



OPEN MEETING

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

Tuesday, November 28, 2017

**Committee meets at 9:30 a.m.; bus tour immediately following
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

NOTICE AND AGENDA

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for October 24, 2017
5. Committee Chair Remarks
6. Member Comments - (Items Not on the Agenda)
7. Department Head Update

Consent:

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

None

Items for Discussion and Consideration:

8. 449-H (Granada, 10A) - Relocate Closet in Master Bedroom.
9. 271-B (Majorca, Plan 9) - Bathroom Remodel
- 10.311-B (Cordoba, 1A4) - Room and Window Addition
- 11.312-C (Cordoba, 1A6) - Remodel Enclosed Atrium
- 12.413-A (Madrid, 4) - Bathroom Addition, Change of Room Use, Window Addition, and Installation of Resized Window in Living Room
- 13.557-P (Cadiz, 6A) - Retain Unapproved Door and Window to Door Conversion on Balcony.
- 14.2047-A (Valencia, FG04) Room Addition, Bathroom Split, Window to Door, Window and Doors Addition to Atrium
- 15.2054-F (Coronado, PP08) – Appeal of Boards Denial to Retain Unapproved Pergola on Front Patio

16. Review new Standard for Bathroom Splits
17. Review Waste line Video Inspections (Status, Cost, Wait Time)
18. Review the Status of the Alterations Guidelines Booklet
19. Review the Status and Use of the New Alterations Document Checklist

Reports:

None

Items for Future Agendas

Concluding Business:

20. Committee Member Comments
21. Date of Next Meeting and Bus Tour – December 19, 2017
22. Adjournment

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

OPEN MEETING

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

**Tuesday, October 24, 2017 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

(The Bus Tour immediately followed this meeting)

REPORT

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

MEMBERS ABSENT: Cash Achrekar

ADVISORS PRESENT: Mike Mehrair, Kay Anderson

STAFF PRESENT: Kurt Wiemann, Lori Moss, Gavin Fogg, and Melody Thomas

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Special Meeting Report for October 12, 2017

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

5. Committee Chair Remarks

Chair Dorrell welcomed Director Reza Bastani to the committee.

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

(194-B) Carol Osberg – Ms. Osberg voiced her concerns on the remodeling being done at Manor 196-B and questioned the length of time allotted to Members to complete construction. Chair Dorrell addressed Ms. Osberg and explained the variables involved in the process.

(199-B) Jeannie Braden – Ms. Braden asked who is responsible for addressing City code issues found within a Manor. Staff responded that the City of Laguna Woods holds primary responsibility over addressing code issues within a dwelling unit, but noted that the Mutual advises Members of their responsibility to obtain a City Permit for alterations.

7. Department Head Update

Mr. Wiemann reported that the Permits and Inspections department will now use individual stamps to mark Mutual Consent forms before giving them to member owners to take to the City. Mr. Wiemann also shared two new pieces of literature that would be available to Mutual members as a resource for remodeling and obtaining Mutual consents.

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. 196-B (La Corona, Plan 3R) – Non-Standard Windows on Room Addition, Non-Standard Bathroom Split, Walk-in Closet and Laundry Room.

Director Skillman made a motion to approve the Consent Calendar, Director Tibbets seconded the motion. A vote was cast and the motion was approved unanimously.

Items for Discussion and Consideration:

9. 187-B (Seville, Plan 5) – Enclose Upper Level of Seville Unit.

A motion was made by the committee to approve the variance request for 187-B with Standard Conditions. A vote was cast and the motion was approved unanimously.

10. 602-A (Valencia, Plan 9) – Bathroom Addition and Window to Door in Kitchen.

Discussion ensued on whether the proposed plans for Manor 602-A would decrease the resale value of the home by eliminating the second bedroom to accommodate a larger bathroom. Dennis Metzler of Dennis Metzler General Contracting was in attendance representing the owner and offered to comment on the reasons for the proposed variance request.

A motion was made by the Committee to approve the variance request for 602-A with Standard Conditions. A vote was cast and the motion was approved unanimously.

11.765-A (La Corona, Plan 3B) – Appeal to Denial of Request to Retain Unapproved Patio Room Addition, Window Addition and Window Resizing.

Discussion ensued on the details of how the patio room addition was constructed. Mr. Mosen Asadi of Manor 765-A was in attendance and was asked to comment on the reasons behind the request to appeal the Board's decision. Mr. Asadi explained that after the Board's decision, he had a review of the work performed by a structural engineer, who subsequently stamped his plans. The committee commented that while the structural engineer might approve of the proposed plans, the actual construction of the unit was not approved and that there were additional concerns with the workmanship of the construction.

Director Skillman made a motion to put the Committee's decision on hold for one month in order for Advisor Mehrain and Director Bastani to visit the Manor and evaluate some of the Committee's concerns. Discussion ensued between Mr. Asadi and the Committee.

Director Skillman withdrew the motion and proposed a new motion to deny the appeal of Board's decision. Director Skillman added to the motion, stating that the room addition must be removed within 90 days and that the unit may not be leased until that time. Director Tibbets seconded the motion. A vote was cast and the motion was approved 2 to 1 with Director Bastani casting the no vote.

12.354-B Status Update

Staff advised that the Member of Manor 354-B has obtained the City final permit for the room addition and would contact staff to schedule the Mutual final inspection.

13. Update on Member Guidelines for Manor Alterations Pamphlet

Mr. Wiemann and Ms. Moss presented the updated United Mutual Manor Alterations pamphlet to the Committee. Discussion ensued and minor revisions were suggested by the Committee. The Committee agreed that staff could make the minor revisions and initiate use of the pamphlet without further Committee review.

14. 638-O Status Update

Staff stated that this Variance request had been brought to the Committee On August 22, 2017; a neighbor had disputed the placement of the condenser and the Committee had directed staff to resolve the issue between the neighbors. Staff advised that although the layout for Building 638 was evaluated for A/C condenser unit placement and there is appropriate space

for a unit to be installed for each Manor, staff was unable to get a written approval from the neighbor.

Director Tibbets made a motion to approve Manor O's request without needing to obtain a Neighbor Awareness Form. Director Skillman seconded the motion. A vote was cast and the motion was approved unanimously.

Reports:

None

Items for Future Agendas

Mr. Wiemann asked for clarification on Committee's request for a new Standard for bathroom splits; whether they intended for an Architectural Standard Drawing or a written Standard outlining parameters. Director Skillman stated that Committee's intent was to reduce the amount of Variances that were brought to the Committee and that they believed staff was competent. Staff was directed to develop a written Standard with parameters.

Concluding Business:

15. Committee Member Comments

The Committee rescheduled the United Architectural Control Committee Meeting from December 26th to December 19th 2017.

16. Date of Next Meeting and Bus Tour – November 28, 2017

17. Recessed at 11:33 p.m.


Janey Dorrell, Chair



STAFF REPORT

DATE: November 28, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Phuong T Cronin of 449-H (Granada, 10A)
Relocate Closet in Master Bedroom

RECOMMENDATION

Staff recommends the board approve the request to relocate the closet in the master bedroom with the conditions listed in Appendix A.

BACKGROUND

Mr. Cronin of 449-H Avenida Sevilla, a Granada style unit, requests Board approval of a variance to relocate the closet in the master bedroom (See Attachment 1).

Due to there being no Mutual Standard for relocating a closet on file, a variance is required.

DISCUSSION

Mr. Cronin proposes to remove the existing clothes closet and water heater closet that abut the bathroom and install a new closet along the adjacent wall. The water heater will be relocated via an over-the counter Mutual Consent.

The existing closet dimensions, not including the water heater storage, are 8 feet 8 inches wide by 2 feet deep. The proposed closet will measure 13 feet wide by 2 feet deep.

A Neighbor Awareness Notice was sent to unit 449-G due to sharing a common wall.

At the time of writing this report, there are five open Mutual Consents for unit 449-H as part of a unit remodel and are listed in the table below. These listed alterations proposed are possible via over-the-counter Mutual Consents.

Open Mutual Consents 449-H		
Description	Issued Date	Mutual Permit
Washer & Dryer	10/20/2017	172223
Water Heater Relocation	10/20/2017	172223
Bathroom Remodel (Split)	10/20/2017	172223
Shower in Bathroom 2	10/20/2017	172223
Tub in Bathroom 1	10/20/2017	172223

Staff recommends approval of the request due to the interior and mostly aesthetic nature of the request.

Prepared By: Gavin Fogg, Manor Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, October 19, 2017

Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

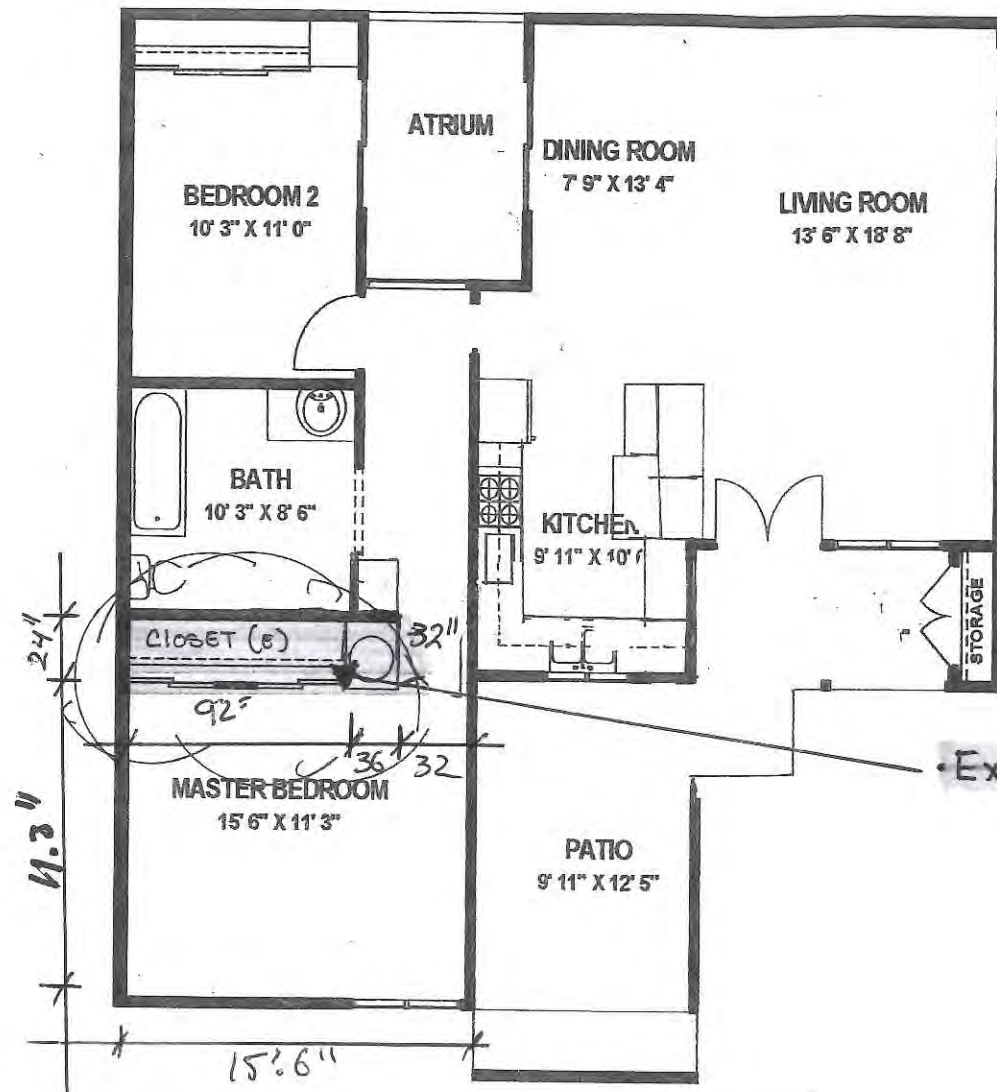
Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **449-H**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **449-H** for **Relocate Closet in Master Bedroom**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 449-H and all future Mutual Members at 449-H.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other

invitees.

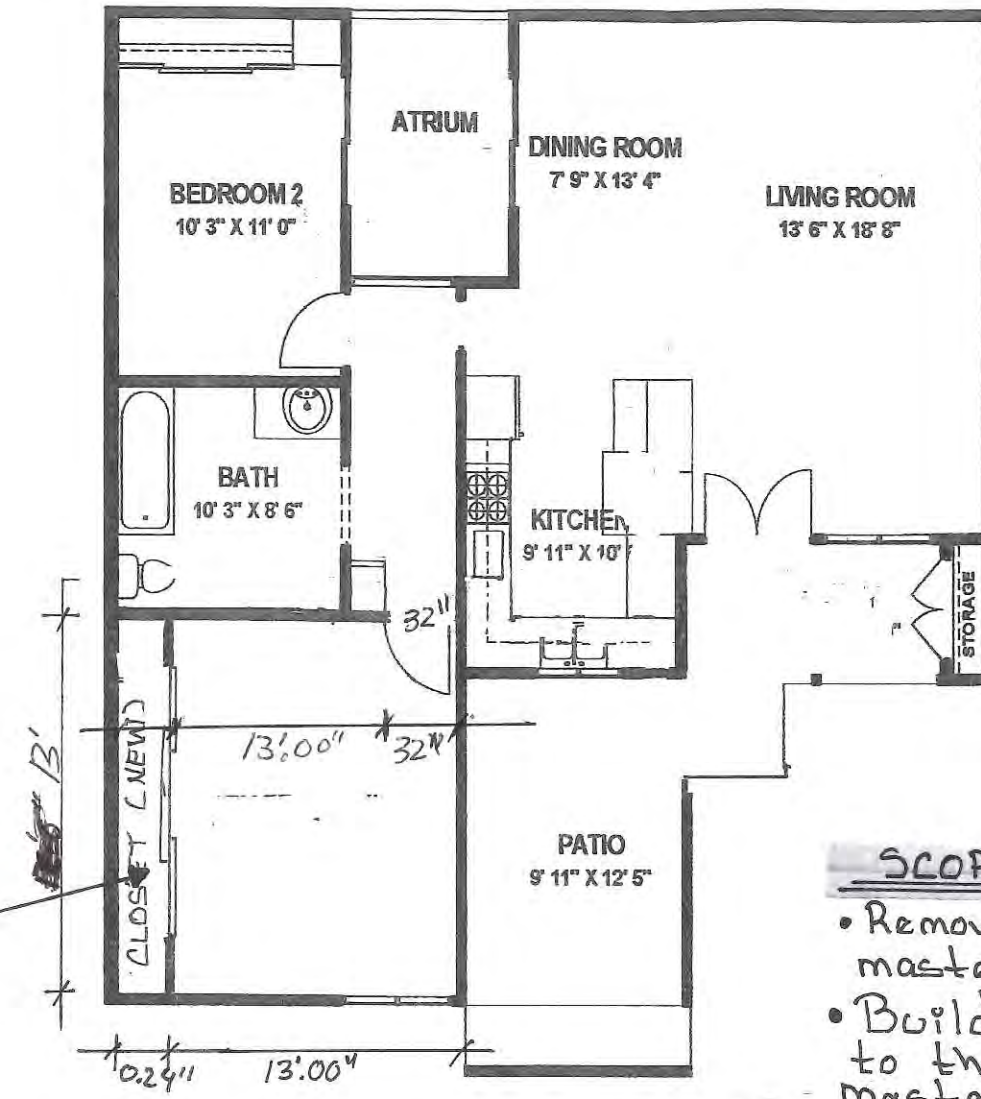
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
14. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
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. 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.
17. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
18. 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.
19. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

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



Existing closet

New closet
Proposed



New Closet Proposed

SCOPE OF WORK

- Remove Existing closet in master bedroom
- Build new closet 2' x 15' to the left of the master bedroom

Owner:	PHUONG CLONIN
Address:	449 H Sevilla Laguna Woods C.A.

Variance Request Form

SA 21189865

Model: Granada Plan: 10 A Date: 10/19/17

Member Name: PHUONG Crown Signature: [Signature]

P [Redacted] [Redacted]

Applicant Name/Co: one way Const [Redacted] [Redacted]

Description of Proposed Variance Request ONLY:

Built new closet n back wall of Master Bedroom

(Pls see Attn plans)

RE
OCT 19 2017
Alterations Department

Dimensions of Proposed Variance Alterations ONLY:

13 W x 24 D x 96 H (closet)

13 x 13 (Bedroom)

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 10-19-17 Check# 6176 BY: Yung T Mullick
Susan L Jansen

Alteration Variance Request

Check Items Received:

- ☒ Drawing of Existing Floor Plan
- ☒ Drawing of Proposed Variance
- ☒ Dimensions of Proposed Variance
- ☐ Before and After Pictures
- ☐ Other: _____

Complete Submittal Cut Off Date: 10-27-17

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: 11-28-17

Board Meeting: 12-12-17

☐ Denied ☐ Approved

☐ Tabled ☐ Other _____

Attachment: 3





STAFF REPORT

DATE: November 28, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Paul S Scottberg, 271-B (Majorca, Plan 9)
Bathroom Remodel

RECOMMENDATION

Staff recommends the Board approve the request for the proposed bathroom remodels with the conditions listed in Appendix A.

