



OPEN MEETING

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

Tuesday, September 26, 2017

**Committee meets at 9:30 a.m.; bus tour immediately following
Laguna Woods Village Community Center Cypress 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 August 22, 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.

Items for Discussion and Consideration:

8. 23-A (Granada 10A) – Window Addition in Master Bedroom
9. 393-A (Madrid, Plan 4) – Bathroom Addition
10. 414-C (San Sebastian Plan 7) – Living Room Extension.
11. 607-A (Valencia 9) - Modification to previously approved Variance for unit remodel
12. 935-A (Cordoba 1A4) – Replace Atrium's Exterior Wall Decorative Blocks with Window

Reports:

13. Review a Standard for Windows
14. Review Proposed Fee Schedule
15. Review Proposed Conformance Deposit

Items for Future Agendas

Concluding Business:

- 16. Committee Member Comments
- 17. Date of Next Meeting and Bus Tour – October 24, 2017
- 18. Adjournment

Janey Dorrell, Chair
Brett Crane, Staff Officer: 268-2358

OPEN MEETING

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

**Tuesday, August 22, 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, Jack Bassler, Juanita Skillman, and Cash Achrekar

MEMBERS ABSENT: Advisor Kay Anderson

ADVISORS PRESENT: Mike Mehrair and Reza Bastani

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

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for July 25, 2017

The committee was in unanimous support of approval of the Report.

5. Committee Chair Remarks

Chair Dorrell said she knows how hard staff works on this agenda and she can't say thank you enough to everyone. She welcomed Mr. Wiemann to the committee.

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

None.

7. Department Head Update

Mr. Wiemann stated that everyone in the department is working on expediting processes and the work load. Marci Romero has been promoted and there will be an Operations Specialist hired for the Manor Alterations Department.

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. 150-A Avenida Majorca – Room Addition in Den.

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

A motion was made and the Committee unanimously voted to recommend the Board approve the request for a room addition to the den with the following conditions:

1. No improvement shall be installed, constructed, modified or altered at Manor 150-A, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at 150-A for a Room 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 150-A and all future Mutual members at 150-A.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. 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 as well as dimensions of all proposed windows and doors.
13. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member 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 Manor 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 Manor Alterations staff to review.

15. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

16. 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 Community Center (First Floor – Resident Services).

17. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

9. 172-H Avenida Majorca - Replace Double Entry Door with Single.

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

A motion was made and the Committee unanimously voted to recommend the Board approve the request to replace double entry door with single door with the following conditions:

1. No improvement shall be installed, constructed, modified or altered at Manor 172-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 Manor Alterations has been granted at 172-H for Replacing Entry Double Doors with Single Door, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 172-H and all future Mututal members at 172-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, 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 the ground floor of the 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.

10.178-B Avenida Majorca – Bedroom Window Addition.

Director Mehrahn felt there should be a standard for windows and guidelines for staff so residents don't need a month to get these requests approved by the committee. Staff was asked to write a staff report on this topic for review at the next meeting.

Director Bassler made a motion to approve this variance and Director Tibbets seconded. The committee was in unanimous support.

A motion was made and the Committee unanimously voted to recommend the Board approve the request for a Bedroom Window Addition with the following conditions:

1. No improvement shall be installed, constructed, modified or altered at Manor 178-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 Manor Alterations has been granted at 178-B for Window Addition in Bedroom #2, 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 178-B and all future Mututal members at 178-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, 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 (such as alternative to existing let-in bracing) 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.

11.442-C Avenida Sevilla – Repurpose Enclosed Atrium.

Director Bassler made a motion to approve this variance and Director Tibbets seconded. The committee was in unanimous support.

A motion was made and the Committee unanimously voted to recommend the Board approve the request to repurpose the enclosed atrium with the following conditions:

1. No improvement shall be installed, constructed, modified or altered at Manor 442-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 Manor Alterations has been granted at 442-C for Repurpose Atrium Enclosure, 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 442-C and all future Mututal members at 442-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, 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. 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>.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

12.599-F Avenida Majorca – Atrium Enclosure.

The committee requested a contingency be added that the neighbor who expressed concern is okay with the easement on the proposed plan and that a drain be added.

When including a unit's original plans in the agenda packet, staff was asked to use the term "original plan" rather than "existing plan" so it is more clear about which plans are in the packet.

President Skillman made a motion to approve this variance request and Director Achrekar seconded. Director Bassler was not in favor. The rest of the committee voted in favor.

