons

**ADVISORS PRESENT:** Bob Hatch and Mike Butler

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media were present.

**3. Approval of the Agenda**

Director Frankel moved to approve the agenda. The agenda was approved unanimously.

**4. Approval of Meeting Report for October 23, 2017**

Director Frankel made a motion to approve the report and it was approved unanimously.

**5. Committee Chair Remarks**

Chair Moldow thanked the Directors who were filling in for those who couldn't be here today.

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

(3505-C) Lynn Carboz requested a status report on the proposal she submitted on a multi-member vote for using Common Area on patios of the same plan. Chair

Moldow let her know that it was on the last Closed Board agenda but they didn't get to it that day. He reported that the Board is working on the Decision Tree regarding decisions regarding Common Area. Director Baum said it's not a simple matter of approving the Decision Tree. There are legal issues that are being considered. Chair Moldow recommended Ms. Carboz write a letter to Board President diLorenzo to request that her proposal be put onto the next Board meeting agenda. Ms. Carboz inquired about a referendum and was told 5% of homeowners need to vote about rescinding a rule they don't agree with.

Director Walsh left the meeting at 9:50 a.m.

## **7. Department Head Update**

Mr. Wiemann passed out the United Guidelines for Alterations brochure. He informed the committee that he is currently working on a version for Third Mutual and to let him know about any changes the committee would like to make for the version for Third Mutual. He will bring a draft of the brochure to next month's regular meeting.

## **Consent:**

### **7a. Revised Standards 1, 4, and 6 with associated Resolutions**

Chair Moldow requested that the rules regarding work on holidays be added to Section 1.1.4.

There was a motion to approve the Consent Calendar by Chair Moldow. A vote was cast and the motion was approved unanimously.

## **Reports:**

None

## **Items for Discussion and Consideration:**

### **8. 3255-A (La Princesa, SB203RB) - Room Addition, Room Extension, and Patio Cover**

The next door neighbor at 3254-C, Helen Coutant, was present and stated that she is fine with this Variance Request.

The committee requested that since the width of the patio goes into Common Area, an Area Usage Agreement must be signed.

Advisor Butler made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

### **9. 3421-3A (Casa Dorado, SC24) - Retain Non-Standard Front Entry Door Color**

Chair Moldow informed this resident that he may be contacted by the Compliance Department since he painted his door without Mutual Consent.

Director Frankel made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

**10. 5345-D (La Princesa, PL104A) - Replace Patio Enclosure with Room Addition**

The committee requested that the windows match and the roof must be white.

Director Frankel made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

**11. 5406 (San Marco, C12B\_2) - Install 2nd A/C Unit and Modify Previously Approved Room Addition Door Size**

Director Frankel made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

**12. 5550-A (Casa Lorenzo, 12R-13) - Replace Glass Windscreen with Room Addition**

Director Frankel made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

**13. Review status of Driveway Pavers**

The committee discussed allowing pavers on driveways. Advisor Butler said pavers are covering over a common area but can be easily removed, if need be.

Director Baum said the committee needs to see what the pavers will look like. Mr. Wiemann stated that Staff can put together a Standard with a paver color palette and the type of pavers to be used. There was a motion made by Director Frankel to have Staff do so and the motion was approved unanimously.

Advisor Butler recommended giving the proposed Standard to the attorney to review since this involves Common Area. Mr. Wiemann suggested providing the proposed Standard at the December 7 Special Meeting for the committee to review and then they could bring it to the regular December Closed Board meeting for the attorney to review. Director Baum opposed and rest of the committee agreed.

(5227) Resident Melissa Qu was there for regarding her whole unit remodel and was disappointed she wasn't on the agenda. Mr. Wiemann informed her that they will try to get her Variance Requests on the Special Meeting agenda for Dec. 7 or, if not, will try for the Dec.18 agenda; only if time allows for Mr. Fogg to finalize review of her plans.

**14. Review New Standard for Bathroom Splits**

Discussion ensued regarding making it a requirement to replace waste line piping when a bathroom is remodeled. Mr. Wiemann stated that the current policy is that when a waste line camera inspection is performed and problems are found, Staff will address any problems.

Director Frankel made a motion to accept Staff's recommendation and to add that any cast iron which is exposed during the remodel must be replaced with PVC. A vote was cast and the motion was approved unanimously.

**15. Review Potential Variance Requirements for Future Satellite Dish Installations**

Mr. Wiemann reported there has not been a decline in the requests for satellite dish installations. Chair Moldow inquired about if roof is common area; does a resident need to get 67% of their Mutual to approve their satellite dish? Mr. Wiemann said no since it is de minimus use.

Advisor Butler informed that the committee that a statute regarding the right to have satellite dishes and solar panels on roofs had been passed by the State.

There was a unanimous decision by the committee to not require a variance for a satellite dish installation.

**16. Review Architectural Standards 5a, 5b, 5c, 10, 11, 11a, and 12**

**Section 5a – Satellite Dish**

Committee requested Staff remove "or similarly titled document" on Item 2.8.

Staff was asked to add an exception for the five buildings which have solar panels on the roofs; to include a different process for those buildings.

Director Frankel made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

**Section 10 – Exterior Doors**

Director Frankel made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

**Section 11 – Exterior Floor Coverings**

Staff was asked to make the following changes:

- Reword 3.4 to include dry rot damage.
- Add "concrete stain" to 2.7

Director Frankel made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

Advisor Butler stated that in order for Standards to stand alone, #1 must be added to each and should refer to where that general requirement is located. Mr. Wiemann agreed to make those changes.

**Section 11a – Interior Hard-Surface Flooring**

Staff will check with Compliance on who currently pays for noise testing. Mr. Wiemann requested this item be tabled until next month and he will report back. The committee agreed.

(5176) Michael Plean asked if someone had a hard surface floor for many years, are they grandfathered in for keeping their floor is someone below complains? Staff was asked to find out from Compliance.

**Section 12 – Exterior Wall Attachments**

Advisor Butler made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

**Items for Future Agendas**

Acoustical Solutions

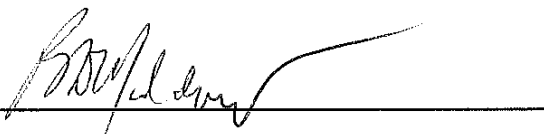
**Concluding Business:**

**17. Committee Member Comments**

None

**18. Special Meeting on December 7 and the next regular meeting and bus tour will be on December 18, 2017**

**19. Recessed at 11:30 a.m. until the Bus Tour**



Chair, Bert Moldow

Kurt Wiemann, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565

**OPEN MEETING**

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

**Thursday, December 7, 2017 – 1 p.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

*(The Bus Tour for Directors and Advisors will follow this meeting)*

**REPORT**

**MEMBERS PRESENT:** Chair - Bert Moldow, John Frankel, Bill Walsh, and Steve Parsons

**MEMBERS ABSENT:** Advisor Mike Butler

**ADVISORS PRESENT:** Bob Hatch

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

**1. Call to Order**

Chair Moldow called the meeting to order at 1:02 p.m.

**2. Acknowledgement of Media**

No media were present.

**3. Approval of the Agenda**

Director Frankel made a motion to approve and Director Walsh seconded to approve the agenda. A vote was cast and the motion was approved unanimously.

**4. Committee Chair Remarks**

None

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

Lynn Carboz (3505-C) asked if the Decision Tree will be publicized to residents once it is finalized. Mr. Wiemann explained that the Decision Tree isn't a rule change but is a document staff will use to make decisions regarding Alterations and Variances.

**6. Department Head Update**

None



**Consent:**

None

**Reports:**

**7. Revision to Common Area Policy Regarding Attic Space Storage**

Discussion ensued regarding the CC&Rs defining attics as Common Area.

Advisor Hatch suggested regular attic inspections to see if there are dangerous conditions in Village attics. Chair Moldow stated that VMS does not have the manpower for that task.

Director Walsh stated this policy regarding attic space storage is for staff to have policies and procedures in place about what is allowed and what isn't.

Director Parsons made a motion to approve Staff's recommendation to amend the Common Area Use Policy to define attics, and similar areas, as Common Area. Director Walsh seconded the motion, a vote was cast and the motion was approved unanimously.

**Items for Discussion and Consideration:**

**8. 5212 – Remove Patio Enclosure and Add Stone Veneer**

Discussion ensued regarding the status of the existing patio extension. Staff noted that the extension and room addition was previously approved by the Board. Director Frankel made a motion to accept Staff's recommendation to approve removal of a portion of the existing patio enclosure. A vote was cast and the motion was approved unanimously.

**9. 5227 – Room Addition, Room Extension, and Patio Cover**

Discussion ensued regarding the roof line and its impact on the neighboring property. The next door neighbor, Ethel Virginia, was in attendance and stated that she had no objection to the alterations.

Director Frankel made a motion to accept Staff's recommendation. A vote was cast and the motion was approved unanimously.

**10. Review Standard on Driveway Pavers**

Mr. Wiemann asked the committee to review the proposed Driveway Pavers Standard in concept for further review by legal counsel.

Chair Moldow recommended and the committee agreed that if the pavers will be placed on Common Area, such as a shared driveway, all parties must agree on the pavers.

The Committee requested that language be added to Item 2.10 of the Standard stating that paver color must be muted earth tones.

The committee requested that this proposed Paver Standard be sent to the attorney and then discussed in the December 19, 2017 Third Board Closed session.

#### **11. Review a Standard Operating Procedure for Rodent Control**

Advisor Hatch asked why this topic has been brought to this committee and not to the Maintenance and Construction (M&C) committee. Mr. Wiemann explained that M&C did not meet this month and the Board wanted the item on the Agenda for the upcoming Third Board meeting.