BACKGROUND

Mr. Paul Scottberg of 271-B Avenida Sevilla, a Majorca style unit, requests Board approval of a variance to remodel both bathrooms within his unit.

There are no existing standards for a bathroom remodel for Majorca style units.

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

DISCUSSION

The proposed remodel for the master bathroom consists of removing the existing linen closet; replacing the existing shower with a slightly smaller shower; and installing three new partition walls that will close the existing opening from the hallway to the bathroom. The new walls will realign the entrance from the bedroom into the bathroom. The hallway door that led to the master bedroom would be also relocated to the end of the hallway adjacent to the master bedroom.

The proposed floor plan of the second bathroom indicates the relocation of the shower, tub, and sink, while reducing the size of the vanity. These changes enable the installation of a closet for a stackable washer-dryer, accessible from the hallway.

A Neighbor Awareness Notice was sent to Units 271-A and 271-O due to sharing common walls and/or the proximity to the work being performed.

There are no examples on file for similar Variances to remodel Majorca bathrooms as proposed.

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

There are currently three over-the-counter open Mutual Consents for unit 271-B:

Mutual Consents for Unit 271-B		
Description	Issued Date	Mutual Permit
Demo throughout	8/24/2017	171827
Retrofit all Windows	10/12/2017	172153
Retrofit Sliding Glass Door in Living Room	10/12/2017	172153

Due to the alteration involving new plumbing, included with the Conditions of Approval (#11) is the requirement to have a waste line inspection performed by VMS Staff prior to plumbing work starting.

Staff recommends approval of the variance based on the alteration having no adverse effect on neighboring units and no structural changes being made to the unit.

Prepared By: Gavin Fogg, Manor Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, October 11, 2017

Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **271-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **271-B** for **Bathroom Remodels**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 271-B and all future Mutual Members at 271-B.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee,

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

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified on Attachment _____.
14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
16. During construction, both the Mutual Consent for Unit Alterations and the City

Building Permit must be on display for public view at all times in a location approved by the Division.

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

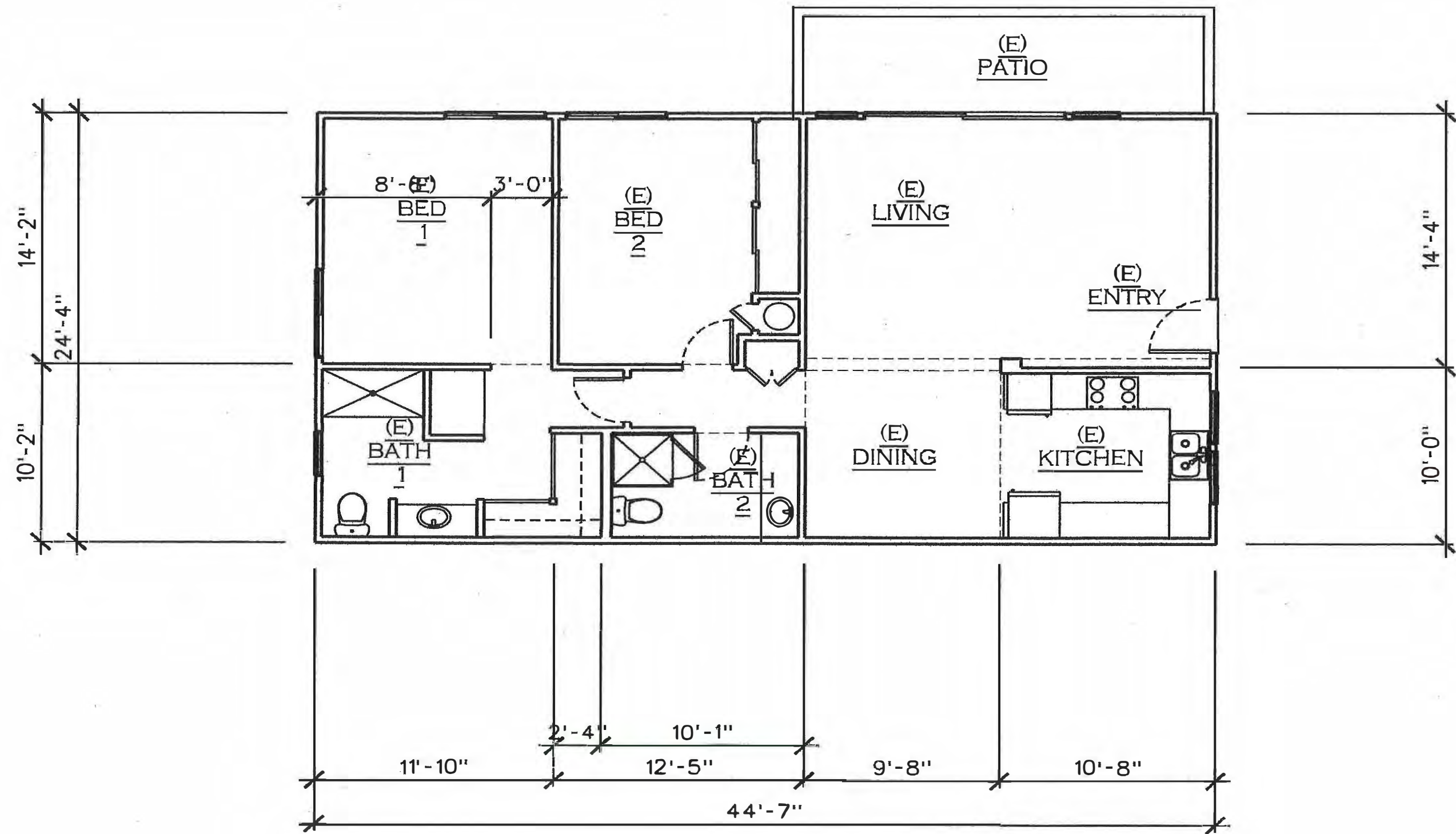
BUILDING PLAN

SCALE

1/4"=1'-0"

Attachment: 1

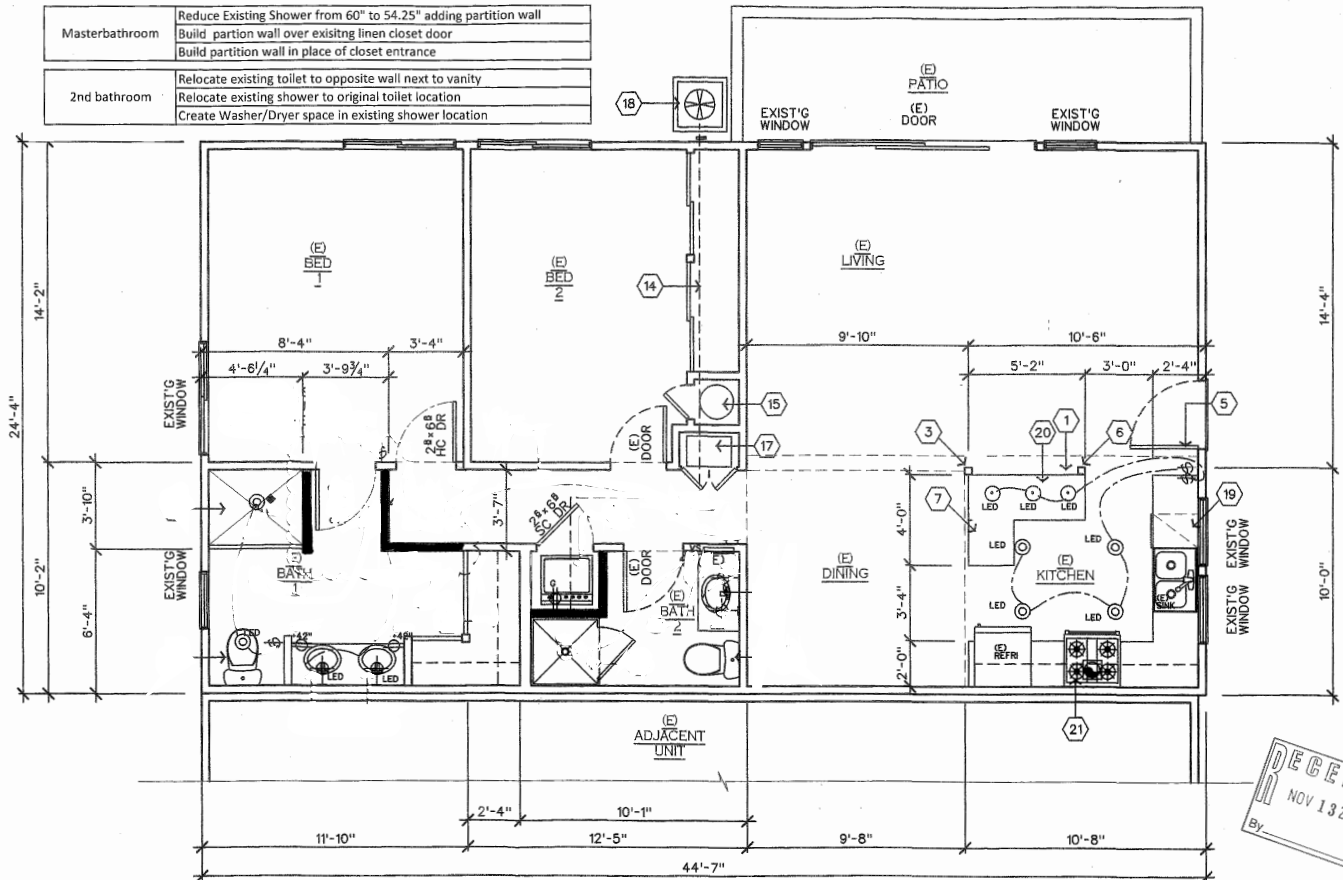
271-B



EXISTING FLOOR PLAN MATORCA

Laguna Woods Variance Request 271 B

Masterbathroom	Reduce Existing Shower from 60" to 54.25" adding partition wall
	Build partition wall over existing linen closet door
	Build partition wall in place of closet entrance
2nd bathroom	Relocate existing toilet to opposite wall next to vanity
	Relocate existing shower to original toilet location
	Create Washer/Dryer space in existing shower location



Variance Request Form

SA 21107175

Model: MAJORCA	Plan: B	Date: 10/11/17
Member Name: PAUL SCOTTBERG	Signature: Paul Scottberg	
Phone: [REDACTED]	[REDACTED]	
Applicant Name/Co:	Phone:	Email:

Description of Proposed Variance Request ONLY:

- 1) MASTER BATH (1) REDUCE SIZE OF EXISTING SHOWER + ADD PARTITION WALL
 (2) BUILD NEW PARTITION WALL IN PLACE OF EXISTING LINEN CLOSET DOOR
 (3) BUILD NEW PARTITION WALL IN PLACE OF EXISTING CLOSET DOOR
- 2) 2ND BATH (A) RELOCATE EXISTING TOILET TO OPPOSITE WALL
 (B) RELOCATE EXISTING SHOWER IN PLACE OF EXISTING TOILET
 (C) CREATE WASHER/DRYER AREA IN PLACE OF EXISTING SHOWER

Dimensions of Proposed Variance Alterations ONLY:

SEE PLANS

WALL MASTER BATH 3'10" x 8' + 3'10" x 8' (2 WALLS)
 CLOSET HALL 3'4" x 8'
 2ND BATH 2'8" x 8' + 2'8" (2 WALLS)

OCT 11 2017

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 10-11-17 Check# 3652 BY: Paul Scottberg

Alteration Variance Request

Complete Submittal Cut Off Date: 10-27-17

Check Items Received:

- ☒ Drawing of Existing Floor Plan
☒ Drawing of Proposed Variance
☒ Dimensions of Proposed Variance
☐ Before and After Pictures
☐ Other: _____

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: 11-28-17

Board Meeting: 12-12-17

☐ Denied☐ Approved☐ Tabled☐ Other: _____

Attachment: 3





STAFF REPORT

DATE: November 28, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Shumen Lee Fine of 311-B (Cordoba, 1A4)
Room and Window Addition

RECOMMENDATION

Staff recommends the Board approve the request for the proposed room addition and window installation with the conditions listed in Appendix A.

BACKGROUND

Ms. Shumen Fine of 311-B Avenida Castilla, a Cordoba style unit, requests Board approval of a variance to install a room addition on the existing front patio and to add a window to the master bedroom.

There are Architectural Standard plans for a breakfast room addition and a full patio room addition (plans 7 and 8 respectively), however the proposed room addition for 311-B is in front of the living room rather than kitchen. Due to the proposed room addition not quite matching the standard plan, a Variance was required.

There is an Architectural Standard plan for a window addition in the master bedroom, requiring a window which is 5 feet wide by 5 feet high. Due to the existing guttering and electrical panel locations, the Standard size window would not be possible.

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

DISCUSSION

The proposed room addition would take place on the already enclosed front patio of the Cordoba unit. The left side of the patio, which is 10 feet wide by 12 feet 3 inches long, would be enclosed using wood frame and stucco construction to match the existing building. A sliding glass door, which is 72 inches wide by 80 inches high, would be installed that that opens onto the patio walkway and a window, which is 60 inches wide by 48 inches high, would be installed on the front exterior wall of the room addition.

Ms. Fine also proposes to add a window the master bedroom measuring 30 inches wide by 48 inches tall. While this size window is not in an existing standard, there are multiple

examples within the Community, and three within the same cul-de-sac. Where Cordoba style units have downspouts or electrical panels, preventing the standard size window, have been substituted with a smaller size (see Attachment 3).

Previous non-standard bedroom windows in have been approved via Mutual consent in August 1966 at 312-C and 313-A. A room addition on the patio in front of the living room was approved at 313-B in October 2012. A living room extension onto the front patio was approved at 312-E in April 2014.

A Neighbor Awareness Notice was sent to Units 310-D, 310-E, 310-F, 311-A, 311-C, 312-B, 312-C, 312-D, 312-E, 313-A, 313-B, 313-C and 313-D due to sharing common walls or being within 150 feet of line of sight.

At the time of writing the report, there are no open Mutual Consents for 311-B.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 311-B.

Prepared By: Gavin Fogg, Manor Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, October 25, 2017

Attachment 3: Photos

Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **311-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **311-B** for **Room and Window Addition**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 311-B and all future Mutual Members at 311-B.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including,

but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's

roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.