A motion was made and the Committee voted to recommend the Board approve the request for an Atrium Enclosure with Room Repurposing with the following conditions:

1. Existing drain opening in Atrium must be relocated to the new open atrium.
2. Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form showing approval of the proposed 28" space between Atrium enclosure and common wall must be obtained from the affected neighbor(s) at 599-C.
3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 599-F.

4. A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center.
5. A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe.
6. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department 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 alterations.
7. Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their 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 first be replaced or repaired during the alteration.
8. All alterations must be installed in accordance to California State Building Code, and Architectural Standard Section 232-1 and 232-2.
9. During construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window.
10. Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner!
11. The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

12. Member execute the City's Non-Sleeping Room Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms.

13. 607-A Avenida Sevilla – Modification to previously approved Variance for unit remodel

The resident, Michael Francis, handed out revised plans to the committee. Director Achrekar made a motion to approve the revised plans if staff feels they are complete. Director Bassler seconded. The committee was in unanimous support.

A motion was made and the Committee unanimously voted to recommend the Board approve the request for a Modification to previously approved Variance for unit remodel with the following conditions:

1. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete new 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 and that all applicable building codes and Mutual Standards will be satisfied upon completion of the proposed improvement.

2. No improvement shall be installed, constructed, modified or altered at Manor 607-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.

3. A Mutual Consent for Manor Alterations has been granted at 607-A for Modification to previously approved variance for Unit Remodel, 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.

4. 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.

5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 607-A and all future Mutual members at 607-A.

6. 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.

7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.

8. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.

9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

11. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the

prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

12. Prior to the Issuance of a Mutual Consent for Manor Alterations, 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 Manor Alterations staff to review.

13. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member 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 Manor Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.

15. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

16. 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.

17. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.

18. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

19. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.

20. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.

21. The Mutual Consent for 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.

22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

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

14.2004-D Via Mariposa W – Remove/Add Windows, Repurpose Existing Room Addition, Replace Double Entry Doors with Single Door

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

Committee requested that the floor plan name be more prominent on the plans and on the title page of the staff report.

A motion was made and the Committee voted to recommend the Board approve the request to remove/add windows, repurpose existing room addition, and replace double entry doors with a single door with the following conditions:

1. No improvement shall be installed, constructed, modified or altered at Manor 2004-D, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

2. A Mutual Consent for Manor Alterations has been granted at 2004-D for Removing/Adding Windows, Repurposing Existing Room Addition, Replace Double Entry Doors with Single Door, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.

3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2004-D and all future Mutual members at 2004-D.

5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, 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.

15.2054-F of Via Mariposa E – Retain Unapproved Pergola on Front Patio

Three committee members voted to not approve this variance and one member abstained from voting. This variance is denied.

A motion was made and the Committee voted to recommend the Board deny the request to retain unapproved pergola on front patio. Furthermore the unauthorized alteration must be removed within 30 days or member disciplinary action may be taken.

16.2160-A Via Mariposa East – Bathroom Addition

Staff was asked to write a staff report on the cost to have drawings made of a unit's underground plumbing after work is done since often the underground plumbing does not match the as-built. A suggestion was made to add a condition asking the resident to submit drawings to VMS upon completion of their work.

Director Achrekar made a motion to approve this variance and Director Bassler seconded. The committee was in unanimous support.

Committee asked staff to draft a resolution to allow staff to approve changing a tub into a shower at the Alterations Counter.

A motion was made and the Committee unanimously voted to recommend the Board approve the request for a Bathroom Addition with the following conditions:

1. Prior to the issuance of a Mutual Consent for Manor Alterations and upon completion of the Bathroom Addition alteration, a CAD plan showing the plumbing work performed is to be provided to the Manor Alterations Division for record retention.
2. No improvement shall be installed, constructed, modified or altered at Manor 2160-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.

3. A Mutual Consent for Manor Alterations has been granted at 2160-A for a Bathroom 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.

4. 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.

5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2160-A and all future Mutual members at 2160-A.

6. 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.

7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.

8. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.

9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

10. 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.

11. 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.

12. Prior to the Issuance of a Mutual Consent for Manor 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 Manor Alterations staff to review.

13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.

14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

15. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.

16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.

17. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

18. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

19. Mutual member shall indemnify, defend and hold harmless United and its officers, directors, committee members and agents from and against any and all

claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

17.638-O Avenida Sevilla, Install Split Ductless Heat Pump

The committee advised staff to work with both members to resolve this dispute.

18.765-A Calle Aragon – Retain Unapproved Patio Room Addition, Window Addition and Window Resizing.