Director Walsh stated that wording should be added regarding removing landscaping that may provide rodent ingress around a building with rodent issues before it is sealed. The committee agreed.

The committee requested that this issue be put onto Closed Board session agenda for December 19, 2017.

#### **Items for Future Agendas**

None

#### **Concluding Business:**

#### **12. Committee Member Comments**

Advisor Hatch said the Staff Reports are an incredible effort by Staff and necessary for the Committee members to understand what residents are requesting. He stated that he has suggestions for streamlining the reports and will be giving those suggestions to Chair Moldow.

Director Walsh thanked Staff for all their hard work.

Advisor Hatch thanked Gavin Fogg for his help in resolving an issue with a Member.

#### **13. Date of Next Regular Meeting and Bus Tour – Monday, December 18, 2017**

#### **14. Adjourn at 2:21 p.m.**

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## **DRAFT**

Chair, Bert Moldow  
Kurt Wiemann, Staff Officer  
Eve Morton, Alterations Coordinator, 268-2565



## STAFF REPORT

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**DATE:** January 16, 2017  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 5A, 5B, 5C - Satellite Dishes

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### **RECOMMENDATION**

Approve a resolution to revise Alteration Standard Section 5A, 5B, 5C - Satellite Dishes

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard Section 5A, 5B, 5C - Satellite Dishes were last revised in November 2013, Resolution 03-13-119.

### **DISCUSSION**

Due to changes in technology and the continued popularity of satellite television, the ACSC has reviewed the existing Standards pertaining to satellite dish installation. The following proposed sections are proposed to apply to all three standards:

- §2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document.~~
- §2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

The following revisions are proposed to apply to Standard Section 5A – Satellite Dishes: One Story Buildings:

- §3.1 Satellite dish installation is permitted on Exclusive Use Common Area, i.e., patios, atrium or courtyard. The dish must stay within the footprint of ~~patio~~ such areas.
- §3.2 Satellite dish installation is permitted on building fascia. ~~of detached manors only.~~ The ~~resident~~ Member shall ~~make all efforts~~ coordinate with and receive approval of from the Alterations Department for all satellite dish locations. All ~~to install a~~ satellite dish installations shall ~~that will~~ not be visible from neighboring street(s). Satellite dishes must be installed no

less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street

§3.3 For satellite dish installations on building fascia of detached manors, the mounting bracket ~~and its perimeter bolt pattern shall be clamp style and~~ must fully fit onto the fascia, with no overhang.

§3.5 To install a dish on a **flat roof**, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinder blocks~~ **concrete blocks** (see Example 1 below)

### **FINANCIAL ANALYSIS**

None

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

Attachment 1: Resolution 03-17-XXX Revise Alteration Standard Section 6

Attachment 2: Redlines of Alteration Standards 5A, 5B, 5C - Satellite Dishes

**Attachment 1**

**RESOLUTION 03-17-XX**

**Revise Alteration Standard 5A, 5B, 5C - Satellite Dishes**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standards 5A, 5B and 5C - Satellite Dishes and,

**NOW THEREFORE BE IT RESOLVED**, January 16, 2018, that the Board of Directors of this Corporation hereby revises and amends the following section of Alteration Standard 5A, 5B and 5C - Satellite Dishes;

§2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document~~;

**RESOLVED FURTHER**, add the following section to Alteration Standards 5A, 5B and 5C - Satellite Dishes;

§2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department; and

**RESOLVED FURTHER**, revise the following sections of Alteration Standard 5A - Satellite Dishes: One Story Buildings;

§3.1 Satellite dish installation is permitted on Exclusive Use Common Area, i.e., patios, atrium or courtyard. The dish must stay within the footprint of ~~patio~~ such areas.

§3.2 Satellite dish installation is permitted on building fascia. ~~of detached manors only~~. The ~~resident Member~~ shall ~~make all efforts~~ coordinate with and receive approval of from the Alterations Department for all satellite dish locations. All ~~to install a~~ satellite dish installations shall ~~that will~~ not be visible from neighboring street(s). Satellite dishes must be installed not less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street

§3.3 For satellite dish installations on building fascia of detached manors, the mounting bracket ~~and its perimeter bolt pattern shall be clamp style and~~ must fully fit onto the fascia, with no overhang.

§3.5 To install a dish on a **flat roof**, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinderblocks~~ **concrete blocks**; and

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

**Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.**

# Third Laguna Hills Mutual

## Section 5A - Satellite Dishes: 1 Story Buildings

ADOPTED NOVEMBER 2006, RESOLUTION 03-06-57

REVISED APRIL 2007, RESOLUTION 03-07-31

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED NOVEMBER 2013, RESOLUTION 03-13-119

**REVISED JANUARY 2018, RESOLUTION 03-18-XX**

**FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS  
FOR ALTERATION STANDARDS**

### **1.0 GENERAL REQUIREMENTS**

- 1.1 PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements, including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.

~~1.6 — **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~

~~1.7 — **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~1.8 — **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## **2.0 GENERAL GUIDELINES**

**2.1** Any installation permitted in Mutual Common Area at one story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.

**2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.

**2.3** The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.

**2.4** No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.

**2.5** Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it shall be the Mutual Member's responsibility to remove



and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation shall be borne by the Mutual Member.

- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and the restoration of any Mutual property, at the Member's expense.
- 2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document~~.
- 2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

### 3.0 INSTALLATION GUIDELINES

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, i.e., patios, patio, atrium or courtyard. The dish must stay within the footprint of patios such areas.
- 3.2 Satellite dish installation is permitted on building fascias ~~of detached manors only~~. The resident Member shall make all efforts coordinate with and receive approval of from the Alterations Department for all satellite dish locations. All to install a satellite dish installations shall that will not be visible from neighboring street(s). Satellite dishes must be installed no less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street.
- 3.3 For satellite dish installations on building fascias of detached manors, the mounting bracket and its perimeter bolt pattern shall be clamp style and must fully fit onto the fascia, with no overhang.
- 3.4 Satellite dish installation is permitted on **flat roofs** when the location does not interfere with the overall visual continuity of the manor and/or surrounding area. No satellite dish or any portion of a

satellite dish and its related Members shall be attached to any built-up roofing on a flat roof. See 2.2 for installation criteria.

- 3.5 To install a dish on a **flat roof**, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinderblocks~~ concrete blocks (see Example 1 below).
- 3.6 For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- 3.7 Only one (1) satellite dish per manor is allowed.
- 3.8 Any satellite dish installed on Common Area shall not exceed a diameter of 36".
- 3.9 No coaxial cable shall be larger than ½" in diameter.
- 3.10 Fasteners shall be properly sealed to prevent moisture intrusion. Sealants shall be specifically manufactured for the application for which it is used.
- 3.11 Drilling through a roof is prohibited.
- 3.12 Mounting a satellite dish on a chimney is prohibited.
- 3.13 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.14 Mounting of a satellite dish to PVC, ABS, or plumbing vent pipes is prohibited.
- 3.15 No modifications to any fascia, rain gutter or plumbing vent shall be permitted. A satellite dish installation shall not obstruct a rain gutter or plumbing vent in any way.
- ~~3.16 It is recommended that satellite dishes and installation materials be grounded in accordance with the National Electric Code.~~



**Example 1: Non-Penetrating Satellite Dish Roof Mount**

# Third Laguna Hills Mutual

## Section 5B - Satellite Dishes: 2 Story Buildings

ADOPTED NOVEMBER 2006, RESOLUTION 03-06-58

REVISED APRIL 2007, RESOLUTION 03-07-32

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED NOVEMBER 2013, RESOLUTION 03-13-120

REVISED JANUARY 2018, RESOLUTION 03-18-XX

FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS  
FOR ALTERATION STANDARDS

- ~~1.1 — **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.~~
- ~~1.2 — **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- ~~1.3 — **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~
- ~~1.4 — **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in~~

~~excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~

~~1.5 — **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

~~1.6 — **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~

~~1.7 — **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~1.8 — **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## **2.0 GENERAL GUIDELINES**

**2.1** Any installation permitted in Mutual Common Area at two story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.

**2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be

submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.

- 2.3** The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4** No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5** Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it shall be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation shall be borne by the Mutual Member.
- 2.6** Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception- Devices rule (OTARD).
- 2.7** Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.
- 2.8** Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document.~~
- 2.9** Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

### **3.0 INSTALLATION GUIDELINES**

- 3.1** Satellite dish installation is permitted on Exclusive Use Common Area, e.g. patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2** Only one (1) satellite dish per manor is allowed.
- 3.3** Any satellite dish installed on Common Area shall not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.16 herein.
- 3.4** No coaxial cable shall be larger than ½" diameter.
- 3.5** Unless otherwise specified, coaxial cable shall be encased in ½", 26 gauge steel ~~wire mold~~ wire mold -fastened to the surface of the wall with ½" - mounting clips and anchors, specified for stucco, attached every four feet. ~~Wire mold~~ Wire mold -shall be painted to match the surface to which it is attached **prior to installation**. Fasteners shall be properly sealed to prevent moisture intrusion. Sealants shall be specifically manufactured for the application for which it is used.
- 3.6** Drilling through a roof is prohibited.
- 3.7** Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.8** Mounting of a satellite dish to PVC, ABS, plumbing vent pipes is prohibited.
- 3.9** No satellite dish or any portion of a satellite dish and its related

~~members~~Members shall be attached to any built-up roofing on a flat roof.

**3.10** Mounting a satellite dish on a chimney is prohibited.

**3.11** No modifications to any fascia, rain gutter or plumbing vent shall be permitted. A satellite dish installation shall not obstruct a rain gutter or plumbing vent in any way.