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

EXISTING Floorplan

Cordoba

Approximate Gross Internal Area = 103.1 sq m / 1110 sq ft

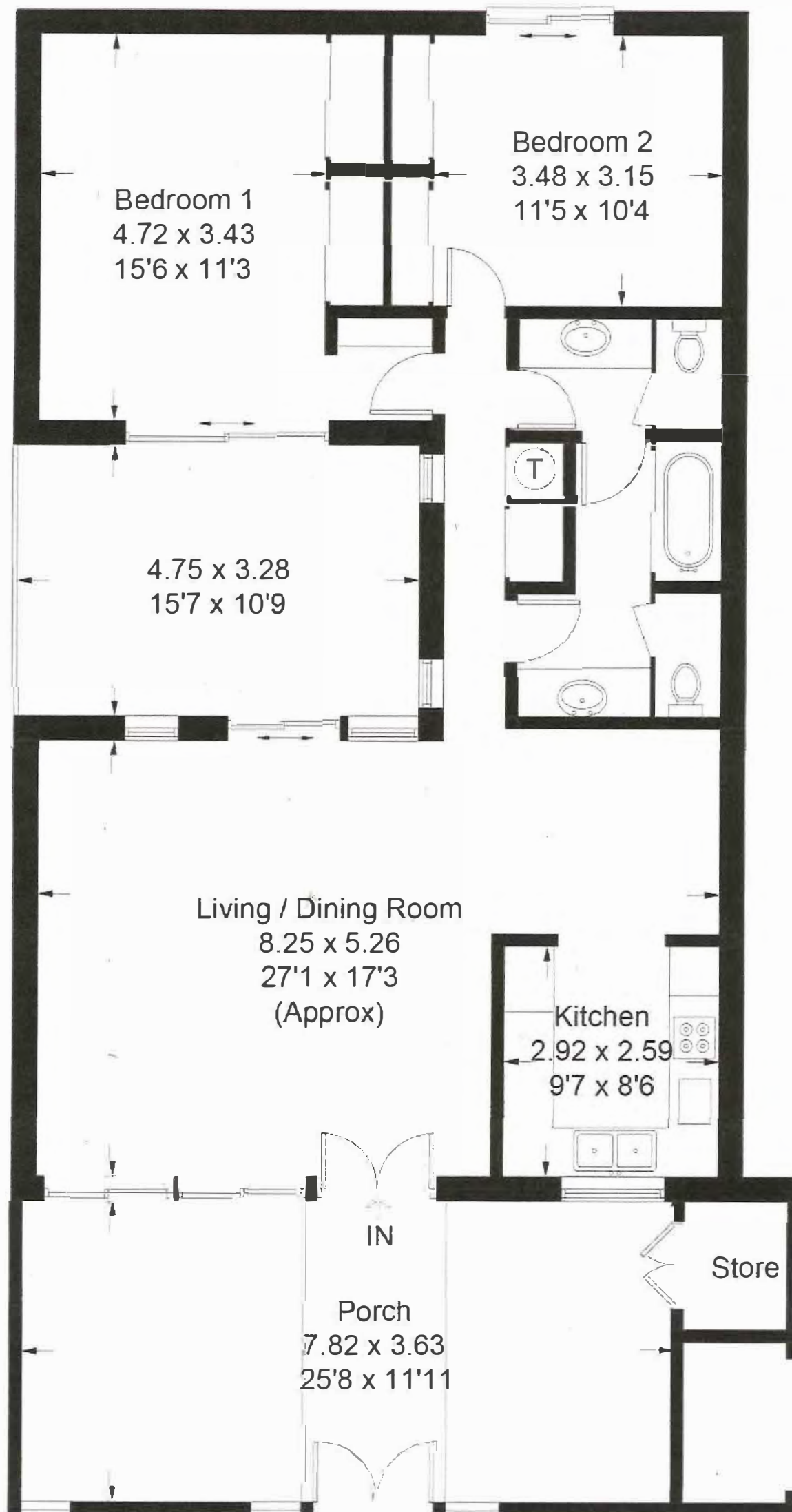
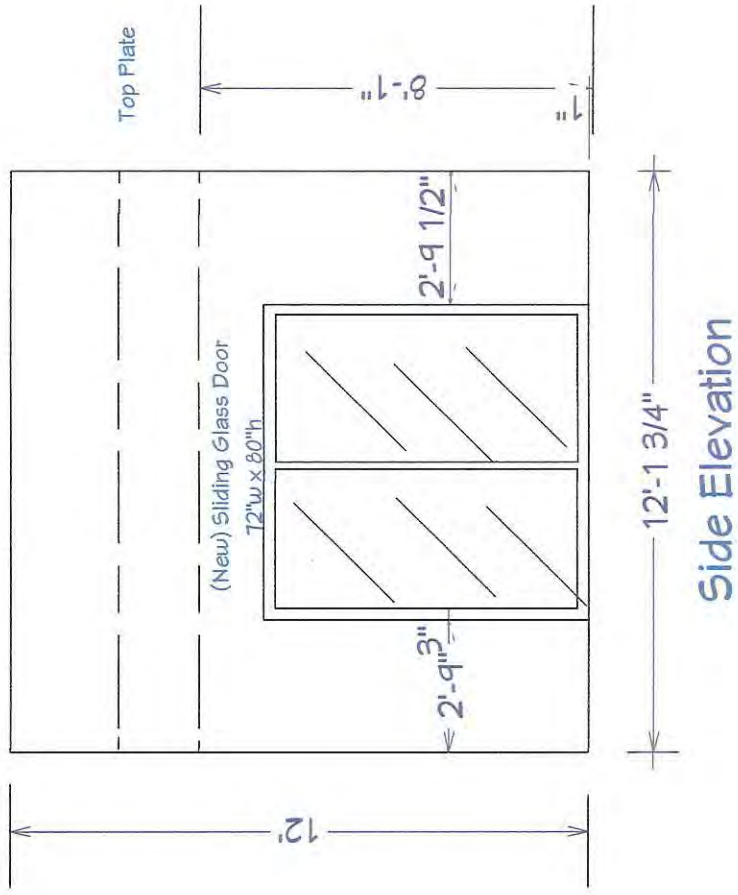
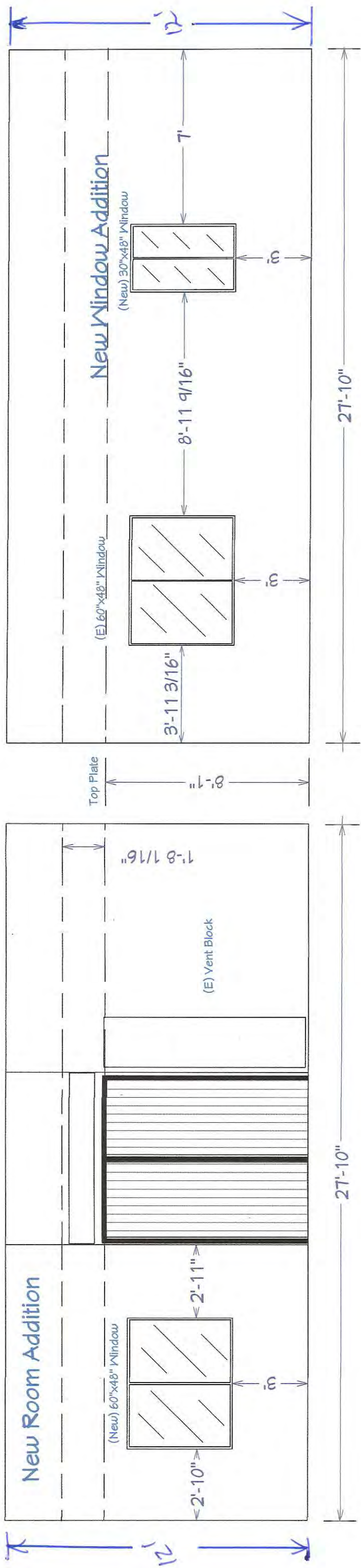


Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367226)





DRAWINGS PROVIDED BY:
HomeLife Concepts

PROJECT DESCRIPTION:
Sue Fine Remodel
311-B Avenida Castilla
Laguna Woods, CA 92637

CORDOBA
Room Addition
Elevations

NO.	DESCRIPTION	BY	DATE

SCALE:
1/4" = 1'

DATE:
10/26/2017

2



Variance Request Form

SA 21191791

Model: <u>CORDOBA (INTERIOR)</u>	Plan: <u>1A4</u>	Date: <u>10/24/17</u>
Member Name: <u>SUE FINE</u>	Signature: <u>x Shumen Fine</u>	
	Email: <u>N/A</u>	
Applicant Name/Co: <u>CHUCK KALMAN / HOMELIFE CONCEPTS</u>		

Description of Proposed Variance Request ONLY:

- 1) ROOM ADDITION - EXTEND LIVING ROOM WALL OUT TO ENCLOSED STUCCO PATIO WALL. CREATE NEW OFFICE WITH 1 WINDOW AND 1 SLIDING GLASS DOOR TO EXISTING PATIO. TO MATCH EXISTING ROOF LINE
- 2) ADD (1) 30"W x 48"H WINDOW IN MASTER BEDROOM WINDOW WILL BE PLACED BETWEEN ELECTRIC PANEL & DOWN SPOUT

OCT 25 2017

Dimensions of Proposed Variance Alterations ONLY:

Alterations Department

- 1) ROOM ADDITION - 10'1" x 12'4"
- 2) WINDOW ADDITION - 30"W x 48"H MASTER BEDROOM 15'6" x 11'3"

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 10-25-17 Check# 1152 BY: Shu M Fine Frank T. Fine

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

There 15 Room Around UTILITIES

Completed Window Addition

588-B

MAJORECA

Window
60" W x 48" H

EXAMPLE OF PAST JOBS

Window
60" W x 48" H

Completed Window Addition

729-B

MAJORCA

EXAMPLE OF PAST JOBS

THERE IS ROOM
AROUND UTILITIES





Attachment: 4





STAFF REPORT

DATE: November 28th, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Dan Sparks of 312-C (Cordoba, 1A6)
Remodel Enclosed Atrium

RECOMMENDATION

Staff recommends the Board approve the request to remodel the enclosed atrium with the conditions listed in appendix A.

BACKGROUND

Mr. Dan Sparks of 312-C Avenida, a Cordoba style unit, requests Board approval of a variance to remodel his enclosed atrium. The request involves removing the existing sliding glass door between the atrium and the bedroom, and reducing the width of the atrium by 28 inches in order to install a closet that will be accessible from the hallway.

There is no Mutual or Architectural Standard on file for the resizing of the atrium or adding a closet and so a Variance was required.

The atrium was previously enclosed via Mutual Consent 3812c in 1989.

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

DISCUSSION

This unit remodel proposes to remove the windows from the existing atrium wall that is adjacent to the bathroom hallway and relocate the wall 28 inches towards the atrium to create new closet space. This would reduce the atrium from 15 feet by 7 inches wide to 13 feet by 8 inches wide. The closet would span the width of the atrium and be approximately 28 inches deep, containing three doors facing the bathroom hallway.

Due to the atrium wall being load bearing, a Condition of Approval has been included that requires a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement. These plans are to be provided prior to a Mutual Consent being issued by the Manor Alterations Department.

Additionally, the proposed atrium remodel encompasses removing the existing sliding glass door which is 6 feet 8 inches high by 8 feet wide between the atrium and the adjacent bedroom and replacing it with a partition wall. Due to the existence of a window in the bedroom, egress requirements are met. The replacement of the sliding

glass door as an optional part of Architectural Standard #2 'Cordoba Atrium Enclosure,' a variance isn't necessary for this portion of the work.

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

A Neighbor Awareness Notice was sent to unit 312-B due to sharing a common wall with the atrium.

Currently there are 13 open over-the-counter Mutual Consents as part of a unit remodel. Manor Alterations Staff and City permits ensure that Mutual Standards and Building Codes are met. The open Mutual Consents are listed in the table below.

Description	Issue Date	Mutual Permit
Heat Pump in Living Room	7/7/2017	171433
Retrofit all Windows	7/31/2017	171606
Awning in Living Room	10/6/2017	172092
Tile on Patio	10/6/2017	172092
Washer & Dryer	10/6/2017	172092
Water Heater Relocation	10/6/2017	172092
Bathroom Remodel (Standard Plan 3)	10/6/2017	172092
Shower in Bathroom 1	10/6/2017	172092
Shower in Bathroom 2	10/6/2017	172092
Electrical Throughout	10/6/2017	172092
Demo Skylight in Atrium	10/6/2017	172092
Demo Skylight in Bathroom 2	10/6/2017	172092
Demo Skylight in Dining Room	10/6/2017	172092

Staff was unable to find any prior examples of similar requests for reducing the atrium size for closet space.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 312-C.

Prepared By: Gavin Fogg, Manor Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Plans

Attachment 2: Variance Request October 5, 2017

Attachment 3: Map

APPENDIX A

CONDITIONS OF APPROVAL

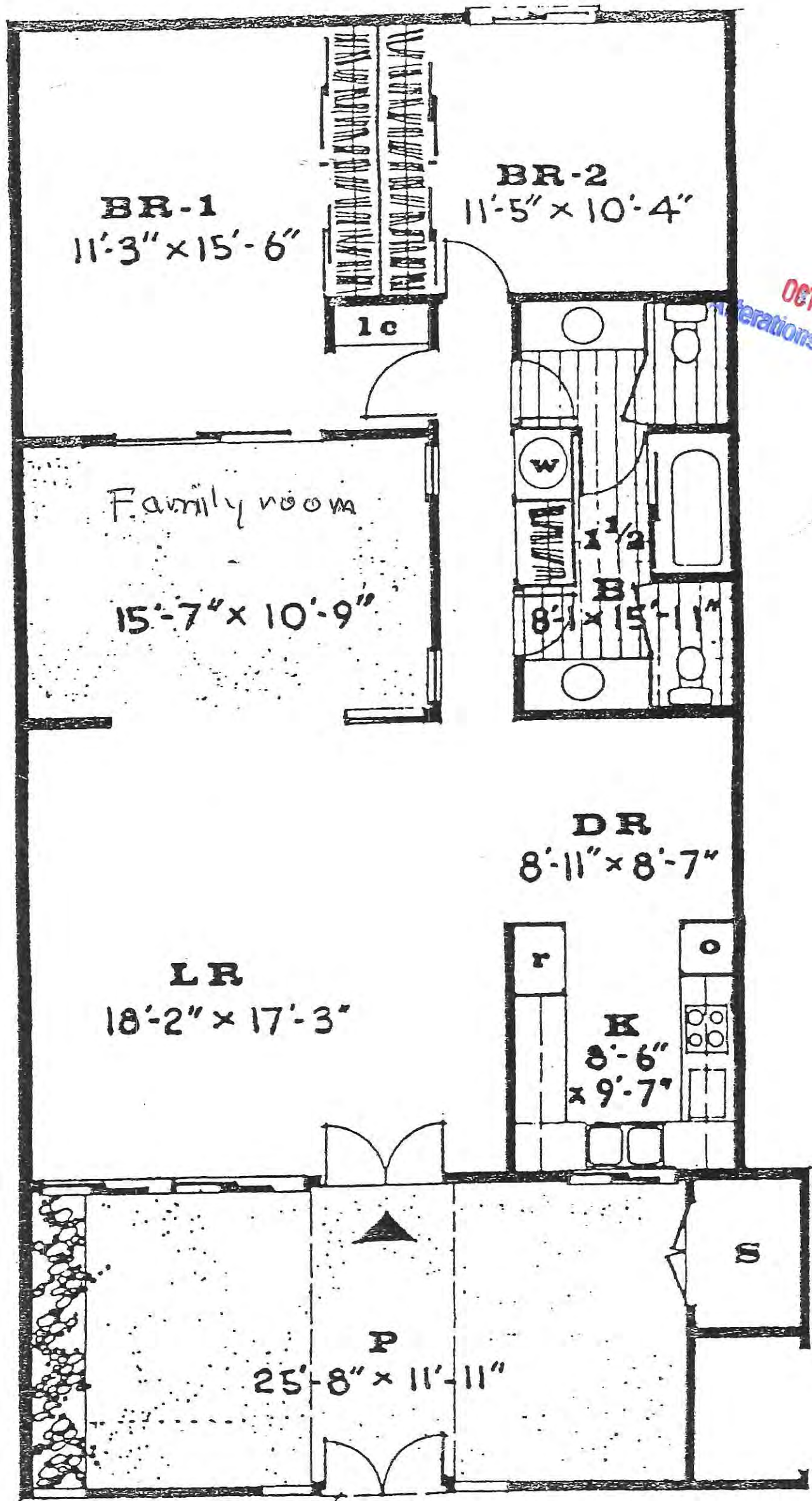
Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **312-C**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **312-C** for **Remodel Enclosed Atrium**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 312-C and all future Mutual Members at 312-C.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of

equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.