Mr. Crane is going to have City look at this unit to see if it need to be red flagged. President Skillman made a motion and Director Tibbets seconded it to request the following:

1. Deny this variance request
2. Ask the City to require a structural analysis of this residence
3. Hold a Member Hearing for the unauthorized variances
4. Ask United's legal counsel to give his recommendation
5. Ask the City if this unit may remain unoccupied until all is resolved.

The committee was in unanimous support.

Reports:

19.Review Exterior Materials

Mr. Crane said he recommends that the committee approve the alternative materials in the report.

The committee discussed the materials.

President Skillman made a motion to allow staff to use alternative materials at their discretion. Director Tibbetts seconded. The committee was in unanimous support.

20.Revised “Guidelines for Altering or Upgrading Your Manor”

Mr. Crane asked that this agenda item be tabled until next month. President Skillman moved to table this item until next month and Director Achrekar seconded. The committee was in unanimous support.

21.Fees (Conformance Deposit, Variance Fees, etc.)

Mr. Crane asked that this agenda item be tabled until next month. President Skillman moved to table this item until next month and Director Achrekar seconded. The committee was in unanimous support.

Items for Future Agendas

22. Storage Pods

The committee agreed this is an issue for Security and doesn't need to be discussed at this committee.

Concluding Business

23. Committee Member Comments

Advisor Bastani said the City is not asking him for a base drawing of his detailed plumbing or electrical drawings. Mr. Crane said he will talk to the City about why they are not requiring a drawing.

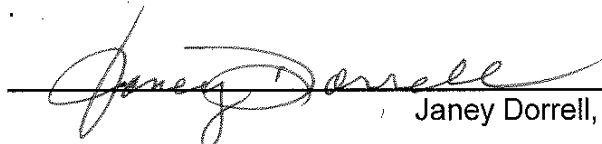
Advisor Bastani recommended having CAD drawings for each manor which has an alteration and then build on them so eventually the Village will have better drawings of the electrical, sewer, and plumbing for future residents. He said he will bring samples of what he is talking about to the next meeting.

President Skillman stated there is a problem with the Pushmatic panels and other wiring and so good drawings are needed to see what is connected to each box. Then when alterations are done, certain conditions could be required to make sure everything is up to code.

Both Chair Dorrell and President Skillman are happy with how much work this committee is getting done. Chair Dorrell thanked the committee members and staff for being part of the committee.

24. Date of Next Regular Meeting and Bus Tour - September 26, 2017

25. The committee recessed for lunch at 12:00 p.m., reconvened for the bus tour at 12:30 p.m., and the meeting adjourned at 1:15 p.m.



Janey Dorrell, Chair



STAFF REPORT

DATE: September 26, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request
Ms. Linda J O'Malley 23-A (Granada 10A) – Window Addition in Master Bedroom

RECOMMENDATION

Staff recommends the Board approve the request for a window addition in Master Bedroom with the conditions listed in Appendix A.

BACKGROUND

Linda O' Malley of 23-A Avenida Castilla, a Granada style unit, requests Board approval of a variance to add a non-standard size window (4' by 3') in Master Bedroom onto Patio.

In June 2017, Ms. O'Malley submitted a variance request that included adding a window in the same location measuring 5' by 1'6". The request was denied by the Board due to causing an architectural/aesthetic imbalance to the surrounding units.

DISCUSSION

Ms. O'Malley requests to add a 4' wide by 3' tall white vinyl window on the West-facing wall of the Master Bedroom that leads onto the Patio (see attachment). This request varies from the existing Standard Plan (#49) that allows either a window (3'W by 4'H) or a Sliding Glass Door (6'W by 6'10"H). The standard does not allow for any deviations in size.

Neighboring unit 23-C has a window that matches the proposed dimensions that was approved in February 2012.

Neighbor Awareness Notices were issued to units 23-B, 23-C and 22-D based on proximity to the alteration and consistency of appearance of building.

At present unit 23-A has fifteen open over-the-counter Mutual Consents for demolition and remodeling within the unit. Mutual Standards and Building Codes are enforced through Staff Inspectors and the City of Laguna Woods.