**3.12** It is recommended that satellite dishes and installation materials be grounded in accordance with the National Electric Code.

**3.13 Buildings with flat roof and mansard roof**

(a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.

(b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.

(c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" cinderblocks (see Example 1 below).

(d) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. (Do not alter or damage the tile or rain gutter in any way.



- (e) Attach ~~wire mold~~ wire mold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached ~~wire mold~~ wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (f) Do not place ~~wire mold~~ wire mold -within 18" of balconies, balcony railings or balcony overhangs. Do not place ~~wire mold~~ wire mold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

### 3.14 Buildings with flat roof and parapet

- (a) Place the satellite dish on the flat roof approximately 15 feet from the parapet above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" cinderblocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the flat roof to the parapet. Continue the coaxial cable up the wall of the parapet, over the crown, and down until it is several inches below an existing wire- mold installation. (Do not attach the coaxial cable to the interior wall of the parapet with fasteners.) Attach new ~~wire mold~~ wire mold ~~immediately~~ immediately below the existing ~~wire mold~~ wire mold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the

coaxial cable in the attached ~~wire mold~~wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)

- (e) Do not use, alter or damage existing wire mold installation.

### 3.15 Seville

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building, existing fascias, or on roof beams.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" ~~cinder blocks~~concrete blocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the roof to the fascia. Attach the coaxial cable to the inside of the fascia and continue down to a location that is directly in line above the room selected for installation of the jack. Attach the coaxial cable to the overhang and continue to the wall of the building. Attach ~~wire mold~~wire mold to the wall, vertically, in a straight line down to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached ~~wire mold~~wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing ~~wire mold~~wire mold installation. Do not alter or damage rain gutters.

### 3.16 ~~Catalina~~, Casa Milano, La Quinta and Villa Lugano series

- (a) Mounting of satellite dishes on buildings is permitted only upon approval of Permits and Inspections office of a detailed plan indicating all work to be done, i.e., size, location, description and specifications.
- (b) Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.



**Example 1: Non-Penetrating Satellite Dish Roof Mount**

# Third Laguna Hills Mutual

## Section 5C - Satellite Dishes: 3 Story Buildings

ADOPTED NOVEMBER 2006, RESOLUTION 03-06-59

REVISED APRIL 2007, RESOLUTION 03-07-33

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED NOVEMBER 2013, RESOLUTION 03-13-121

REVISED JANUARY 2018, RESOLUTION 03-18-XX

FOR GENERAL REQUIRMENTS SEE SECTION 1 GENERAL REQUIREMENTS  
FOR ALTERATION STANDARDS

### ~~1.0 — GENERAL REQUIREMENTS~~

~~1.1 — **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.~~

~~1.2 — **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~

~~1.3 — **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~

~~1.4 — **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~

~~1.5 — **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

~~1.6 — **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~

~~1.7 — **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~1.8 — **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## **2.0 GENERAL GUIDELINES**

**2.1** Any installation permitted in Mutual Common Area at three story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.

**2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.

**2.3** The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.

- 2.4 No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5 Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it shall be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation shall be borne by the Mutual Member.
- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception- Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.
- 2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document~~.
- 2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

### **3.0 INSTALLATION GUIDELINES**

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, e.g. patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2 Only one (1) satellite dish per manor is allowed.

- 3.3 Any satellite dish installed on Common Area shall not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.15 herein.
- 3.4 No coaxial cable shall be larger than ½" in diameter.
- 3.5 Unless otherwise specified, coaxial cable shall be encased in ½", 26 gauge steel ~~wire~~mold~~wire mold~~ fastened to the surface of the wall with ½" mounting clips and anchors, specified for stucco, attached every four feet. ~~Wire~~mold~~Wire mold~~ shall be painted to match the surface to which it is attached **prior to installation**. Fasteners shall be properly sealed to prevent moisture intrusion. Sealants shall be specifically manufactured for the application for which it is used.
- 3.6 Drilling through a roof is prohibited.
- 3.7 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.8 Mounting of a satellite dish to PVC, ABS or plumbing vent pipes is prohibited.
- 3.9 No satellite dish or any portion of a satellite dish and its related members shall be attached to any built-up roofing on a flat roof.
- 3.10 No modifications to any fascia, rain gutter or plumbing vent shall be permitted. A satellite dish installation shall not obstruct a rain gutter or plumbing vent in any way.
- 3.11 It is recommended that satellite dishes and installation materials be grounded in accordance with the National Electric Code.

### 3.12 Garden Villa-type buildings with a mansard roof

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. Coaxial cable installation is permitted on exterior walls but is prohibited on interior walls facing the courtyard. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinder blocks~~ concrete blocks -(see Example 1 below).
- (d) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. Do not alter or damage the tile or rain gutter in any way.
- (e) Attach ~~wire mold~~ wire mold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally as required to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached ~~wire mold~~ wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5).
- (f) Do not place ~~wire mold~~ wire mold within 18" of balconies, balcony railings or balcony overhangs. Do not place ~~wire mold~~ wire mold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

### 3.13 LH2Is with an overall flat roof and mansard roof



- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. Coaxial cable installation is permitted on the back and end walls but is prohibited on the front wall of the building. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinder blocks~~ concrete blocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish, across the surface of the flat roof and down the fascia. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the wall of the building. Do not alter or damage the tile or rain gutter in any way.
- (e) Attach ~~wire mold~~ wire mold to the wall immediately below the rain gutter and continue down vertically and horizontally as required to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached ~~wire mold~~ wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (f) Do not place ~~wire mold~~ wire mold within 18" of balconies, balcony railings or balcony overhangs. Do not place ~~wire mold~~ wire mold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

### 3.14 LH2Is with flat elevated center roof and mansard roof

- (a) Place the satellite dish in the approximate center of the elevated flat roof above the manor for which the service is being provided. Coaxial cable installation is permitted on the back and end walls but is prohibited on the front of the building. At no time can the dish be mounted on the side of the building or existing fascias.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinder blocks~~ concrete blocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the flat elevated roof, and continue downward, firmly and without slack, over the mansard roof until the coaxial cable reaches the rain gutter or fascia. Do not alter or damage the fascia or rain gutter in any way.
- (e) Attach ~~wire mold~~ wire mold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached ~~wire mold~~ wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (f) Do not place ~~wire mold~~ wire mold within 18" of balconies, balcony railings or balcony overhangs. Do not place ~~wire mold~~ wire mold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

### 3.15 LH2Is with sloping overall tile roof

Satellite dish installation on the roof, side of building, or fascias is prohibited. Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.



**Example 1: Non-Penetrating Satellite Dish Roof Mount**





## STAFF REPORT

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**DATE:** January 16, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 10 – Doors, Exterior

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### **RECOMMENDATION**

Approve a resolution to revise Alteration Standard Section 10 – Doors, Exterior

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard Section 10 – Doors, Exterior was last revised in March 2003, via Resolution 03-02-22.

### **DISCUSSION**

The ACSC has reviewed the existing Alteration Standard Section 10 – Doors, Exterior and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- §2.2 Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member. ~~The exterior of the doors shall match the Mutual's painting policy, be of natural or stained wood, or of vinyl material.~~
- §2.3 Glass in entry doors may be allowed provided it follows the standards set for such installation as required by ~~the current California Building Code. the Uniform Building Code and complies in all respects with such standards.~~
- §2.4 Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Department.
- §3.1 ~~All doors shall be painted or stained to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. Doors shall be of natural or stained wood or fiberglass or vinyl clad material. Painted doors shall be the body or trim color of the building, or be white.~~
- §3.3 Exterior doors shall be compliant with the current edition of the ~~Uniform~~ California Building Code.

**§3.4** Any required irrigation or landscaping modifications resulting from the door (or required ~~steep~~ landing) installation must be performed by the ~~PCM~~ Agent's Landscaping Division, at the Mutual member's expense.

After review of the Standard the ACSC determined that the following sections should be added to the Standard:

**§3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**§3.6** Existing header height must remain unchanged.

### **FINANCIAL ANALYSIS**

None

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

**Attachment 1: Resolution 03-18-XXX Revise Alteration Standard Section 10**

**Attachment 2: Redlines of Alteration Standard 10 – Doors, Exterior**

**Attachment 1**

**RESOLUTION 03-18-XX**

**Revise Alteration Standard Section 10 – Doors, Exterior**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 10 – Doors, Exterior.

**NOW THEREFORE BE IT RESOLVED**, January 16, 2018, that the Board of Directors of this Corporation hereby revises and amends the following section of Alteration Standard Section 10 – Doors, Exterior;

- §2.2 Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member. ~~The exterior of the doors shall match the Mutual's painting policy, be of natural or stained wood, or of vinyl material.~~
- §2.3 Glass in entry doors may be allowed provided it follows the standards set for such installation as required by ~~the current California Building Code. the Uniform Building Code and complies in all respects with such standards.~~
- §2.4 Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Department.
- §3.1 ~~All doors shall be painted or stained to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.~~ Doors shall be of natural or stained wood or fiberglass or vinyl clad material. Painted doors shall be the body or trim color of the building, or be white.
- §3.3 Exterior doors shall be compliant with the current edition of the ~~Uniform~~ California Building Code.
- §3.4 Any required irrigation or landscaping modifications resulting from the door (or required ~~steep landing~~) installation must be performed by the ~~PCM Agent's~~ Landscaping Division, at the Mutual member's expense.

**RESOLVED FURTHER**, add the following section to Alteration Standard Section 10 – Doors, Exterior; and,

§3.5 Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

§3.6 Existing header height must remain unchanged.