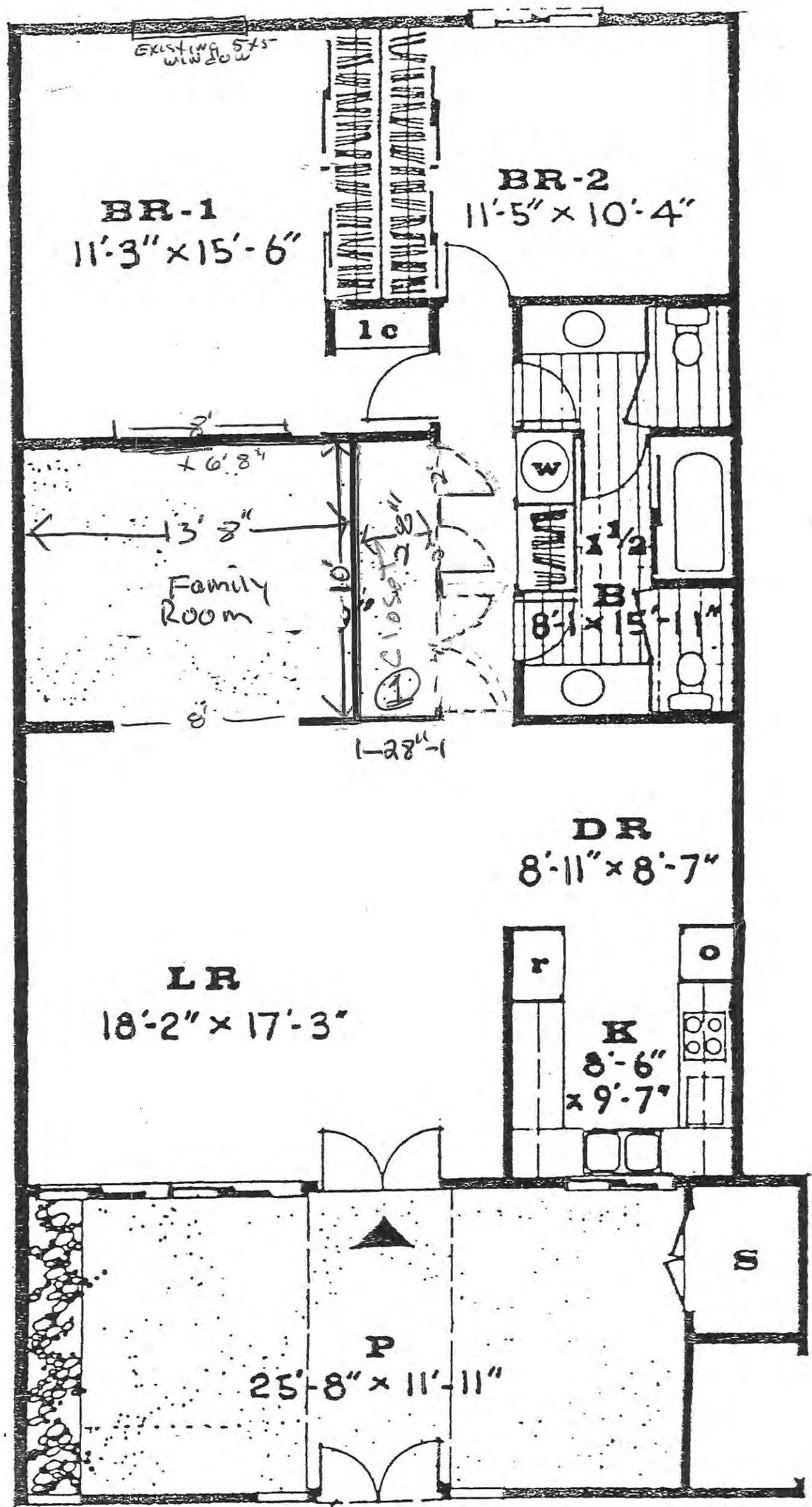
12. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
13. All improvements must be installed in accordance with the California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



OCT 20 2017
Operations Department

CORDOBA(1, 1A4, 1A6 PLAN)

312-C Ave Castilla - Existing floor plan

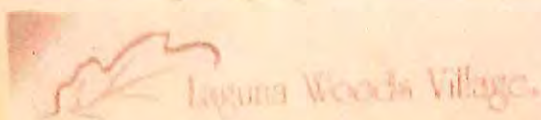


CORDOBA(1, 1A4, 1A6 PLAN) line of canopy

-1-

312. c Ave castilla Proposed

- 1- relocate hall/family room wall back 28" into existing family room ^{using} ~~and~~ space for new closets
- 2- Remove existing 8' wide sliding door and build ~~in~~ ⁱⁿ wall in sliding door place

MANOR # 312-C☒ ULWM☐ TLHMSA 21185604

Variance Request Form

Model:

Cordoba

Plan:

Date:

10-3-17

Member Name:

Dan Sparks

Signature

Dan Sparks

Applicant Name/Co:

Dan MacEachern

Description of Proposed Variance Request ONLY:

Remove bedroom sliding door and build stud in same place
Remove both hall fixed windows and build in stud wall in place

OCT 05 2017

Dimensions of Proposed Variance Alterations ONLY:

Kitchen wall is 10' longBedroom wall is 10' longRemove Bedroom #1 sliding door and build 8 stud wallRemove both 24" wide hall windows and build in stud wall

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 10-5-17 Check# 5924 BY: MacEachern Company

Alteration Variance Request

Check Items Received:

- ☒ Drawing of Existing Floor Plan
☒ Drawing of Proposed Variance
☒ Dimensions of Proposed Variance

☐ Before and After Pictures☐ Other: _____Complete Submittal Cut Off Date: 10-27-17

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

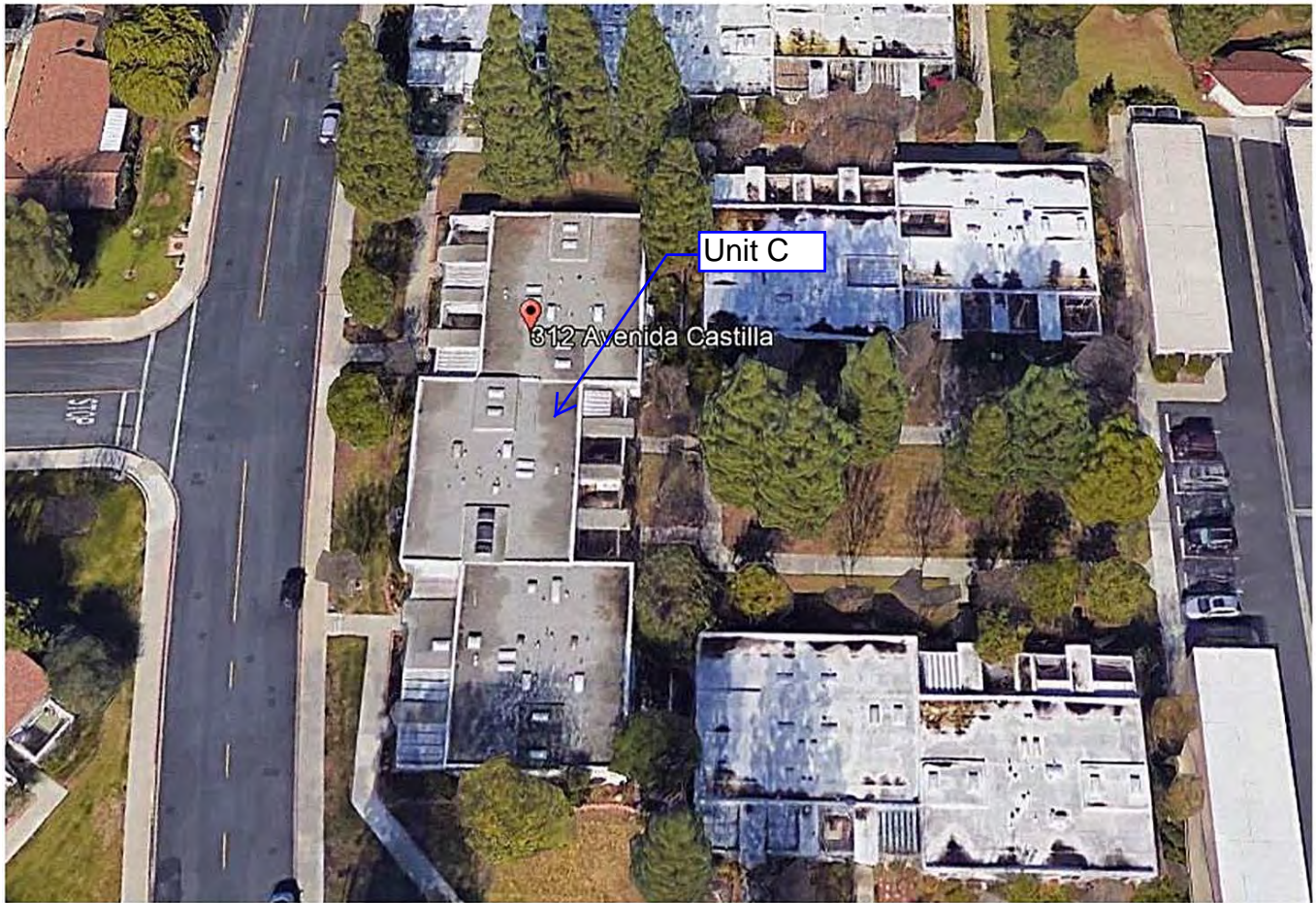
United M&C Committee: 11-28-17Board Meeting: 12-12-17☐ Denied☐ Approved☐ Tabled☐ Other _____

GUIDELINES FOR SUBMITTALS FOR VARIANCE REQUESTS

1. Variance Requests are submitted to obtain approval for a variance to construct a non-standard alteration, that which is different from the Mutual's Alteration Standards and/or Standard Plans. Variance Requests are submitted to the Alterations Department for consideration by the Mutual's Maintenance and Construction (M&C) Committee, and the Board. A **\$100.00** variance fee payable to GRF by check only is required at time of submittal.
2. The submitted proposal for a Variance Request must be legible, clear and concise and should not require assumptions on the part of the reviewing agent.
3. The Variance Request Form must be submitted **30 days** prior to the Committee meeting and include **11x17** conceptual drawings, or plans, of the proposed alteration.
4. The plans must represent a true replication of both the **existing floor plan and proposed floor plan** modifications, scope of work, inclusive of specific dimensional details of each. The plans must identify the precise location of the proposed alteration *and* any related alterations/installations. For example, if the proposal is for a room expansion, the re-location of doors, if necessary, should be identified.
5. Where a Variance Request is for an alteration that is visible from the outside of a manor (room expansion, window installation, door re-location, etc.), an **exterior elevation** must be submitted, inclusive of the alteration's proposed roofline.
6. All plans must be site specific and original. Plans submitted for another manor for a similar requested alteration would not be considered.
7. Do not change or alter standard plans; if an alteration will differ slightly from a standard plan, provide written documentation with a new manor plan indicating how the proposed alteration would vary from the standard plan.
8. The Manor Alterations Department must be informed in writing of any deviations from an approved alteration that is being performed, prior to making any field changes. Any deviations from an approved plan must be approved by the Manor Alterations Department before it is made on the manor. Deviations from approved plans may require Board approval of an additional variance, thus a waiting period may result.

Don Sparks
10/3/17

Attachment: 3





STAFF REPORT

DATE: November 28, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Jean Maroney of 413-A (Madrid, 4)
Bathroom Addition, Change of Room Use, Window Addition, and
Installation of Resized Window in Living Room

RECOMMENDATION

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

BACKGROUND

Ms. Jean Maroney of 413-A Avenida Castilla, a Madrid style unit, requests Board approval of a variance to perform a bathroom addition, install a washer and dryer into the second bedroom, install an additional window in the living room, and resize the existing window in living room that looks into the patio.

There is a Standard plan for a bathroom addition for a Madrid style unit; however the proposed addition does not match this standard. There are no existing Standards for reuse of the second bedroom, to add a window to the living room, or resize the window in this request. As a result, a Variance is needed for each of the aforementioned items.

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

DISCUSSION

The proposed bathroom addition involves enlarging the footprint for the original bathroom from 8 feet 8 inches to 10 feet 6 inches wide. This is to be accomplished by relocating the master bedroom closet to the adjacent wall and removing the existing wall between the bathroom and master bedroom. New partition walls will be constructed, dividing the area into two bathrooms; 5 feet wide and 5 feet 6 inches wide respectively, retaining the original 8 feet wide and 11 inches in length. The new master bath would be en suite and would contain a toilet, sink and shower. The guest bathroom will be accessible from the hallway and would contain a toilet, sink and bathtub.

As part of the remodel, Ms. Maroney proposes to install a washer and dryer in the second bedroom, using partition walls to enclose them against the bathroom wall which is a non-common wall. The existing closet is proposed to remain; effectively reducing

the usable area of the room to less than 60 square feet. The intention is for this room to be repurposed as a den-laundry room.

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

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

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

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

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

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

Prepared By: Gavin Fogg, Manor Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, October 25, 2017

Attachment 3: Photos

Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **413-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **413-A** for a **Bathroom Split Room Usage change and Window Addition in Living Room**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 413-A and all future Mutual Members at 413-A.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall

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

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white

vinyl or black or white tubular steel or wrought iron is approved as identified on Attachment _____.

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



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



SCALE: $1/8" = 1'-0"$

PROJECT DATA

1. REDUCE EXISTING BATH AND REMODEL.
2. CONVERT EXISTING BEDROOM
TO ADD NEW MSTR BATH W/N.
EXISTING SPACE
3. REDUCE (E) DEN CLOSET
ADD (N) WASHER AND DRYER
4. ADD NEW 32" X 32" SKYLIGHT
IN MSTR BATH.
5. ADD NEW WINDOW IN LIVING ROOM.
REDUCE EXISTING WINDOWS IN
LIVING ROOM AND DEN.

APN_____

ZONING_____

PROPERTY CLASS:






SINGLE FAMILY DWELLING

TRACT #_____

EXISTING DWELLING_____SF

UNITS	1
BEDROOMS	2
BATH ROOM	1

LEGEND:

- | | |
|---|--------------------------------|
|  | NEW LIGHTING |
|  | NEW RECEPTACLE GFI |
|  GFI | NEW RECEPTACLE |
|  | NEW COMBINATION FAN AND LIGHT |
|  | NEW LOCATION OF FIXTURE SWITCH |

- (A) REDUCE 4'-11" X 7'-2" WDW TO 4'-11" X 5'-8"
 (B) NEW 4'-11" X 4'-0" WDW
 (C) REDUCE 4'-11" X 7'-2" WDW TO 4'-11" X 5'-8"
 (S) SMOKE DETECTOR
 (CM) CARBON MONOXIDE



SCALE: N.T.S.

SCALE: N.T.S.



SCALE: N.T.S.



BUILDING PLANS

PROJECT

INTERIOR REMODEL

OWNER

MARONEY RESIDENCE

413 AVENIDA CASTILLA
LAGUNA WOODS
CA. 92637

EXISTING AND PROPOSED FLOOR PLAN

THESE DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY AND COPYRIGHT OF ELINOR GLYCHER DESIGN AND SHALL NOT BE USED FOR ANY OTHER PURPOSE, LOCATION OR PARTY, AND MAY NOT BE REPRODUCED OR DISCLOSED TO OTHERS WITHOUT THE PRIOR WRITTEN CONSENT OF ELINOR GLYCHER DESIGN. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND SHALL BE VERIFIED AT THE JOB SITE. ANY DISCREPANCY SHALL BE BROUGHT TO THE ATTENTION OF ELINOR GLYCHER DESIGN PRIOR TO THE COMMENCEMENT OF ANY WORK.

[illegible]

DRAWN

CHECKED


DATE: OCT. 24, 2017

SCALE:

JOB NO.

SHEET NUMBER:

A-1


 Laguna Woods Village.

MANOR # 413-A

☒ ULWM ☐ TLHM

Variance Request Form

SA 21191892

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

Description of Proposed Variance Request ONLY:

OCT 25 2017

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

Dimensions of Proposed Variance Alterations ONLY:

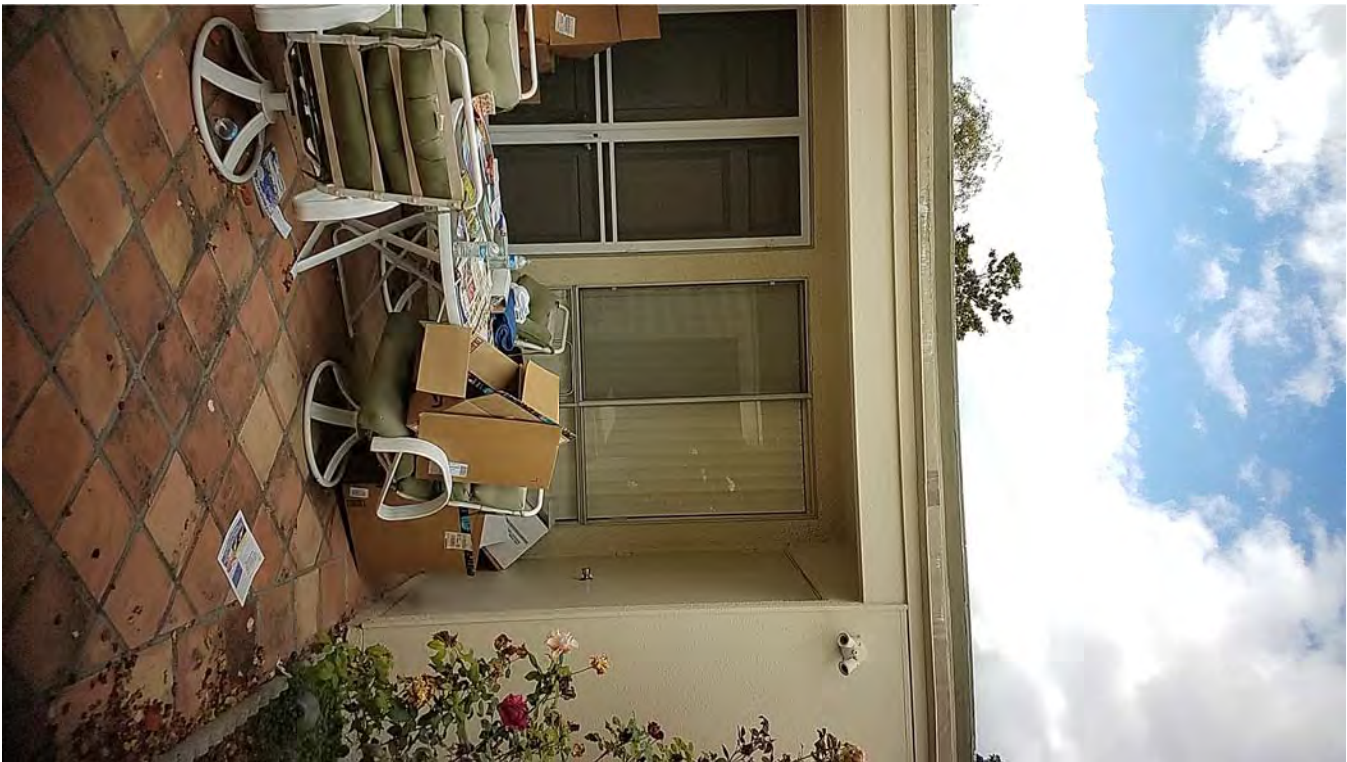
1. 220 ~~sq~~
2. 15 ~~sq~~
3. 20 ~~sq~~ 4'-11" x 4'
4. 84 ~~sq~~ 4'-11" x 5'-8"