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

**Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.**





## ~~THIRD LAGUNA HILLS MUTUAL~~

### **SECTION 10 DOORS, EXTERIOR**

**JANUARY 1989**

**REVISED AUGUST 2002, RESOLUTION M3-02-38**

**REVISED MARCH 2003, RESOLUTION 03-02-22**

**GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49**

**REVISED JANUARY 2018, RESOLUTION 03-17-XX**

**FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL  
REQUIREMENTS FOR ALTERATION STANDARDS**

#### **1.0 GENERAL REQUIREMENTS**

- 1.1 PERMITS AND FEES:** ~~A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.~~
- 1.2 MEMBERS' RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- 1.3 CODES AND REGULATIONS:** ~~All work shall comply with all applicable local, state, and federal requirements, including, but not limited to, the current edition of the National Electric Code (NEC).~~
- 1.4 WORK HOURS:** ~~No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~



- ~~1.5 — **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~
- ~~1.6 — **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~
- ~~1.7 — **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 — **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## 2.0 **TYPES OF DOORS**

- 2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.
- 2.2** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member. ~~The exterior of the doors shall match the Mutual's painting policy, be of natural or stained wood, or of vinyl material.~~



**2.3** Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code, the Uniform Building Code and complies in all respects with such standards.

**2.4** Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Department.

### **3.0 APPLICATIONS**

**3.1** All doors shall be painted or stained to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. Doors shall be of natural or stained wood, or of fiberglass or vinyl clad material. Painted doors shall be the body or trim color of the building, or be white.

**3.2** Screen door additions are acceptable.

**3.3** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**3.4** Existing header height must remain unchanged.



- 3.35** Exterior doors shall be compliant with the current edition of the Uniform-California Building Code.
- 3.46** Any required irrigation or landscaping modifications resulting from the door (or required steeplanding) installation must be performed by the PCM VMSAgent's Landscaping Division, at the Mutual member's expense.



## STAFF REPORT

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**DATE:** January 16, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 11 – Exterior Floor Coverings

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### **RECOMMENDATION**

Approve a resolution to revise Alteration Standard Section 11 – Exterior Floor Coverings

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard Section 11 – Exterior Floor Coverings was last revised in March 2003, via Resolution 03-02-23.

### **DISCUSSION**

The ACSC has reviewed the existing Alteration Standard Section 11 – Exterior Floor Coverings and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

§3.4 Mutual members assume responsibility for any building damage, including dry rot, which occurs due to the installation or presence of a floor covering.

After review of the Standard, the ACSC determined that the following section should be added to the Standard:

§2.8 Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

### **FINANCIAL ANALYSIS**

None

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 03-17-XXX Revise Alteration Standard Section 11

**Attachment 2:** Redlines of Alteration Standard Section 11 – Doors, Exterior

**Attachment 1**

**RESOLUTION 03-18-XX**

**Revise Alteration Standard Section 11 – Doors, Exterior**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 11 – Exterior Floor Coverings.

**NOW THEREFORE BE IT RESOLVED**, January 16, 2018, that the Board of Directors of this Corporation hereby revises and amends the following section of Alteration Standard Section 11 – Doors, Exterior;

§3.4 Mutual members assume responsibility for any building damage, including dry rot, that occurs due to the installation or presence of a floor covering.

**RESOLVED FURTHER**, add the following section to Alteration Standard Section 11 – Doors, Exterior; and,

§2.8 Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

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

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.



## ~~THIRD LAGUNA HILLS MUTUAL~~

### **SECTION 11 EXTERIOR FLOOR COVERINGS**

**JANUARY 1989**

**REVISED MARCH 2003, RESOLUTION 03-03-23**

**GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49**

**REVISED JANUARY 2018, RESOLUTION 03-17-XX**

**FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS  
FOR ALTERATION STANDARDS**

#### **1.0 — GENERAL REQUIREMENTS**

- 1.1 — PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 — MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 — CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 — WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 — PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.



- ~~1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~
- ~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## 2.0 APPLICATIONS

- 2.1 Floor coverings are installed by the ~~Mutual members~~**Members** at their own risk. Any building activity which may damage any type of floor covering shall be the resident's responsibility.
- 2.2 Attaching substances shall encompass glues or adhesive strips for carpeting on concrete patio slabs only. Carpeting for balconies shall utilize adhesive strips only. Mortar, cements, etc., for tile only.
- 2.3. No screws, nails, or any type of penetrating attachments shall be permitted.





- 2.4** Floor coverings shall not be installed on any non-entry walk.
- 2.5** Color, style, fashion, or design of any floor covering shall be optional.
- 2.6** Glazed tile, due to its slippery surface, is not recommended for use as a floor covering.
- 2.7** Concrete stain may be applied to patio, atrium, and courtyard slabs only.
- 2.78** A four inch mow strip will be left (set back) on all patio slab coverings. For all walkway coverings, a four inch mow strip will be installed along the entire alteration.

### **3.0 MAINTENANCE**

- 3.1** ~~Mutual members~~Members must maintain and/or replace, as needed, all floor coverings installed.



- 3.2 ~~Mutual members~~Members shall be responsible to remove any floor covering for access to the subsurface for purposes of repairs as may be required.
- 3.3 ~~Mutual members~~Members assume all responsibility for tile that cracks or becomes s loose due to the building movement or other causes.
- 3.4 ~~Mutual members~~Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- ~~3.43.5~~ On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- ~~3.43.6~~ If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs.



## STAFF REPORT

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**DATE:** January 16, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 12 – Exterior Wall Attachments

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### **RECOMMENDATION**

Approve a resolution to revise Alteration Standard Section 12 – Exterior Wall Attachments

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard Section 12 – Exterior Wall Attachments was last revised in April, 1996, via Resolution M3-96-28.

### **DISCUSSION**

The ACSC has reviewed the existing Alteration Standard Section 12 – Exterior Wall Attachments and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- §3.1 Tile ~~pavers~~ veneer used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- §3.2 Tile and veneer used ~~as a brick veneer~~ will be limited to use on stucco covered exterior chimneys and entryway columns.

After review of the Standard, the ACSC determined that the following section should be added to the Standard:

**§4.5 All trellis and wrought iron shall be mounted vertically.**

### **FINANCIAL ANALYSIS**

None

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

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENT(S)**

**Attachment 1: Resolution 03-17-XXX Revise Alteration Standard Section 12**

**Attachment 2: Red Lines of Alteration Standard Section 12 – Exterior Wall Attachments**

**Attachment 1**

**RESOLUTION 03-18-XX**

**Revise Alteration Standard Section 11 – Doors, Exterior**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 12 – Exterior Wall Attachments.

**NOW THEREFORE BE IT RESOLVED**, December 19, 2017, that the Board of Directors of this Corporation hereby revises and amends the following section of Alteration Standard Section 11 – Doors, Exterior;

§3.4 Mutual members assume responsibility for any building damage, **including dry rot, that occurs** due to the installation **or presence** of a floor covering.

**RESOLVED FURTHER**, add the following section to Alteration Standard Section 11 – Doors, Exterior; and,

**§2.8 Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.**

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

**Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.**



## ~~THIRD LAGUNA HILLS MUTUAL~~

### **SECTION 12 EXTERIOR WALL ATTACHMENTS**

**MARCH 1983**

**REVISED APRIL 1996, RESOLUTION M3-96-28**

**GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49**

**REVISED JANUARY 2018, RESOLUTION 03-178-XX**

#### **~~SECTION 12~~**

**FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL  
REQUIREMENTS FOR ALTERATION STANDARDS**

#### **~~1.0 GENERAL REQUIREMENTS~~**

**~~1.1 PERMITS AND FEES:~~** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations Department with City permit number(s) prior to beginning work.

**~~1.2 MEMBERS' RESPONSIBILITY:~~** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.

**~~1.3 CODES AND REGULATIONS:~~** All work shall comply with all applicable local, state, and federal requirements.



- ~~1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~
- ~~1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~
- ~~1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~
- ~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~



## **2.0 APPLICATIONS**

**2.1** No attachments may cover any electrical outlets or junction boxes.

**2.2** No attachments may cover over plumbing access covers, cleanouts, or shutoffs.

**2.3** No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.

**2.4** All attachments must be permanent in nature and not subject to extreme weathering or deterioration.

**~~2.2~~ 2.5** Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios or atriums.

## **3.0 TILE AND VENEER-PAVERS**

**3.1** Tile ~~pavers and veneer~~ used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.



- 3.2 Tile and veneer used ~~as a brick veneer~~ will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3 Tile must match in color, design, and size as close as possible any brickwork on building existing.

#### 4.0 TRELLIS AND WROUGHT IRON DESIGNS

- 4.1 All trellis and wrought iron shall be mounted vertically.
- 4.~~12~~ Any -trellis attached to a wall must be painted the same color as the wall.
- 4.~~23~~ Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached~~-to~~.
- 4.~~34~~ Wrought iron shall be easily removable for access to the wall for painting purposes.
- 4.~~45~~ All lags or screws into walls must be sealed prior to installation to prevent water penetration.





## **5.0 MURALS AND WALL HANGINGS**

- 5.1** Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.
- 5.2** Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.





## STAFF REPORT

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**DATE:** December 18, 2017  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request  
Ms. Catherine Palmer of 3174-C (Las Flores, PL104RC)  
Replace Patio Enclosure with Room Addition

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### **RECOMMENDATION**

Staff recommends the Board approve the request for a room addition with a new bathroom on enclosed patio with the conditions as stated in Appendix A.

### **BACKGROUND**

Ms. Catherine Palmer of 3174-C Via Vista, a Las Flores style manor, is requesting Board approval of a variance to construct a room addition on the same footprint as the existing enclosed patio (Attachment 1). The cost of the proposed alteration would be borne by the Member.

A sunroom was installed via Mutual Consent #93449 in 1993. There is no copy of the Mutual consent or a record of a Common Area Agreement being recorded on file. The installation involved extending the original patio slab to eighteen feet, six inches wide and fourteen feet deep.

There are no Architectural Standard plans for a room addition on this style of unit and so a Variance was required.

### **DISCUSSION**

The proposed room addition will be constructed on the existing sunroom footprint and will consist of a wood frame structure with exterior stucco finished to match the existing building.

The rear elevation will have two windows installed that are five foot wide by five foot tall and match the existing living room window. The left elevation will have a single window which is two foot wide by five foot tall and a sliding glass door that is five foot wide by six foot, eight inch tall. The proposed door will open onto the remaining existing patio. All windows and doors will be white vinyl to match the existing building.

The proposed roof would consist of a new built-up flat roof (3/8:12 pitch) and would be constructed to match the existing roof in materials and appearance.

A City permit that would ensure Title 24 is met will be required for Mutual approval.

The Decision Tree Rationale is provided in Appendix B due to the room addition being constructed partially on previously approved Common Area.

Staff determined there would be no impairment of the structural integrity or mechanical systems of the surrounding buildings or lessening of its support.

A City of Laguna Woods building permit final would verify compliance with all applicable building codes to include light, ventilation, and egress.

Previous requests for similar rear patio room additions have been approved for 3178-C in December 1998, 3179-C in November 1996, 3232-B in October 1997, and 3259-D in October 1996.

At the time of preparing this report, there are no open Mutual Consents for Manor 3174-C.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3174-C

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

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

**ATTACHMENT(S)**

Appendix A: Conditions of Approval

Appendix B: Decision Tree Rationale

Attachment 1: Site Plan

Attachment 2: Variance Request

Attachment 3: Photos

Attachment 3: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. No improvement shall be installed, constructed, modified or altered at Manor **3174-C**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at **3174-C** for **replacing sunroom with room addition**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3174-C and all future Mutual members at 3174-C.
5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
6. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
8. Member Owner's contractors and other invitees shall have business signage on vehicles and 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 Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "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.

11. 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 Manor 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.

12. 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.

13. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.

14. 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.

15. 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>.

16. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Manor.

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

## APPENDIX B

### DECISION TREE RATIONALE

Pursuant to the previous Decision Tree, five criteria must be considered when reviewing applications for Common Area alterations. If the proposed alteration does not meet all criteria, the request should be denied. Alternately, of course, if the proposed alteration meets all criteria, the request should be approved.

1. Compliance with Community Standards. Each Application must comply with all Mutual governing documents, including but not limited to the architectural and building rules, whether the proposed alteration is entirely within the Member's manor, on Exclusive Use Common Area, or on Common Area.

*The proposed alteration complies with Community Standards.*

2. Neighbor Awareness Forms, required to be submitted from affected neighbors prior to approval. If the Mutual determines the proposed alteration will cause an unreasonable burden to other Manor residents, then the Application for Manor Alteration(s) should be rejected.

*Neighbor Awareness Notices have been mailed to manors 3174-A, 3174-B and 3174-D on December 1, 2017 for notification of the proposed alteration, Committee and Board Meeting dates and times. The Board shall make the determination regarding an unreasonable burden.*

3. Determine whether the area of the proposed alteration is located in Common Area or Exclusive Use Common Area. If the Mutual determines the proposed alteration will be located entirely on Exclusive Use Common Area, proceed to Step 5, Recordable Agreement Requirement.

*The proposed alteration would be located on Limited Common Area as well partially on Common Area.*

4. If a proposed alteration is to be located entirely or partially on or over Common Area, the Mutual should first determine if allowing the alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third. [The alteration should relieve management and maintenance burden and not create or increase others]. If the proposed alteration does not meet these conditions, it must be denied. If the application meets this test, proceed to Step 5 below.

*The proposed alteration would meet this requirement as it would be partially located on a previously-extended patio that was then enclosed to be generally inaccessible and not of general use to other members of Third, which relieved the Mutual of burden of management and maintenance of that area.*

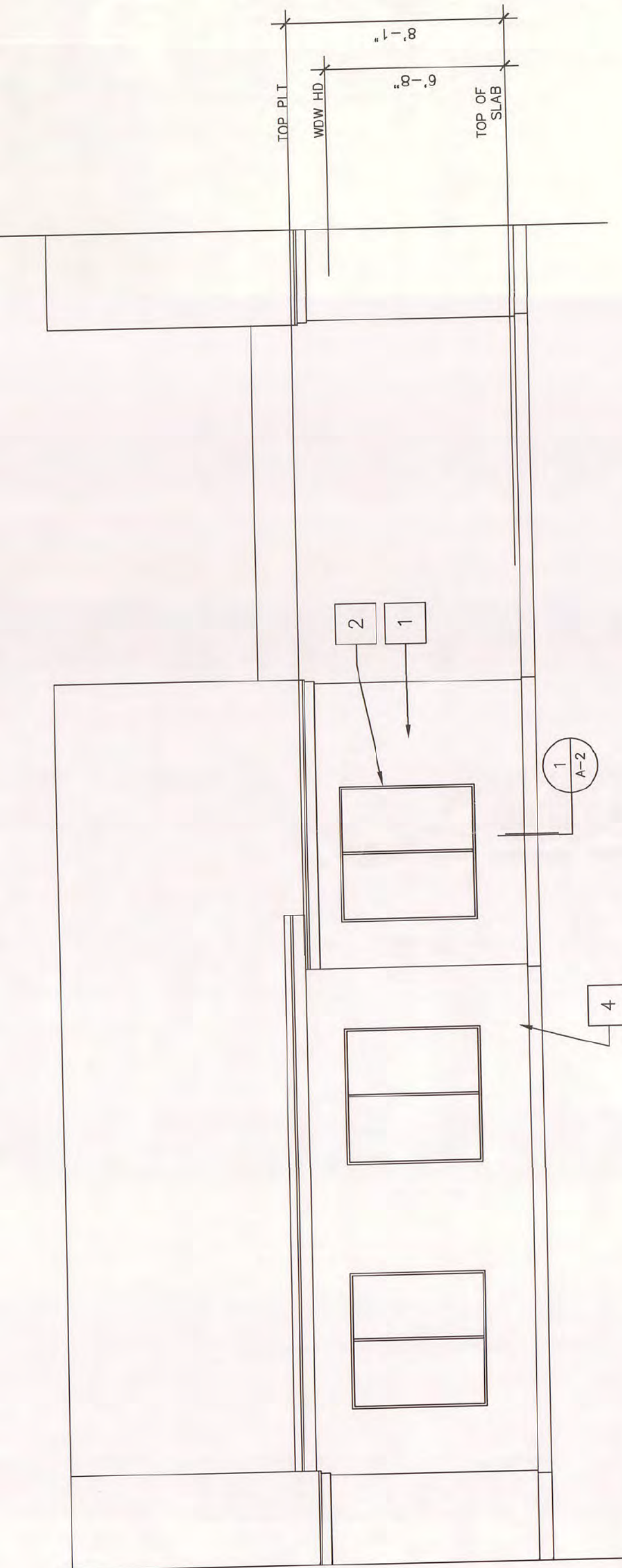
5. Recordable Agreement Requirement. This agreement, among other things, requires the Member to acknowledge the Alteration shall be Common Area and will not be separately owned by Member, and shall not construed to change or expand the Member's separate interest as documented in the applicable Condominium Plan.

*The Member will be required to complete the "Recordable Common Area Agreement" prior to issuance of a Mutual permit.*



SHEET INDEX

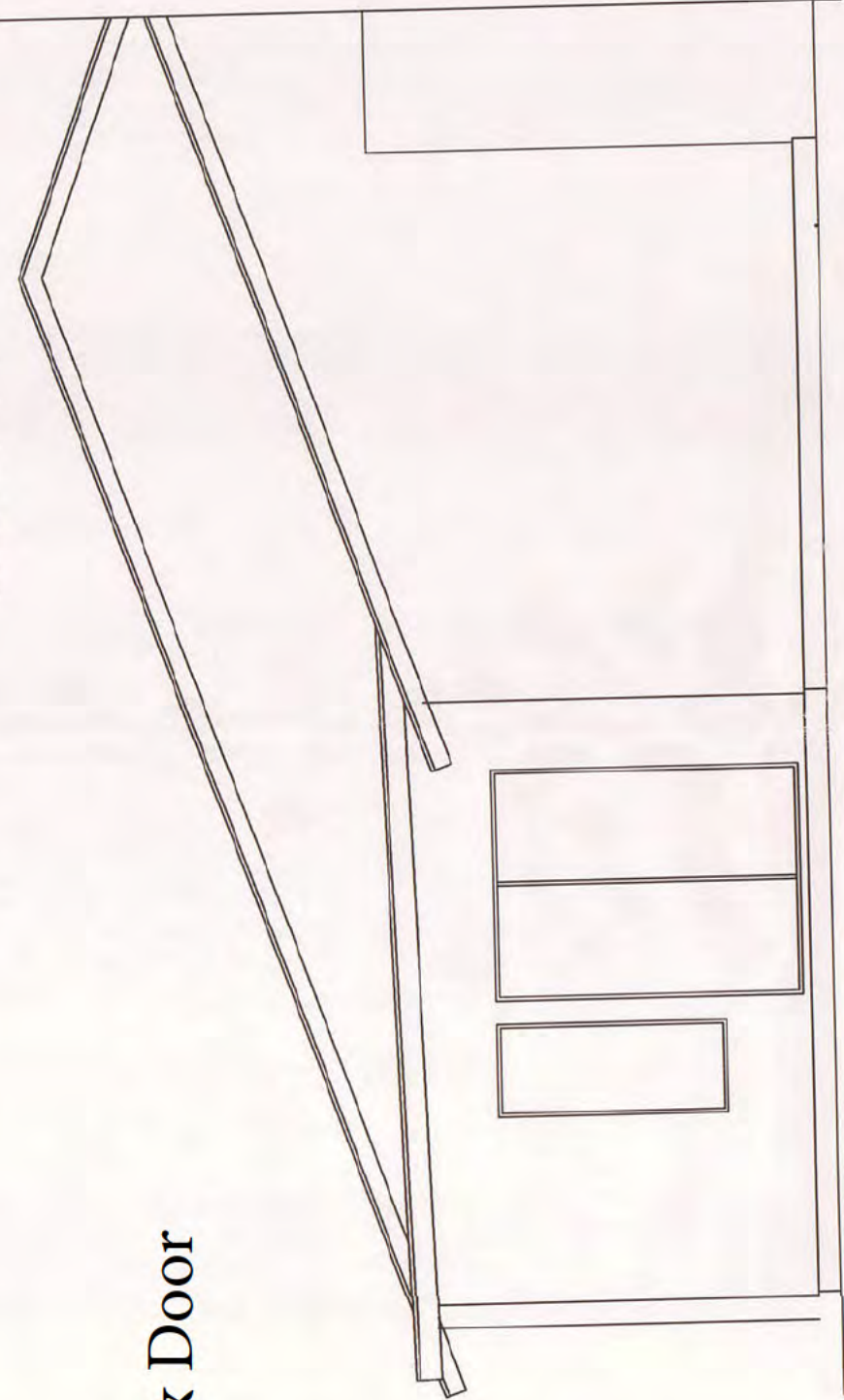
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- A2 FRAMING SLAB, STRUCT CALCS
- A3 ENERGY CALCS