FOR OFFICE USE ONLY

RECEIVED BY:  DATE RECEIVED: 10/25/17 Check# 9219 BY: New Lead Generation Inc

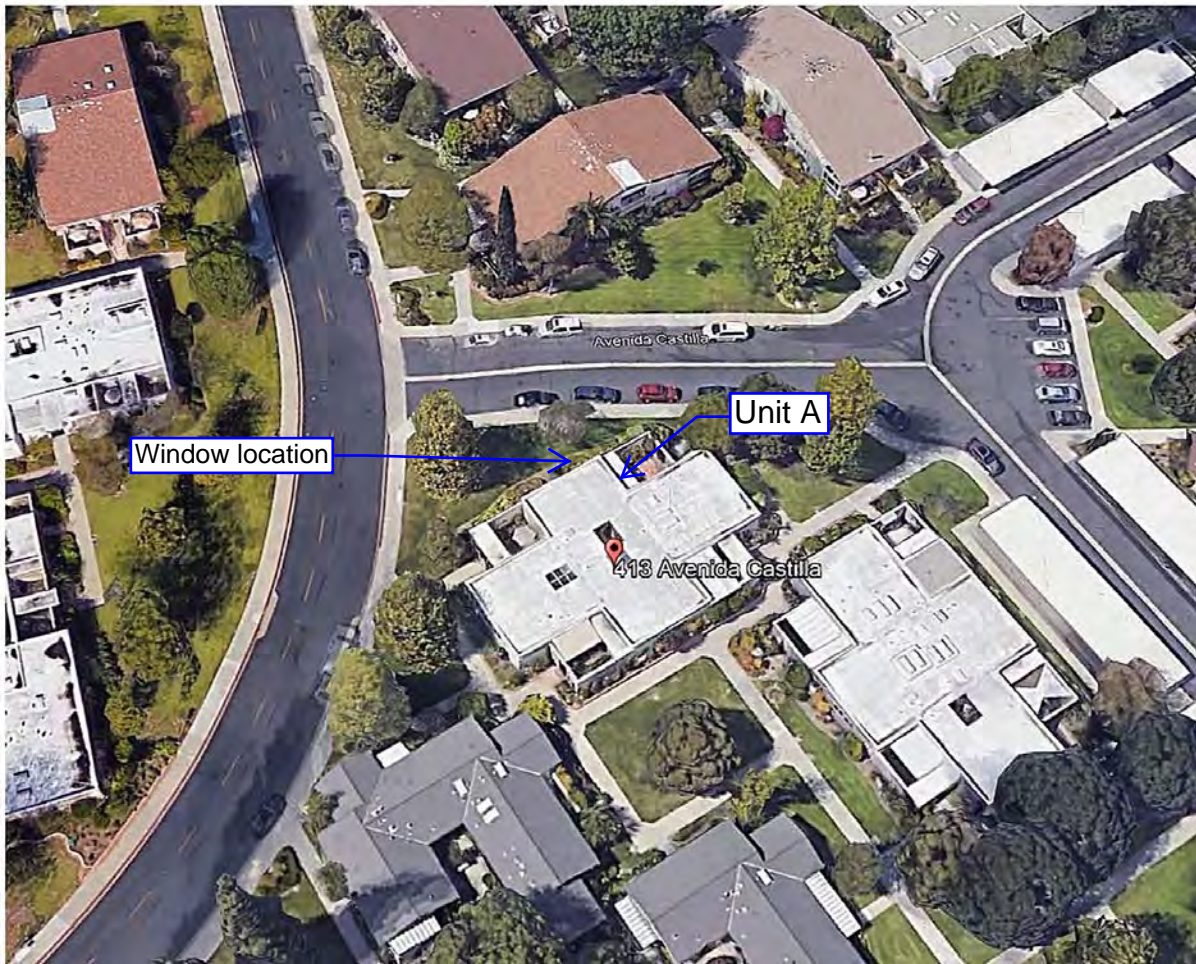
Alteration Variance Request	Complete Submittal Cut Off Date: 10/27/17
Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/>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

Attachment: 3





Attachment: 3





STAFF REPORT

DATE: November 28, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. and Mrs. Broughton of 557-P (Cadiz, 6A)
Retain Unapproved Door and Window Conversion on Balcony

RECOMMENDATION

Staff recommends the Board approve the request retain the unapproved removal of door to balcony and window to door conversion on balcony with the conditions listed in Appendix A.

BACKGROUND

Douglas and Shoojen Broughton of 557-P Avenida Sevilla, a Cadiz style unit, requests Board approval of a variance to retain an unapproved removal of door to balcony and window to door conversion on the balcony of their unit.

The Broughtons' United Mutual Membership became effective on 6/8/17 with no prior residency within the community on file.

While working in the area, Staff noticed unauthorized construction taking place at the unit and notified the City of Laguna Woods. A Stop Work Notice was issued by the City on 9/1/17 for unpermitted alterations that require a regulated materials evaluation.

On 10/6/17 a Variance was submitted to retain the unauthorized non-standard alterations as listed in this report. On 10/24/17, complete plans were submitted with a Mutual Consent Application for additional unit remodel work (as shown on next page).

There are no existing Mutual Standards allowing for a door removal, or a window to door conversion to the balcony, and therefore requires Board approval.

Plans with dimensions have been submitted for review (Attachment 1).

DISCUSSION

The original floor plan of the Cadiz style unit has a single door which is 36 inches wide by 80 inches high and a large window, 96 inches wide by 47 inches high, leading from the living room to the balcony.

The unauthorized alteration filled in the original single doorway, replacing the opening with wood frame and stucco finish and installed a through-wall heat pump in the same location as the original door. The original window was removed and replaced with white

vinyl French doors that fill the same width as the original opening but measure 80 inches in height.

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

A Neighbor Awareness Notice was sent to unit 556-C due to being in the line of sight of the proposed work within 150 feet.

At the time of writing this report, there are four open Mutual Consents for unit 557-P issued over the counter. These open Mutual Consents are listed in the following table:

Description	Issued Date	Mutual Permit
Heat Pump in Living Room	10/24/2017	172066
Wall Revision in Kitchen	10/24/2017	172066
Vanity in Bathroom	10/24/2017	172066
Kitchen Remodel	10/24/2017	172066

Staff researched the existing files and found no similar window to door conversions or balcony door removals.

Due to work being performed without prior Mutual approval that also involved regulated materials requiring evaluation, Staff has contacted Compliance for Member disciplinary action to be taken.

Prepared By: Gavin Fogg, Manor Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, October 6, 2017

Attachment 3: Photos

Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Manor **557-P**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member ("Members") 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 **557-P** for **Retain Unauthorized Door Removal and Window to Door Conversion on Balcony**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 557-P and all future Mutual members at 557-P.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the

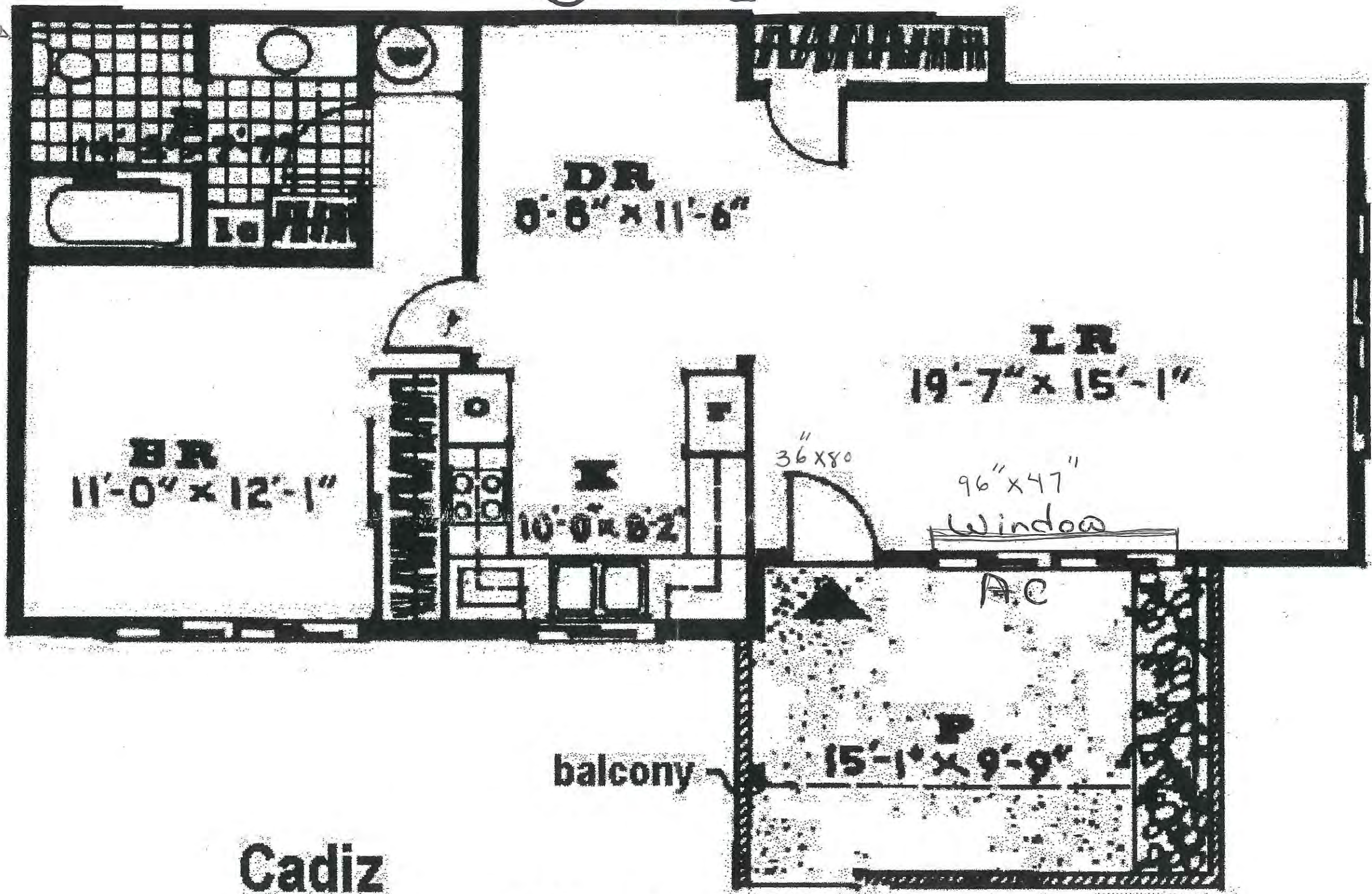
Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. 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.
10. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the Issuance of a Mutual Consent for Manor Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified at Resident Services, located on ground floor of Community Center.
12. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
13. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

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

Shoojen Broughton
557 AVENIDA SEVILLA UNIT P BEFORE

Laguna Woods
Ca
92637

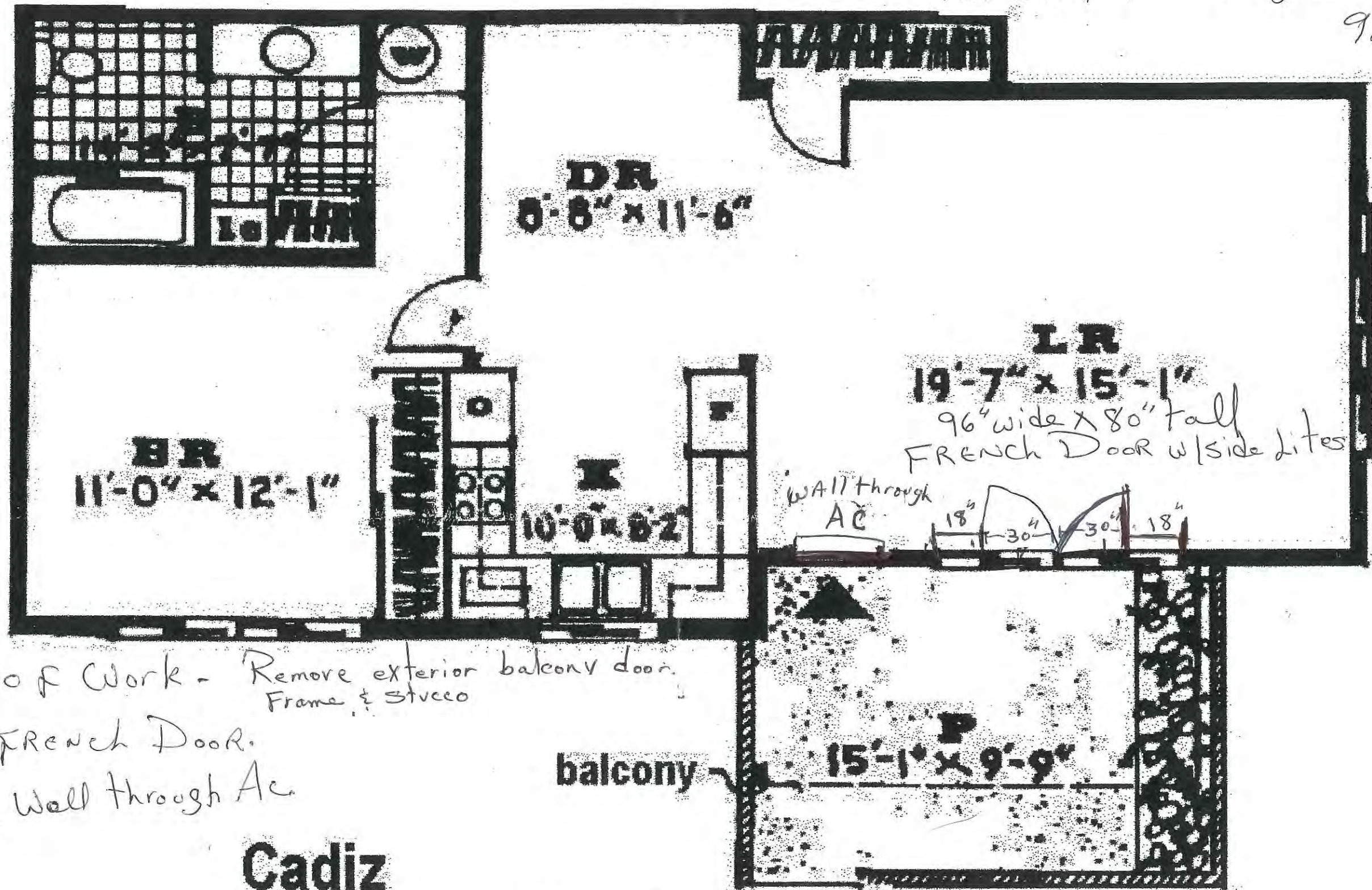


Cadiz

770 sq. ft.

AFTER

DOUGLAS BROUGHTON
557 AVENIDA SEVILLA UNIT P Laguna Woods, Ca
92637



Scope of Work - Remove exterior balcony door.
Frame & Stucco
Installed French Door.
Installed wall through AC.