REAR ELEVATION

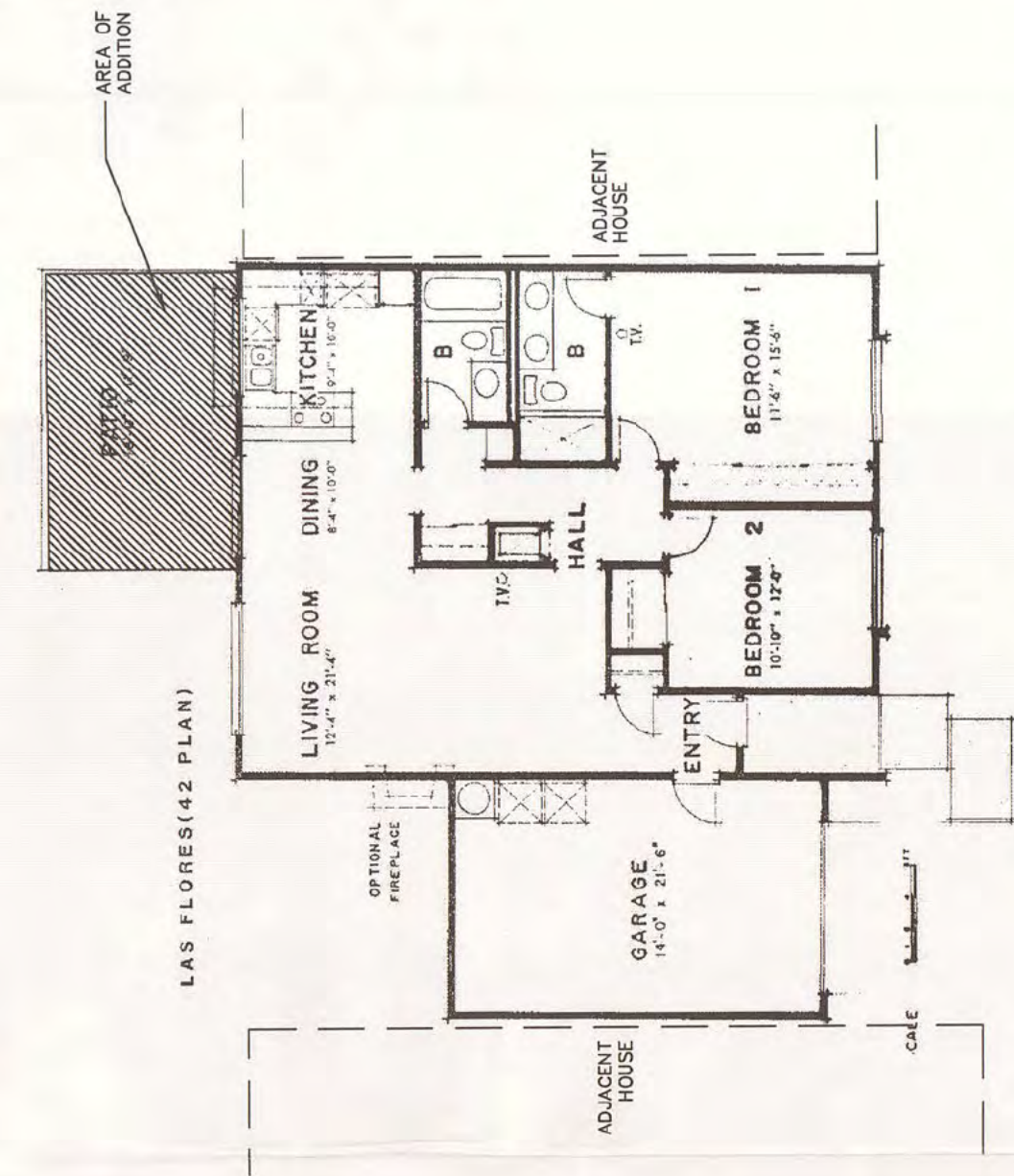
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New Windows & Door