Cadiz

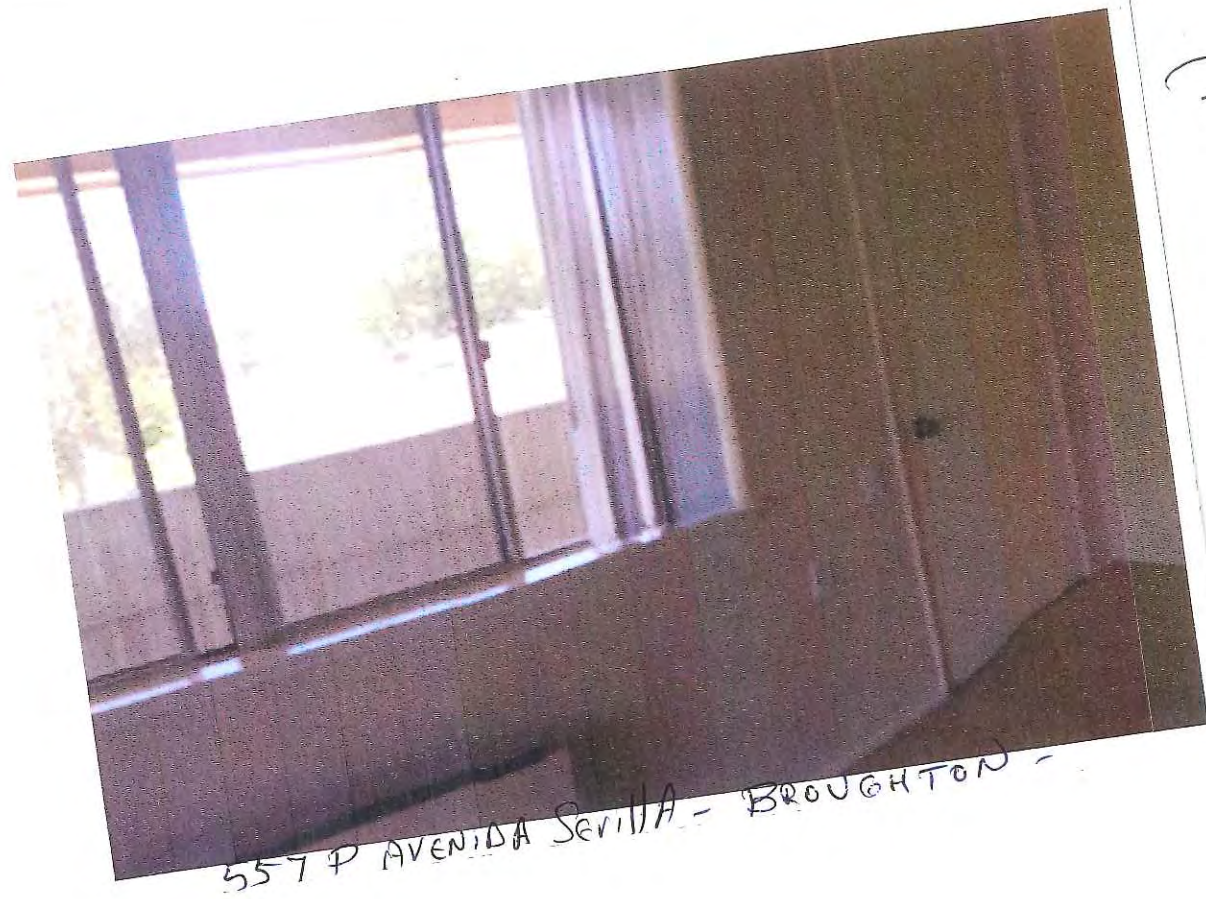
770 sq. ft.

BEFORE

Window
96" wide
X

47" tall

4 DOOR
36" X 80"



557 P AVENIDA SEVILLA - BROUGHTON -

BROUGHTON

557
AVENIDA
SEVILLA

BROUGHTON

557 P
AVENIDA
SEVILLA

AFTER



BEFORE

Window

96" X 47"
W
Window T



DOUG
BROUGHTON

557 P
AVENIDA
SEVILLA

AFTER
FRAMED IN
Exterior door



Broughton
557 P
AVENIDA
SEVILLA

↑
Installed
FRENCH
DOOR.
Same
width
as
existing
window

Variance Request Form

SA 21185915

Model: CADIZ	Plan: 6A	Date: 10-06-2017
Member Name: Douglas Shoggen Broughton	Signature: Dan Broughton	
[Redacted]		
Applicant Name/Co: Doug Broughton	[Redacted]	[Redacted]

Description of Proposed Variance Request ONLY: To Retain alterations made
 To CLOSE EXTERIOR DOORS AT BALCONY
 CHANGE WINDOW TO FRENCH DOOR w Side Light (fixed)
 in the SAME opening. WHITE VINYL
 Remove ^{EXTERIOR} balcony door. Frame. Dry wall. After the Fact
 Stucco.
 I have had three surgeries on my shoulder elbow and
 wrist and the door is alot lighter to open.

Dimensions of Proposed Variance Alterations ONLY:

EXTERIOR BALCONY DOOR 36" x 80"
 EXISTING WINDOW 96" x 47" TO FRENCH DOOR/SIDE LIGHT
 96" x 80"

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 10-6-17 Check# 2030 BY: extreme Carpet Cleaning

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

To: Dear Laguna woods Association

My name is Douglas Broughton and my address is 557
Avenida Sevilla Unit P.

I am requesting a variance for a french door with side lites
that are stationary.with one door that leads to the
outside .

My request for this consideratin is for the board to know
that the reason for the variance is that a sliding glass door
which are double paned are extremley heavy since it is a
very wide opening and the weightof a single door is
substantially lighter .

I have had a shoulder and tennis elbow surgery and this
request is solely based on that reason and there was a
door that led to the balcony and this door replaces that
door as well.

Thank you for considering our request .

Doug Broughton

A handwritten signature in dark ink, appearing to read "Doug Broughton", with a stylized flourish at the end.

The Home Depot Special Order Quote

Customer Agreement #: H0653-38549

Printed Date: 9/27/2017

Customer: DOUGLAS BROUGHTON

Address:

Phone 1:

Phone 2:

Email:

Store: 0653

Associate: MAURICIO

Address: 20642 GOLDEN TRIANGLE
RD
SANTA CLARITA, CA 91351

Phone:

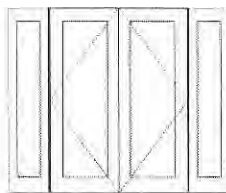
Pre-Savings Total:

Total Savings:

Pre-Tax Price:

Price Valid Through:
10/11/2017

All prices are subject to change. Customer is responsible for verifying product selections. The Home Depot will not accept returns for the below products.



*** Dimensions ***

Unit 1, 3: Sidelite Call Width = 18
Unit 1, 3: Call Height = 80
Unit 1, 3: Sidelite Frame Width = 17.5
Unit 1, 3: Frame Height = 79.5
Unit 2: Door Call Width = 60
Unit 2: Call Height = 80
Unit 2: Door Frame Width = 59.5
Unit 2: Frame Height = 79.5

100-1 Double Swinging Door 95.5 x 79.5 Vinyl Unit 1: Stationary
Unit 2: Inswing Active/Passive Unit 3: Stationary

Begin Line 100 Description

*** Product ***

Tuscany Door Double Swinging Door Stationary /
Inswing Active/Passive / Stationary 95.5 x 79.5

*** Dimensions ***

Unit 1, 3: Sidelite Call Width = 18
Unit 1, 3: Call Height = 80
Unit 1, 3: Sidelite Frame Width = 17.5
Unit 1, 3: Frame Height = 79.5
Unit 2: Door Call Width = 60
Unit 2: Call Height = 80
Unit 2: Door Frame Width = 59.5
Unit 2: Frame Height = 79.5

*** SKU ***

SKU = 456757
SKU Description = S/O MILGARD VINYL SWING DR
Vendor Name = Milgard Windows and Doors
Vendor Number = 60502414
Plant Location = Milgard, Simi Valley (CA)
Customer Service = 1-800-645-4273 (800-
Milgard)
Catalog Version Date = 08/18/2017
WarrantyInfo = warranty.png
*** Additional Information ***
Select Room Location = Unanswered

CPD = MILA-249-03663-00001

STC = No Rating

*** Hardware ***

Exterior Handle Finish = White
Interior Handle Finish = White
Hinge Finish = White
Passive Handle = Yes
Keyed Lock = Yes
Keyed Alike = No
*** Glass ***

Unit 1, 3: Smallest Glass Area = 4.836263
Unit 1, 3: Largest Glass Area = 4.836263
Unit 1, 3: Glazing Type = Dual Glazed
Unit 1, 3: Glass Strength = Tempered
Unit 1, 3: Energy Package = Title 24
Unit 1, 3: Outer Glass Lite = SunCoatMAX
Unit 1, 3: Inner Glass Lite = Clear
Unit 1, 3: Outer Lite Thickness = 1/8"
Unit 1, 3: Inner Lite Thickness = 1/8"
Unit 1, 3: Gas Filled = Argon Gas
Unit 1, 3: Spacer Type = EdgeGardMAX
Unit 1, 3: Double Strength Glass = No
Unit 2: Smallest Glass Area = 9.089844
Unit 2: Largest Glass Area = 9.089844

Unit 2: Gas Filled = Argon Gas

Unit 2: Spacer Type = EdgeGardMAX

Unit 2: Double Strength Glass = No

*** Color ***

Unit 1, 3: Exterior Finish = White
Unit 1, 3: Interior Finish = White
Unit 2: Exterior Finish = White
Unit 2: Interior Finish = White
Unit 2: Sill Finish = White

*** Unit Type ***

Unit 1, 3: Unit Type = Complete Unit
Unit 1, 3: Material = Vinyl
Unit 1, 3: Operation/Venting = Stationary
Unit 2: Unit Type = Complete Unit
Unit 2: Product Style = Standard Sill
Unit 2: Material = Vinyl
Unit 2: Operation/Venting = Inswing
Active/Passive

*** Mulls ***

Mulls 1: Vertical Factory 0.5" thick, 79.5" length
Mulls 2: Vertical Factory 0.5" thick, 79.5" length

*** Wrapping - Frame Accessories ***

Fin Type = No Fin (block frame)
Frame Accessories = None

Is this a Re-make? = Unanswered
*** Model ***
Unit 1, 3: Model = VIS4P2S
Unit 2: Series = 8642T
Unit 2: Model = VIS4P2S
*** Ratings ***
U-Factor = .32
Solar Heat Gain Coefficient = .23
Visible Light Transmittance = .54

Unit 2: Glazing Type = Dual Glazed
Unit 2: Glass Strength = Tempered
Unit 2: Energy Package = Title 24
Unit 2: Outer Glass Lite = SunCoatMAX
Unit 2: Inner Glass Lite = Clear
Unit 2: Outer Lite Thickness = 1/8"
Unit 2: Inner Lite Thickness = 1/8"

*** Wrapping - Interior Accessories ***
Wall Condition = 5 1/16"
*** Wrapping - Overall Dimensions ***
Overall Frame Width = 95.5
Overall Frame Height = 79.5
Overall Rough Opening Width = 96
Overall Rough Opening Height = 80

End Line 100 Description







STAFF REPORT

DATE: November 28, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Deborah C Lacombe of 2047-A (Valencia, FG04) Room Addition, Bathroom Split, Window to Door, Window and Doors Addition to Atrium

RECOMMENDATION

Staff recommends the Board approve the request for the proposed room addition, bathroom split, window to door revision, and window and doors addition to the atrium with the conditions listed in Appendix A.

BACKGROUND

Ms. Deborah C. Lacombe of 2047-A Via Mariposa E, a Valencia style unit, requests Board approval of a variance to install a room addition on the existing front patio and to perform a non-standard bathroom split, convert an existing window between the master bedroom and the patio to French doors and add a window and French doors to the atrium.

There are no Standard plans for the proposed room addition, bathroom split, or the proposed windows and door replacements. There is a window to door conversion for the proposed door from master bedroom to patio; however the Standard indicates a sliding glass door rather than the French doors of this proposal. As a result, a Variance is needed for each of the aforementioned items.

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

DISCUSSION

The proposed room addition would use a small portion of the front patio to enlarge the kitchen and construct a den using a portion of the original living room. The existing front patio is currently surrounded by a 5 foot 4 inch high block wall. Ms. Lacombe proposes to relocate the front exterior wall of the living room 5 feet into the patio area, continuing the kitchen roof line across the alteration (see Attachment 3 for example photos). The entry door would be relocated to the new wall, facing the patio.

A new partition wall is proposed to be installed in the living room and old entry way to enclose a new 8 foot by 10 foot space to be used as a den. An entry to the new den would be installed adjacent to the existing kitchen. A new window, which is 3 feet wide by 5 feet high, would be facing onto the patio and would be installed on the exterior wall.

A Standard exists for a window in this location; the standard window dimensions are 3 feet by 3 feet 6 inches.

The proposed bathroom split involves relocating the master bathroom closet to the adjacent wall to allow the bathroom footprint to be extended 3 feet into the bedroom. A door would be added from the master bedroom to create an en suite. A new partition wall would be constructed to separate the bathroom. In the new guest bathroom, a shower is proposed along with a toilet and small vanity. An additional partition wall would be constructed to accommodate a washer/dryer closet which would be accessible from the hallway.

Ms. Lacombe proposes to replace the existing master bedroom window, which is 6 feet wide and 4 feet tall, faces the patio, with French doors measuring 5 feet wide by 6 feet 8 inches tall. A standard exists for a door replacement measuring 6 feet wide by 6 feet 8 inches tall; the Standard indicates a sliding glass door for the replacement.

Finally, Ms. Lacombe proposes to replace the existing windows and sliding glass door to the atrium with matching French doors which are 5 feet wide by 6 foot 8 inches tall, would be located opposite each other, leading to the guest bedroom and dining room.

A Neighbor Awareness Notice was sent to Units 2047-B, 2047-C and 2047- D due to sharing common walls and/or being within 150 feet with line of sight.

At the time of writing the report, there are no open Mutual Consents for 2047-D.

A bathroom addition for a similar unit was approved for 2160-A in September 2017, and 602-A in November 2017. A room addition on front patio was approved at 2147-B in June 2017.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 2047-A

Prepared By: Gavin Fogg, Manor Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, October 26, 2017

Attachment 3: Standard Plan for window and door additions onto Patio

Attachment 4: Photos

Attachment 5: Map

APPENDIX A

CONDITIONS OF APPROVAL

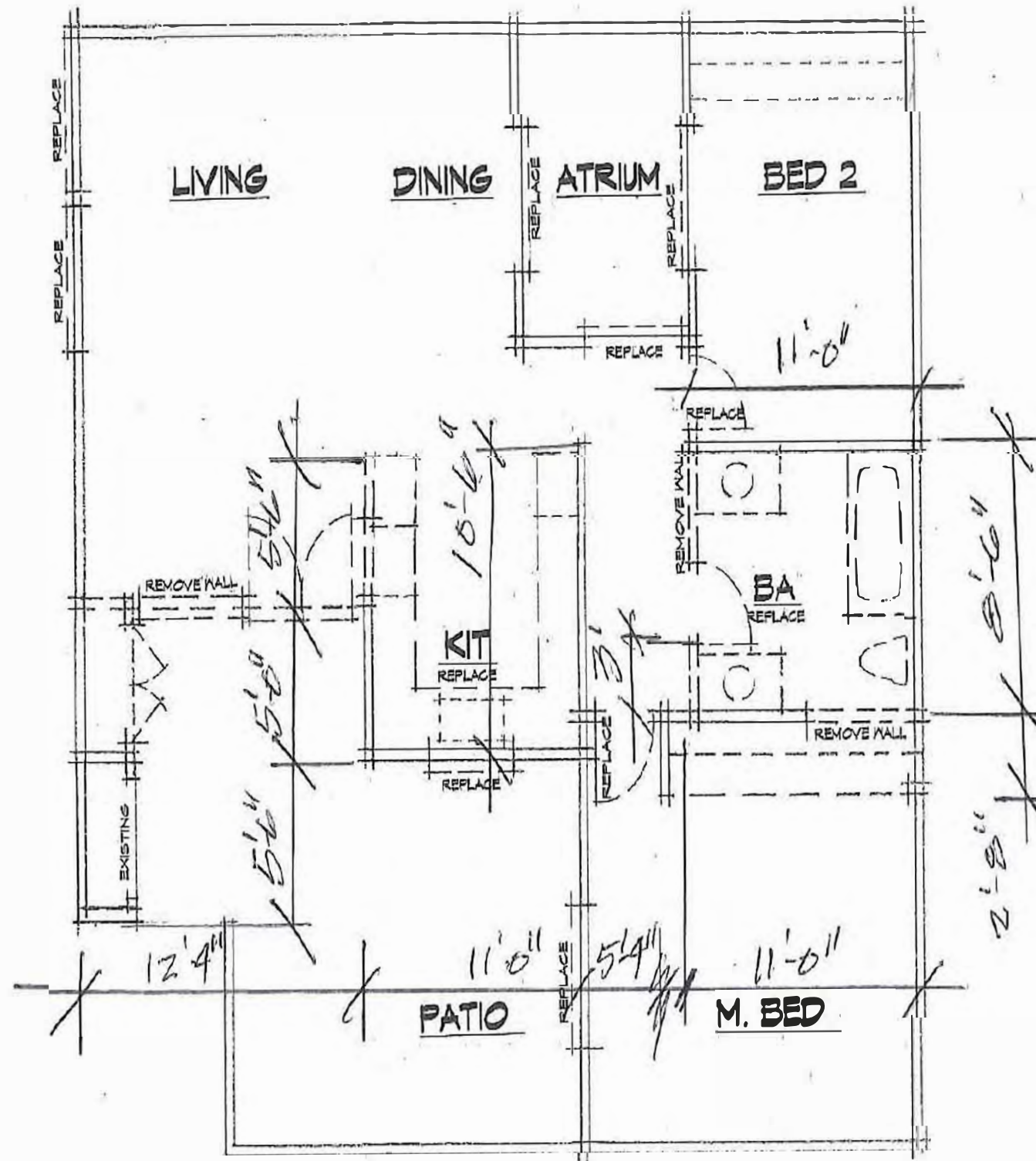
Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **2047-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at **2047-A** for a **Room Addition, Bathroom Split, Window to Door, Window and Doors Addition to Atrium**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2047-A and all future Mutual Members at 2047-A.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