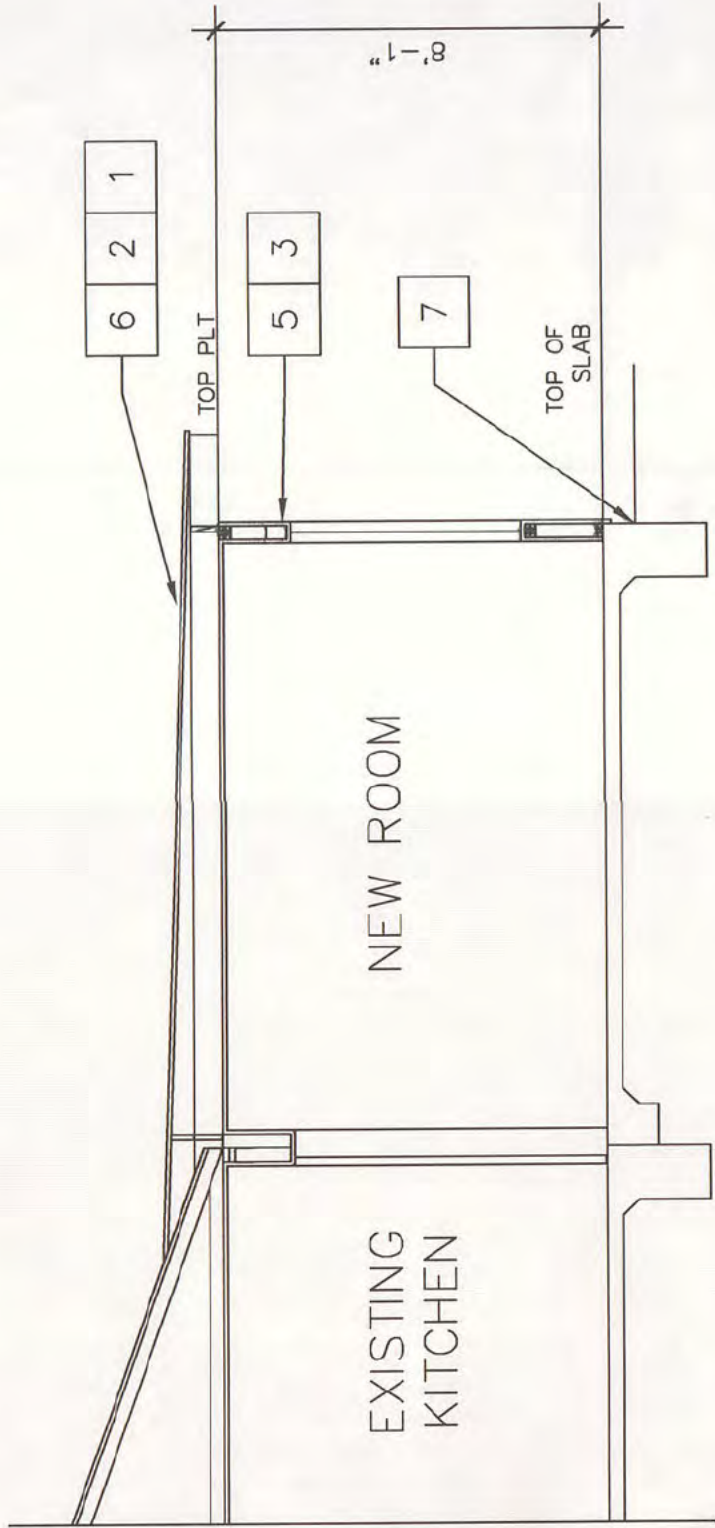
LEFT ELEVATION

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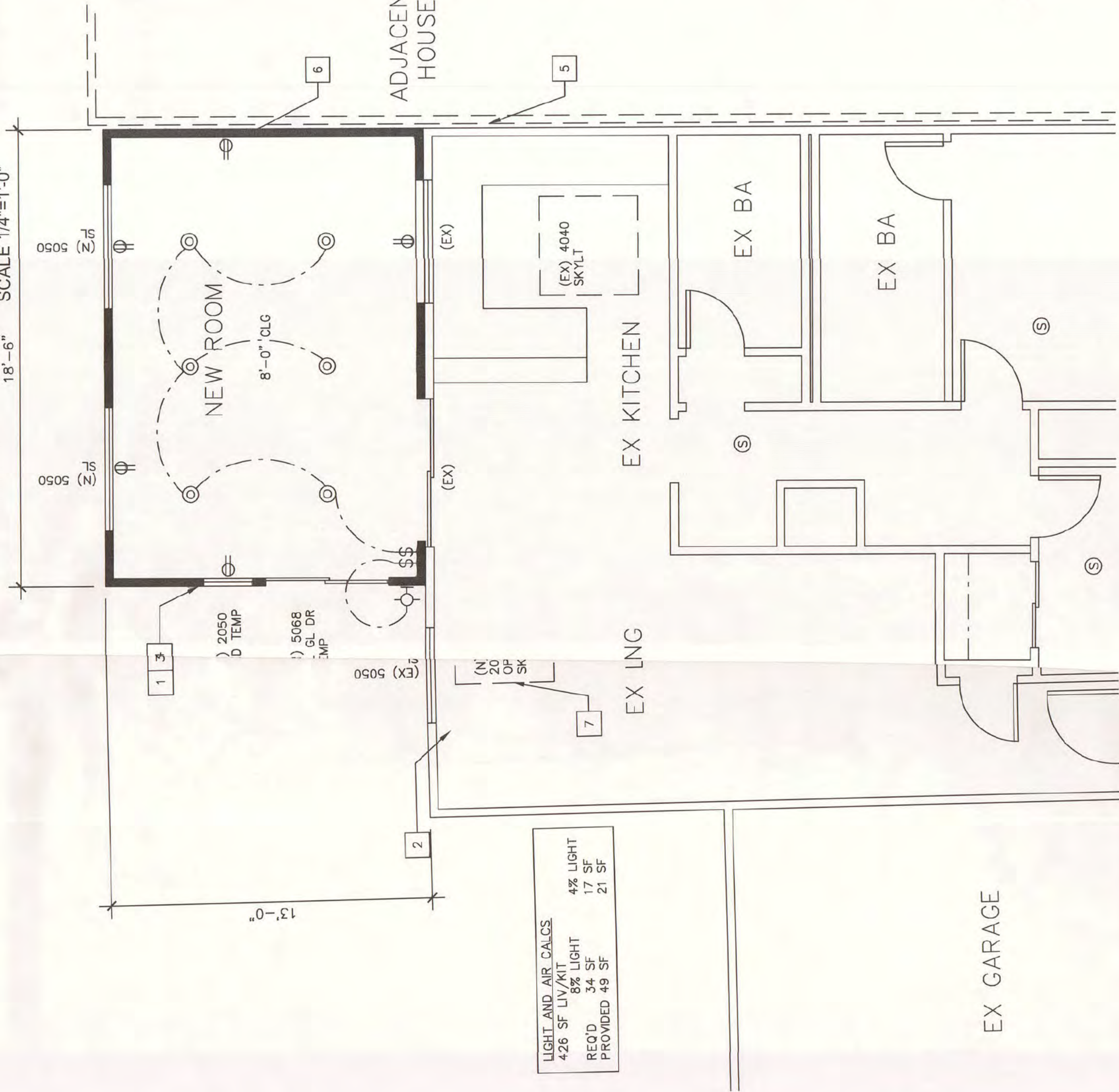
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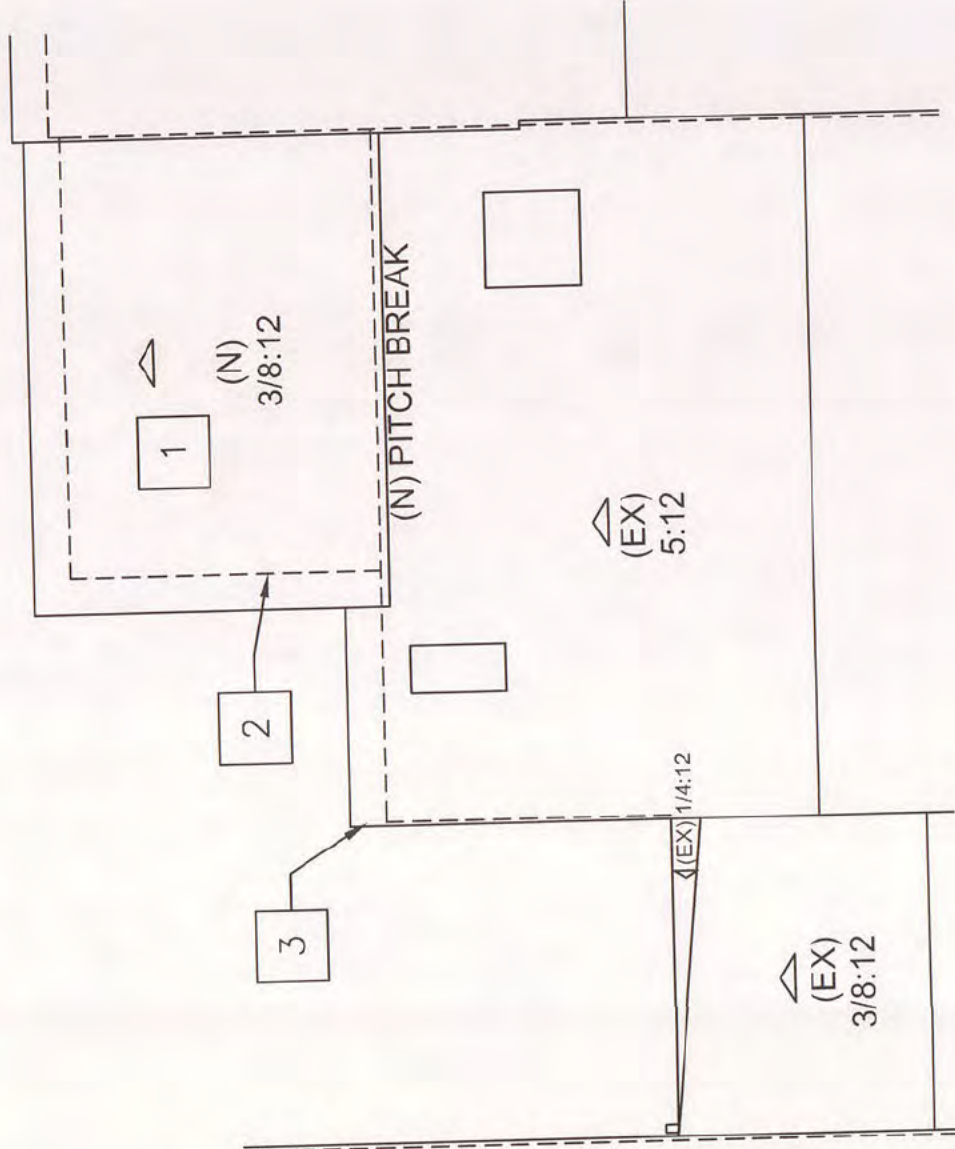
SECTION

SCALE 1/4"=1'-0"



FLOOR PLAN

SCALE 1/4"=1'-0"



ROOF PLAN

SCALE 1/8"=1'-0"

- 1. LOCAL ORDINANCES
- 2. OCCUPANCY R-2 MULTI FAMILY, ADDITION, TYPE VB CONSTRUCTION.
- 3. POLLUTANTS- THE DISCHARGE OF POLLUTANTS TO ANY STORM DRAINAGE SYSTEM IS PROHIBITED. NO SOLID WASTE, PETROLEUM BYPRODUCTS, SOIL PARTICULATE, CONSTRUCTION WASTE MATERIALS, OR OTHER HAZARDOUS MATERIALS SHALL BE PLACED, CONVEYED OR DISCHARGED INTO THE STREET, GUTTER OR STORM DRAIN SYSTEM.
- 4. SOIL: BEARING VALUE 1,000 LBS
- 5. LUMBER: DOUGLAS FIR LARCH, 4X #2, FB=850, E=1.6X10 TO 6TH POWER, UNLESS NOTED OTHERWISE ON PLANS
- 6. CONCRETE: 2,000 PSI @ 28 DAYS
- 7. INSULATION: BATT TYPED, R-13 AT WALLS AND R-30 AT ROOF
- 8. NAULING SHALL COMPLY WITH CBC TABLE 2304.9.1
- 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.

ELECTRICAL NOTES

- SMOKE/CARBON MONOXIDE DETECTORS SHALL BE PERMANENTLY WIRED AND SHALL BE EQUIPPED WITH A BATTERY BACK-UP. SMOKE DETECTORS SHALL BE INTERCONNECTED SO WHEN ONE ALARM SOUNDS, ALL ALARMS SOUND.
- BEDROOM BRANCH CIRCUITS SHALL BE ARC FAULT CIRCUIT PROTECTED PER NEC ART. 210-12(B)
- NEW LIVING ROOM AND BEDROOM LIGHTS TO BE FLUORESCENT OR OPERATED BY A DIMMER SWITCH
- EXTERIOR LIGHTS SHALL BE FLUORESCENT OR CONTROLLED BY A PHOTOEYE SENSITIVE SWITCH. SENSORS SHALL BE LOCATED TO BE CONTROLLED BY MANUAL-ULTRASONIC SENSOR ULTRASONIC OR MICROWAVE, 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
- 110V DUPLEX CONVENIENCE OUTLET 1/2 HOT
- TELEVISION CABLE JACK
- ROUND RECESSED LIGHT FIXTURE
- SMOKE/ CARBON MONOXIDE DETECTOR, HARD WIRED
- WALL MOUNTED FLUORESCENT FIXTURE
- MOTION/OCCUPANT SENSOR

FLOOR PLAN NOTES:

- SQUARE FOOTAGE: 241 SF
- NEW ROOM ADDITION
- ALL BEDROOMS SHALL HAVE AT LEAST ONE EXTERIOR DOOR OR OPERABLE WINDOW FOR VENTILATION. EXTERIOR DOORS SHALL HAVE A MINIMUM CLEAR 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" ABOVE FINISH FLOOR
- THE CONTRACTOR SHALL VERIFY ALL MATERIALS AND WORKMANSHIP AND BRING ANY DISCREPANCIES TO THE ARCHITECT'S ATTENTION FOR ACTION OR CLARIFICATION.

- 2 X 4 STUD WALL
- LINE OF EXISTING HOUSE
- NEW WALLS SHOWN SHADED
- PROVIDE R-13 SOUND INSULATION
- LINE OF ADJACENT HOUSE
- 1 HOUR WALL-5/8" TYPE X DRYWALL EA SIDE, PROVIDE R-13 INSULATION
- NEW 48"X24" OPERABLE, BRISTOLITE WINDOW FRAME, L33-3177, INSTALL BETWEEN RAFTERS

ELEVATION NOTES

- EXTERIOR PLASTER (STUCCO) WITH FINISH TO MATCH EXISTING. PROVIDE PORTLAND CEMENT OVER PAPER BACKED METAL LATH PER 2508 CBC
- WINDOW PER PLAN
- TRIM TO MATCH EXISTING
- 26 GAUGE (MIN) GALV WEEP SCREED

ROOF NOTES

- ROOF MATERIAL-FLAT ROOF-CLASS A BUILT-UP 90 MIN FIRE RATING. PROVIDE 2" CONCRETE FLEECES TO EXISTING ROOF. PROVIDE 1" PER MANUF SPECS AND ASSOCIATION STANDARDS
- PROVIDE MINIMUM 26 GA GALV. METAL FLASHING AT ALL EDGES, VALLEYS AND ROOF DOWNS
- PROVIDE ATTIC VENTILATION AT ALL ENCLOSED ATTICS USING (3) 3" DIA EAVE VENT HOLES AT EA EAVE BLK. VENTS SHALL BE LOCATED AT FOR PROVIDE CROSS-VENTILATION OF THE ATTIC.

- NEW BUILT-UP ROOF O/ ROOFING PAPER, INSTALL PER MANUF. SPECS
- EXISTING CONCRETE ROOF TILE
- EDGE OF BUILDING BELOW

SECTION NOTES

- ROOF SHEATHING PER STRUCTURAL DRAWINGS
- ROOF RAFTERS PER STRUCTURAL DRAWINGS
- 2X STUD WALL
- WOOD BEAM PER STRUCTURAL DRAWINGS
- 1/2" GYPBOARD (TYPICAL UNLESS NOTED OTHERWISE)
- INSULATION- R30 AT ROOF, R13 AT WALLS
- CONCRETE SLAB AND FOUNDATION PER STRUCTURAL DRAWINGS

PALMER RESIDENCE

3174-C VIA VISTA  
LAGUNA WOODS, CA

DATE  
15 OCT 2017

REVISIONS



A1









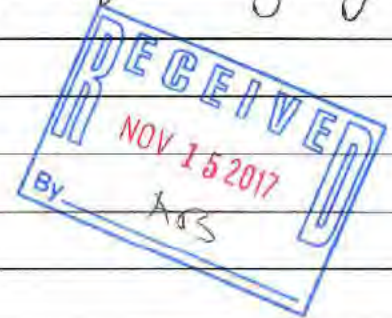


# Variance Request Form

Model: <u>Las Flores</u>	Plan: <u>PL 104</u>	Date: <u>1/15/17</u>
Member Name: <u>Catherine T. Palmer</u>	Signature: <u>C. Palmer</u>	
Phone: <u>[REDACTED]</u>	<u>[REDACTED]</u>	
Contractor Name/Co: <u>Kendall Ram</u> <u>Islander Coast</u>	<u>[REDACTED]</u>	

## Description of Proposed Variance Request ONLY:

Room addition in place of 30+ yr. old  
solarium. Room intended for office/family-type  
room.



## Dimensions of Proposed Variance Alterations ONLY:

13' X 18' X 11'  
80

## FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 11-15-17 Check# 3930 BY: Catherine T Palmer  
Patricia Farr

<b>Alteration Variance Request</b>  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: _____	<b>Complete Submittal Cut Off Date:</b> <u>11-16-17</u>  <b>Meetings Scheduled:</b> Third AC&S Committee (TACSC): <u>12-18-17</u> United M&C Committee: _____ Board Meeting: <u>1-16-18</u>  <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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# THIRD LAGUNA HILLS MUTUAL

## SECTION 13 FENCES, WROUGHT IRON

FEBRUARY 1985

REVISED APRIL 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED JULY 2013, RESOLUTION 03-13-74

### FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

#### 1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES: A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS: No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 PLANS: The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.

- ~~1.6 — **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~
- ~~1.7 — **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 — **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## 2.0 APPLICATIONS

- 2.1 No fence shall be over 5'-0" in height, inclusive of wall and fence, nor under 12" in height.
- 2.2 All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.
- 2.3 All posts and related pieces shall be of common square, rectangular, and flat stock. No round bar.
- 2.4 Attachments to buildings shall be lags or metal shots only, predrilled and sealant applied. All connections shall be galvanized or stainless steel.
- 2.5 Wrought iron fencing may be installed as ~~approved as~~ part of a block wall. See Specifications Standard Section 6 for block walls.
- 2.6 Openings ~~for with~~ gates are permissible. Openings may only open onto designated pathways. Openings are not permitted onto Common Area.
- 2.7 Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single story manors. **Common Area Agreements will be required when the Condominium Plan designates the location of the alteration as Mutual Common Area.**



- 2.8 All wrought iron shall be painted in accordance with the Mutual's painting policy- black, white, or the color of the wall of which it's attached. If existing wrought iron fencing or gates are present on the subject building, the color of these fences and gates shall set precedence.
- 2.9 Removal of decorative wrought iron over windows and security bars over windows is permitted.

### 3.0 **SPRINKLER REVISIONS**

- 3.1 Sprinklers will be revised only by the ~~managing agent's~~Staff landscape crews, and the cost of such revisions shall be at the expense of the ~~resident owner~~Member of that unit.
- 3.2 No sprinklers will be placed inside any patio area by the managing agent's landscape crews, ~~and nor shall~~ any sprinkler systems added shall~~not~~ be connected to the Mutually-owned system.

# THIRD LAGUNA HILLS MUTUAL

## SECTION 14 FIREPLACE INSTALLATIONS

JANUARY 1989

REVISED APRIL 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED MAY 2013, RESOLUTION 03-13-55

### FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

#### 1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES: A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS: No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 PLANS: The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES: The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF**

~~**COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~

~~**1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~**1.8 CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## **2.0 APPLICATIONS**

- 2.1** All installations must meet the Southern California Air Quality Management District (SCAQMD) Rule 445 Wood Burning Devices as required by the City of Laguna Woods (949-639-0500).
- 2.2** All units shall be constructed to the same height as originally designed units.
- 2.3** Fireplaces will be permitted to be built only as a part of a building where a fireplace had been an optional item during construction and shall be located as shown on the original plan.
- 2.4** The exterior design and construction shall be as originally planned.
- 2.5** Fireplaces will be permitted to be removed in single story manors.
- 2.6** The installation of a carbon monoxide detector is required when a fireplace is installed if one does not exist.

## **3.0 SPARK ARRESTORS**

- 3.1** Spark arrestors will be required for new units.
- 3.2** Spark arrestors shall be flat wire or screen type as part of the flue assembly designed for the unit.
- 3.3** A permit will be required for installation of spark arrestors or rain caps for existing fireplaces. Some units, depending upon design and color, may be required to be painted to match the building or chimney color.

- |      **3.4**    No spark arrestor or rain cap may protrude higher than 12" above the flue exit.

# THIRD LAGUNA HILLS MUTUAL

## SECTION 16 GARAGE DOORS, SECTIONAL OR ONE PIECE

JANUARY 1993

REVISED AUGUST 2002, RESOLUTION M3-02-39

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED DECEMBER 2014, RESOLUTION 03-14-141

REVISED SEPTEMBER 2015, RESOLUTION 03-15-127

FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS  
FOR ALTERATION STANDARDS

### 1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES: A Mutual Consent for Manor Alteration(s) is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual Consents and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations Department with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS: No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 PLANS: The Member applying for a permit shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES: The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING**

~~**IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Manor Alterations Department.~~

~~**1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~**1.8 CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## **2.0 APPLICATIONS**

**2.1** No garage door will be installed that requires modification to the building structure.

**2.2** Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.

**2.3** With the exception provided in paragraph 2.4, all garage doors in multi-unit buildings shall be selected and/or painted to ~~maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. The style and color of all doors installed shall be selected to~~ match other garage doors in the same building.

**2.4** Alteration metal garage doors with a white/off-white factory finish are exempt from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that particular building.

**2.5** All garage doors shall be of aluminum, wood or steel construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.

**2.6** Built-in self closing mail slots are permissible.

**2.7** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.

**2.8** All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.

**2.9** No built-in type access or pet doors will be permitted.