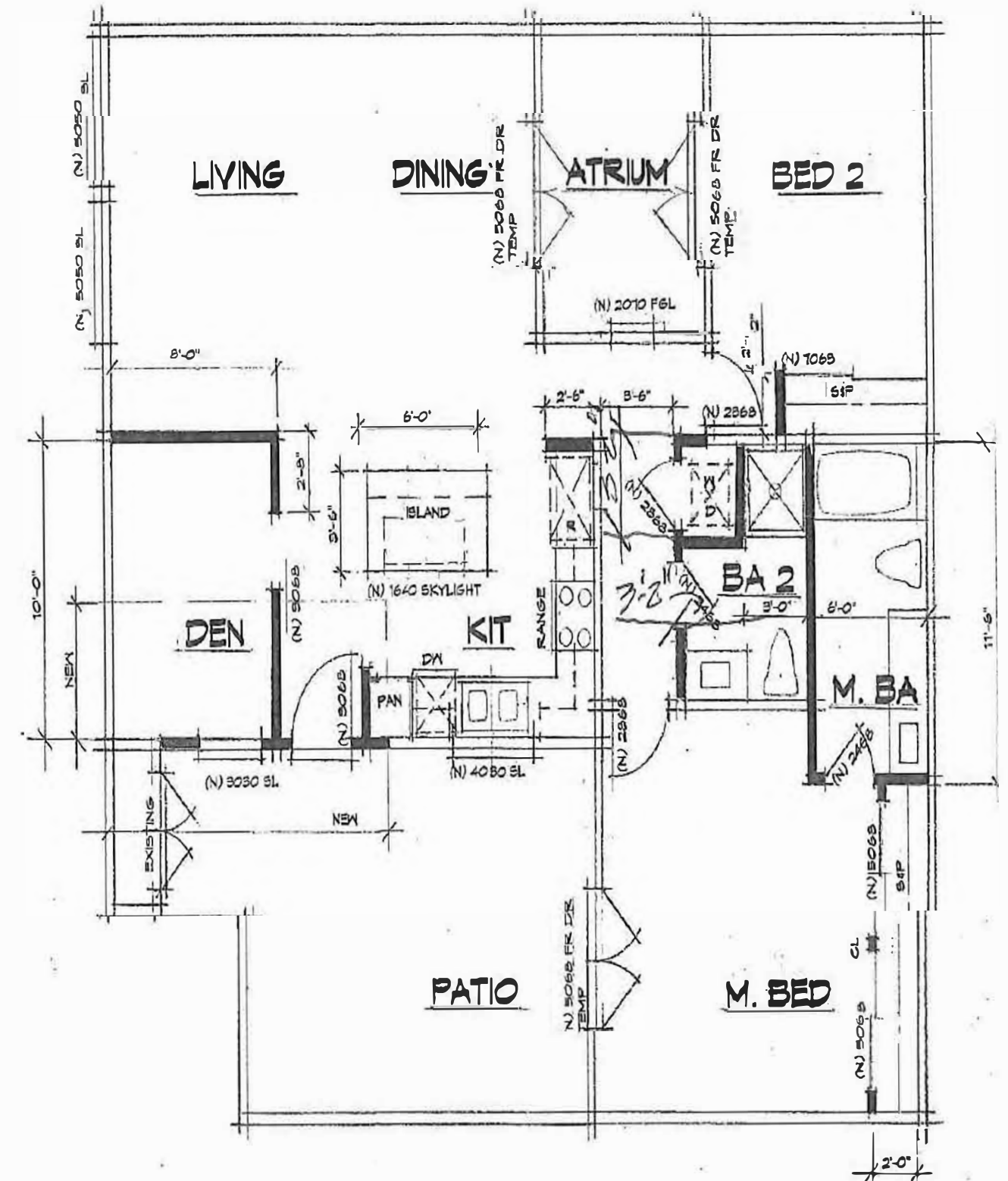
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
10. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
11. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review.
13. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.
14. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall

request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

15. Prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified on Attachment _____.
16. 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>.
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 Unit 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 Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
22. Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same.

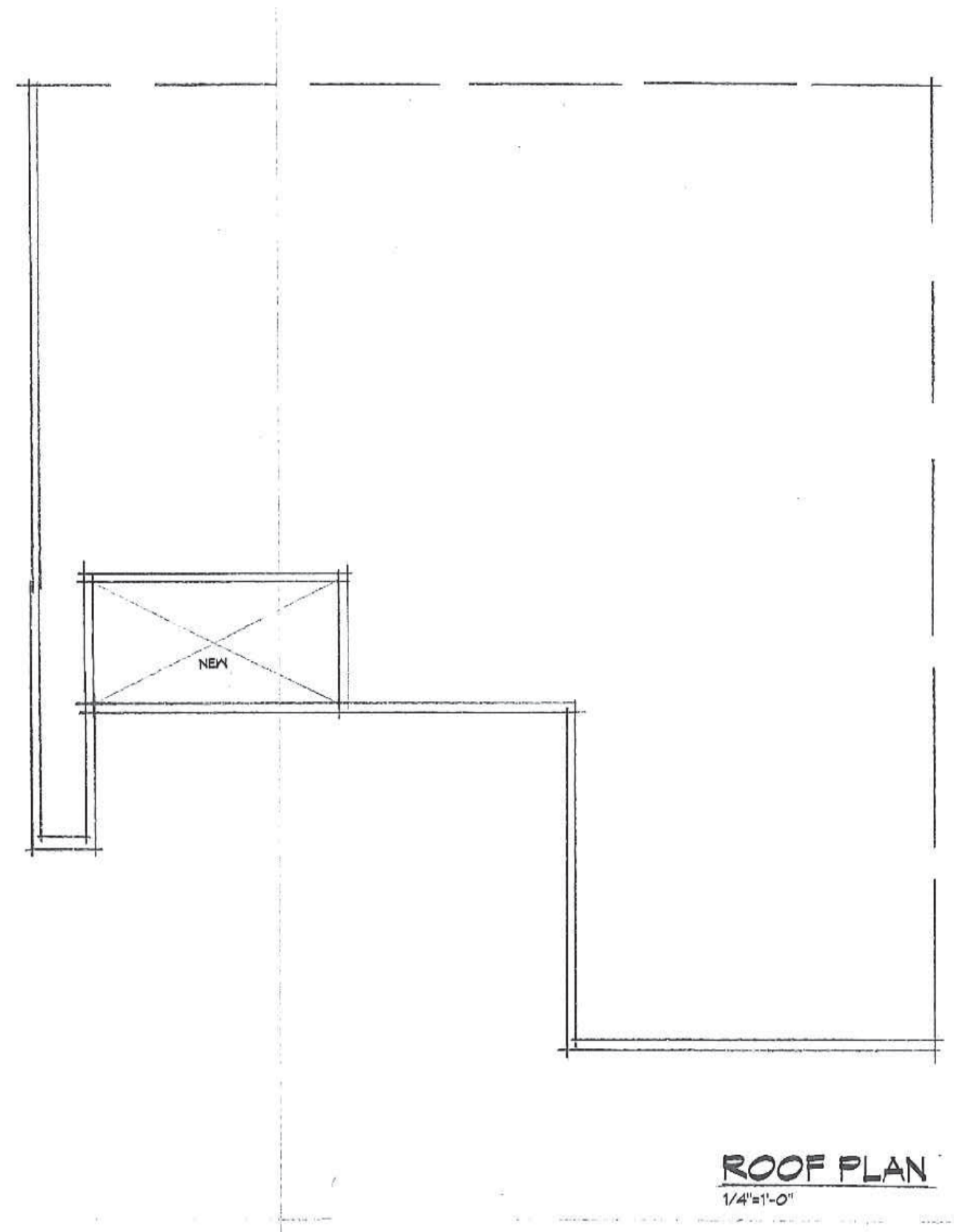
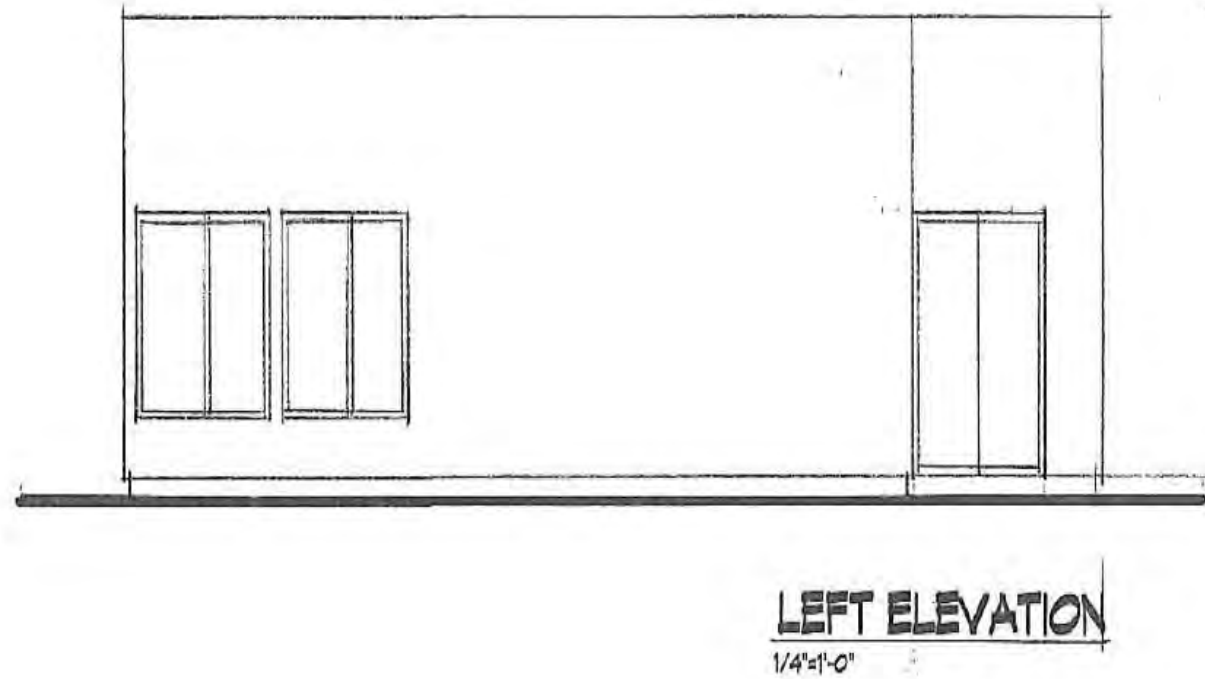
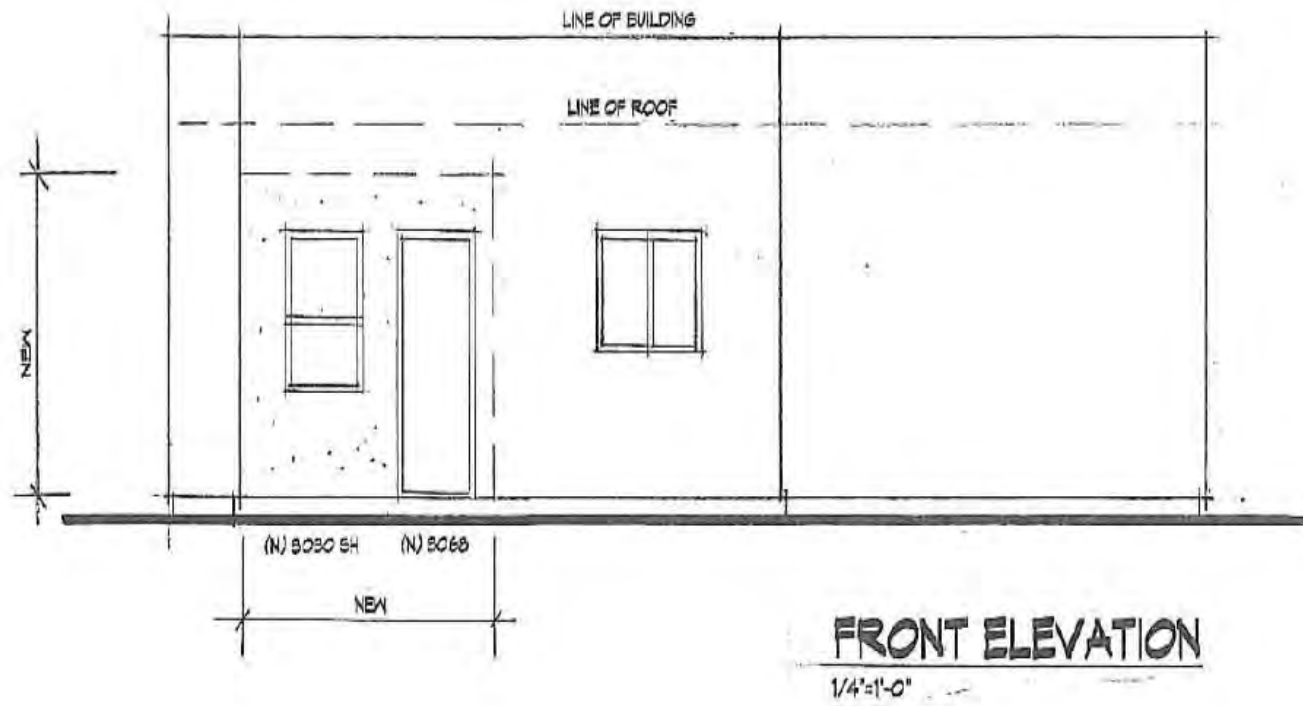


EXISTING FLOOR PLAN



NEW FLOOR PLAN

1/4"=1'-0"



Variance Request Form

SA 21191259

Model: <u>NEW VALENCIA</u>	Plan: <u>FG04</u>	Date: <u>10/24/17</u>
Member Name: <u>DEBORAH LACOMBE</u>	Signature: <u>Deborah Lacombe</u>	
Phone: <u>[REDACTED]</u>	<u>[REDACTED]</u>	
Contractor Name/Co: <u>McFadden Construction</u>	<u>[REDACTED]</u>	

Description of Proposed Variance Request ONLY:

I Would like to add a room off of livingroom into existing patio w/ added window + new front door location.

I would like to add two sets of french doors into atrium 1 from the bedroom another through the dining room.

I would like to add a new construction window from the hallway into the atrium

Add french doors from master bedroom into front patio

Dimensions of Proposed Variance Alterations ONLY:

Room addition = 63 added sqft

3 Sets of french doors = 5'6"

1-36" Front Door single

window in new room addition = 3'0" x 3'0"

OCT 24 2017
Alterations Department

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 10-24-17 Check# 430 BY: William L McFadden, Jr

Alteration Variance Request Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Complete Submittal Cut Off Date: <u>10-27-17</u> Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>11-28-17</u> Board Meeting: <u>12-12-17</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other: _____
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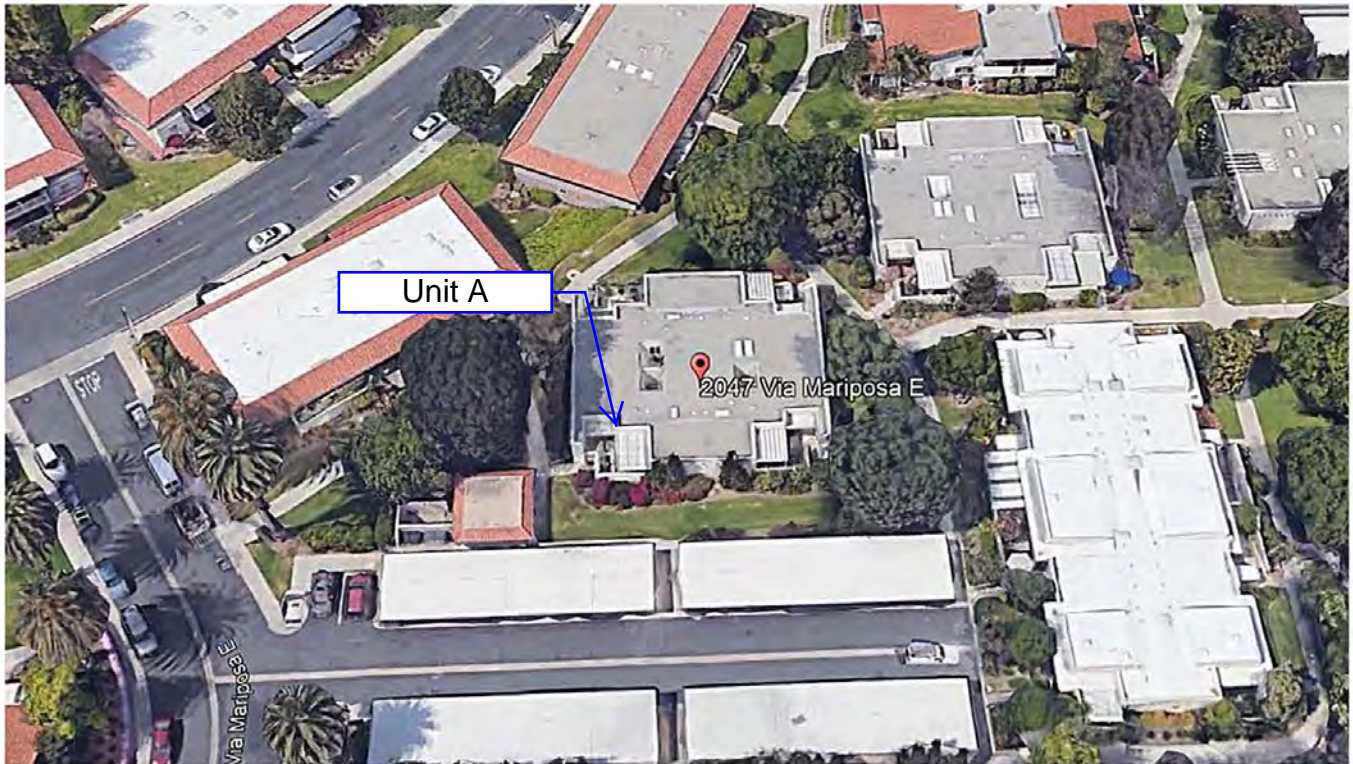
Attachment 3



Example of roof line after room addition.



Attachment: 4





STAFF REPORT

DATE: November 28, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Danny Yeam of 2054-F (Coronado, PP08)
Appeal of Board Denial to Retain Unapproved Pergola on Front Patio.

RECOMMENDATION

Staff recommends the Board deny the variance request and require the removal within 30 days. The Pergola does not meet patio cover guidelines set out in the United Mutual Standards.

Should the Board approve, Staff would recommend with the conditions listed in Appendix A.

BACKGROUND

On June 9, 2017 Staff received notification of a non-compliant structure located in the front patio of unit 2054-F. Following a site visit, Staff found a non-approved patio cover type structure (pergola) on the front patio of 2054-F. Mutual Member, Mr. Danny Yeam, was contacted and given notice to remove the structure or apply for a variance within 30 days. Within 30 days, Mr. Danny Yeam of 2054-F of Via Mariposa E submitted a Variance Request (See Attachment 1) to retain the pergola.

On August 22, 2017 following a review of the request and accompanying Staff report, the United Architectural Control and Standards Committee recommended denial of the request to retain the pergola to the Board. On September 12, the Board upheld the Committee's recommendation and a letter of denial was mailed to the Member. On October 4, a letter of Appeal to the Board's decision was received by the General Manager's office.

Staff met with Mr. Yeam on October 5 following receiving the letter of appeal and explained to him the pergola does not meet existing Mutual Standards.

DISCUSSION

Mr. Yeam is requesting to retain a pergola located on the front patio of his unit. The pergola is a free standing structure with the dimensions of 10 feet by 10 feet 7 inches. A black powder coat finish makes the pergola weather resistant.

There is no Mutual Standard for free standing structures to provide cover on patios.

The existing slump block patio wall is 5 feet 4 inches tall, leaving approx. 1 foot 8 inches of the pergola visible from neighboring units and the walkway around the building.

A letter of dispute was received from a neighbor regarding the pergola.

The existing Mutual Standard for patio covers requires the use to be of aluminum or vinyl (including alum wood, or vinyl clad materials) and requires the color for aluminum patio covers to be white, almond, or bronze and the color options for vinyl materials to be white, taupe, or tan. The Standard does not allow for cloth covers.

A Neighbor Awareness Notice was issued to all units that have a line of sight of the pergola. This consisted of 2054-G, 2054-E and 2055-C.

At the time of writing this report there are no open Mutual Consent permits for unit 2054-F.

Due to a pre-existing Mutual Standard for patio covers being available that sets out materials and color schemes to be used, Staff recommends denial of the request and removal within 30 days.

Prepared By: Gavin Fogg, Manor Alterations Inspector

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

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Letter of Appeal, October 4, 2017

Attachment 2: Letter of Dispute from Neighbor

Attachment 3: Variance Report, August 22, 2017

Attachment 4: Photos

Attachment 5: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Manor **2054-F**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at **2054-F** for **Retaining Pergola in Front Patio**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2054-F and all future Mututal members at 2054-F.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her

invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. 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>.
10. 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.
11. 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.
12. 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.
13. 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.
14. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or

working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

15. Mutual member shall indemnify, defend and hold harmless United and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

Attachment: 1

The General Manager's office
Community Center, 2nd floor
24351 El Toro Road
Laguna Woods, CA 91637

To Whom It May Concern,

I would like to appeal the latest decision regarding the pergola in my front yard.

Please note the pergola was just assembled and is free standing within the yard, not attached to any walls or eaves.

Based on the documentation under "Architectural Control and Standards Committee" all requirements seem to comply.

If this is not the case, can you confirm which requirements are not met so I may make the necessary adjustments accordingly?

For your reference, I've attached photo copies of the examples of pergola I've seen within the neighborhood.

Thanks for your input,

Danny Yeam
2054 via Mariposa East, F
Laguna Woods, CA 92637

RECEIVED
OCT 04 2017
Gen Mgrs. Office









STAFF REPORT

DATE: August 22, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request
Mr. Danny Yeom of 2054-F of Via Mariposa E – Retain Unapproved Pergola on Front Patio.

RECOMMENDATION

Due to Pergola not meeting Patio Cover guidelines set out in the United Mutual Standards with respect to aesthetic conformity, Staff recommends the Board deny the variance request and require the removal within 30 days.

Should the Board approve, Staff would recommend the following conditions:

1. No improvement shall be installed, constructed, modified or altered at Manor **2054-F**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at **2054-F** for **Retaining Pergola in Front Patio**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property,



including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2054-F and all future Mututal members at 2054-F.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. 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>.



10. 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.
11. 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.
12. 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.
13. 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.
14. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
15. Mutual member shall indemnify, defend and hold harmless United and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

BACKGROUND

On June 9th, 2017 Staff received notification of a non-compliant structure located in the front patio of unit 2054-F. Following a site visit, Staff found a non-approved patio cover type structure (Pergola) on the front patio of 2054-F. Mutual Member Mr. Danny Yeam was contacted and given notice to remove the structure or apply for a Variance within



30 days. Within 30 days, Mr. Danny Yeam of 2054-F of Via Mariposa E submitted a Variance Request (See Attachment 1) to retain the Pergola.

DISCUSSION

Mr. Yeam is requesting to retain a Pergola located on the front Patio of his unit. The Pergola is a free standing structure with the dimensions of 10' by 10' by 7'. A black powder coat finish makes the Pergola weather resistant.

There is no Mutual Standard for free standing structures to provide cover on patios.

The existing slump block patio wall is 5'4" tall, leaving approx. 1'8" of the Pergola visible from neighboring units and the walkway around the building.

The existing Mutual Standard for Patio Covers requires the use to be of aluminum or vinyl (including alumawood, or vinylclad materials) and requires the color for aluminum patio covers to be white, almond or bronze and the color options for vinyl materials to be white, taupe, or tan.

A Neighbor Awareness Notice was issued to all units that have a line of sight of the pergola. This consisted of 2054-G, 2054-E and 2055-C.

At the time of writing this report there are no open Mutual Consent permits for unit 2054-F.

Due to a pre-existing Mutual Standard for Patio covers being available that sets out materials and color schemes to be used, Staff recommends denial of the request and recommends the use of a Patio cover that follows the Mutual's guidelines.

Prepared By: Gavin Fogg, Manor Alterations Inspector

Reviewed By: Brett Crane, Alterations Supervisor

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Attachment 1: Variance Request, July 13, 2017

Attachment 2: Map

Variance Request Form

Model: <u>CORONADO</u>	Plan: <u>PPO8</u>	Date: <u>7-13-17</u>
Member Name: <u>YEAM, DANNY</u>		
Applicant Name/Co:	Phone:	

Description of Proposed Variance Request ONLY:

- A) Adjustable Shade Pergola - bought from "Target"
- ① Made of power-coated steel and polyester
 - ② Weather & Rust Resistant
 - ③ Feature: Free standing, cover a sitting area <front yard>
 - ④ Frame Material: Nylon
 - ⑤ installed <assembled> at front yard by myself
 - * not attached to any walls and eaves <free standing>
 - * it is very beautiful to my manor <in my opinion>

Dimensions of Proposed Variance Alterations ONLY:

10' x 10' x 7'

RECEIVED

JUL 13 2017

Alterations Department

FOR OFFICE USE ONLY

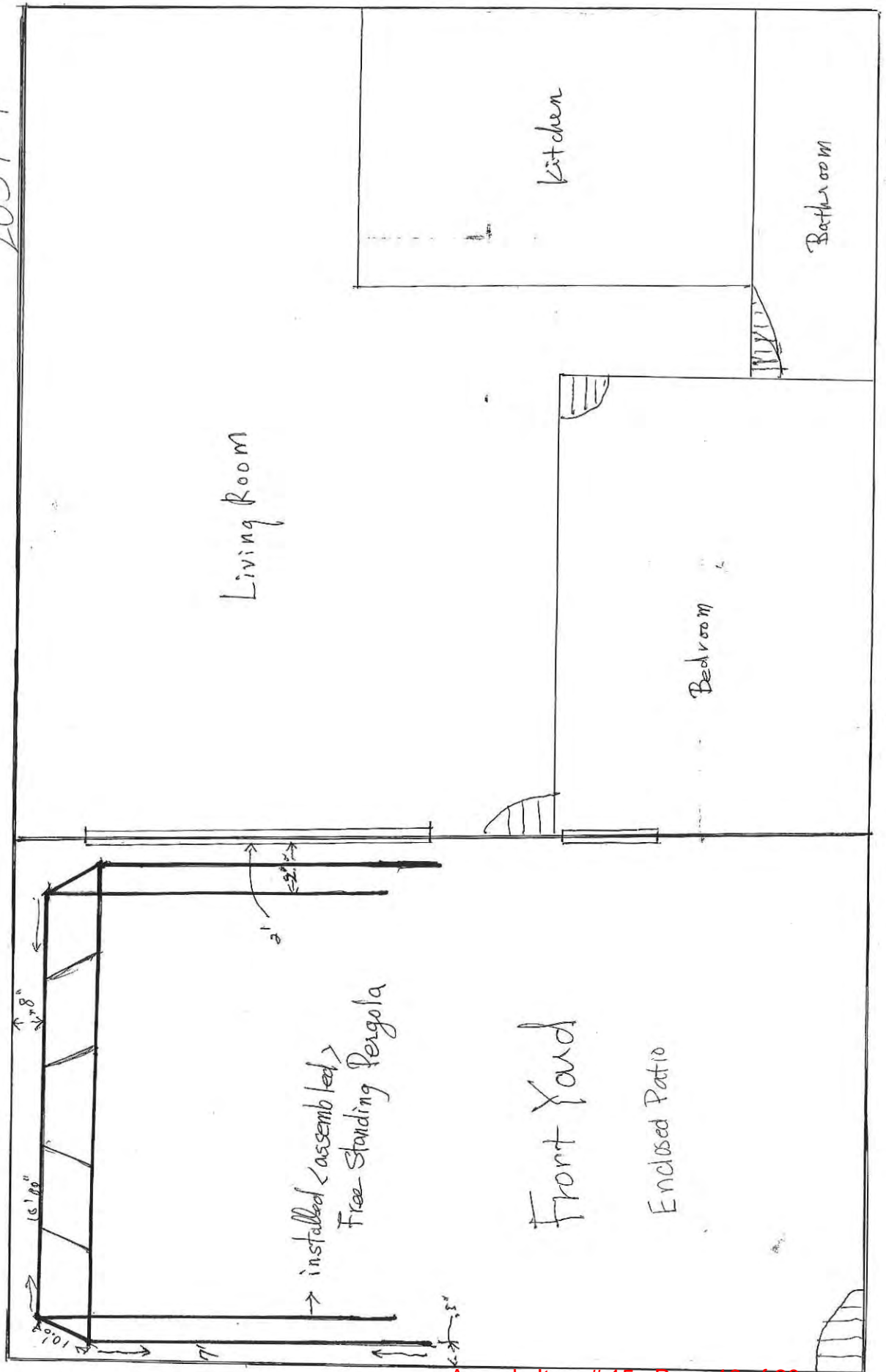
RECEIVED BY: Abraham B DATE RECEIVED: 7-13-17 Check# 189 BY: Danny Yeam

Alteration Variance Request Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input checked="" type="checkbox"/> Other: <u>Picture of pergola</u>	Complete Submittal Cut Off Date: <u>7-28-17</u> Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>8-30-17</u> Board Meeting: <u>9-12-17</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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2054-F



2054-F





2] MATCH LINE



18-10471 27824





Attachment : 5



SECTION 46 BATHROOM SPLITS

APPLICATIONS

Bathroom splits are prohibited in Manors with two bathrooms.

Manors with two bathrooms may reconfigure walls and doors within the same foot print only.

Manors with one full bathroom may split bathroom into two bathrooms as follows:

The original footprint may be extended up to three feet, in one direction.

The extension of a bathroom footprint may not involve a load bearing wall.

The extension of a bathroom footprint may not extend into adjacent hallways.

Prior to connecting into any plumbing work, the **waste line is to be inspected by the Mutual at the Member(s) expense.**

Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Department for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.

Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line.

All water supply lines shall be of Type M copper; minimum 1/2" diameter.

All pressure lines shall be securely strapped to prevent movement or knocking.

All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.

The Mutual Member assumes all responsibility for any damage that may occur due to construction.

ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

Alterations involving common walls shall be fire rated per current California Building Code.

All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.

All penetrations through walls shall be properly sealed to prevent water intrusion.

The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.

Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit. A list of approved roofing contractors is available at the Laguna Woods Village Manor Alterations Department.

Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

OBLIGATIONS

Member is responsible for damages to roof or other structures that may be attributed to damage caused by the alteration.

The Mutual Member is responsible for, and will bear all costs associated with, clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.

Mutual Consent/Variance Request Incomplete Document List

DATE_____

MANOR #_____

NAME _____

MODEL _____

Following staff's initial review of your Mutual Consent/Variance Request, your request is missing information and cannot be processed until it is received.

To complete your application please submit the following item(s):

- ☐ Authorized signatures on application
- ☐ Certificate of Contractors' Liability Insurance
- ☐ Provide City final inspection certification for any expired Mutual Consents or permits
- ☐ Existing site plan with accurate dimensions
- ☐ Proposed site plan with scope of work, dimensions, and specifications in 11" x17" format
- ☐ Proposed elevations (side views) in 11" x17" format
- ☐ Window Schedule (table of proposed windows including opening dimensions)
- ☐ Door Schedule (table of proposed doors including opening dimensions and finishes)
- ☐ Proposed plumbing plans
- ☐ Information regarding how the patio enclosure/patio covers will tie-in with existing building, including any modifications to gutters/downspouts
- ☐ Information regarding location of HVAC Condenser, including dimensions from buildings
- ☐ Location of exhaust vents for dryers, microwaves, and range hoods
- ☐ Alternative heat source compliance
- ☐ Recordable Common Area Agreement Wet Stamped Engineering/Architectural Plans
- ☐ Neighbor Awareness Form
- ☐ Roof Tie-In Form
- ☐ Landscape Request Form
- ☐ Mutual Waste Line Clearance

Mutual Consent/Variance Request Document List

Additional Notes:

If this information is not received within 45 days, your application will be voided.

Should you require further information or assistance, please call (949)597-4600 or email at alterations@vmsinc.org.

Sincerely,

Name

Title