Mutual Consent Description	Request Date	Mutual Permit
Demo Throughout	3/17/2017	170536
Atrium Enclosure	8/2/2017	171610
HVAC Central	8/2/2017	171610
Dishwasher	8/2/2017	171610
New Construction Window in Bedroom	8/2/2017	171610
Retrofit all Windows	8/2/2017	171610
New Construction Sliding Glass Door in Bedroom	8/2/2017	171610
Shower to Shower	8/2/2017	171610
Shower to Shower	8/2/2017	171610
Wall Revision in Bathroom	8/2/2017	171610
Water Heater Relocation	8/2/2017	171610
Washer & Dryer	8/2/2017	171610
Skylight in Living Room	8/2/2017	171610
Skylight in Den	8/2/2017	171610
Electrical Panel	8/2/2017	171610

Prepared By: Gavin Fogg, Manor Alterations Inspector

Reviewed By: Kurt Wiemann, Permits, Inspections & Restoration Manager
Brett Crane, Alterations Supervisor

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Variance Request, August 23, 2017
Attachment 2: Photos
Attachment 3: Map



APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Manor **23-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at **23-A** for **Window Addition 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 23-A and all future Mututal members at 23-A.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her



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

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. 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.
11. 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.
12. Prior to the Issuance of a Mutual Consent for Manor Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white



vinyl or black or white tubular steel or wrought iron is approved as identified at Resident Services, located on ground floor of Community Center.

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

(43)

UNITED

ILHM

Laguna Woods Village

Variance Request Form

SA 2116714 B

Manor No: 23-A	Model: Granada	Plan: 10A	Date: 8/23/17
Member Name: Linda O'Malley			
Applicant Name/Co: McFadden Construction			

Description of Proposed Variance Request ONLY:

Would like to add 4'0 by 3'0 window onto patio from my master bedroom. It would be the same size as UNIT C window

RECEIVED

AUG 23 2017

Alterations Department

Dimensions of Proposed Variance Alterations ONLY:

4'0 by 3'0 window (nail-on)

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 8-23-17 PAYMENT BY: UK # 4079

McFadden Constr

Alteration Variance Request:

Cut off date: 8-25-17

Meetings Scheduled

Check Items Received:

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

Third AC&S Committee (TACSC):

United M&C Committee: 9-26-17

Board Meeting: 10-10-17

☐ Denied☐ Approved☐☐

Agenda Item # 8

Page 6 of 13

MEMORANDUM

TO: Variance Committee
FROM: Linda O'Malley
DATE: August 18, 2017
RE: Request for exterior alteration

I am remodeling 23 Avenida Castilla Unit A and have a request regarding our home.

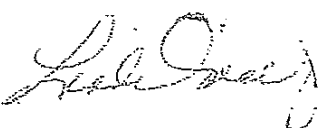
- I would like to add a window off the master bedroom 4ft wide by 3ft tall. Location would be onto the existing patio. The window would be nail-on white vinyl
- The window would be of similar size as 23 Unit C that was approved by prior board members.

Please reference the drawings for locations and dimensions.

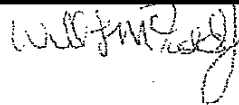
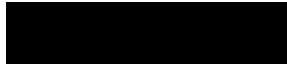
If there are questions, please contact Linda O'Malley (Home-Owner) or Bill McFadden (contractor)

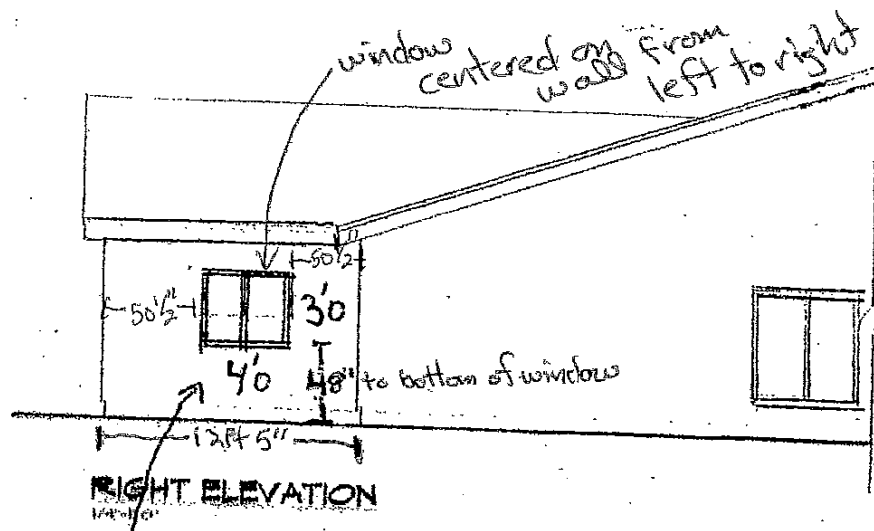
Thank you for your consideration,

Linda O'Malley

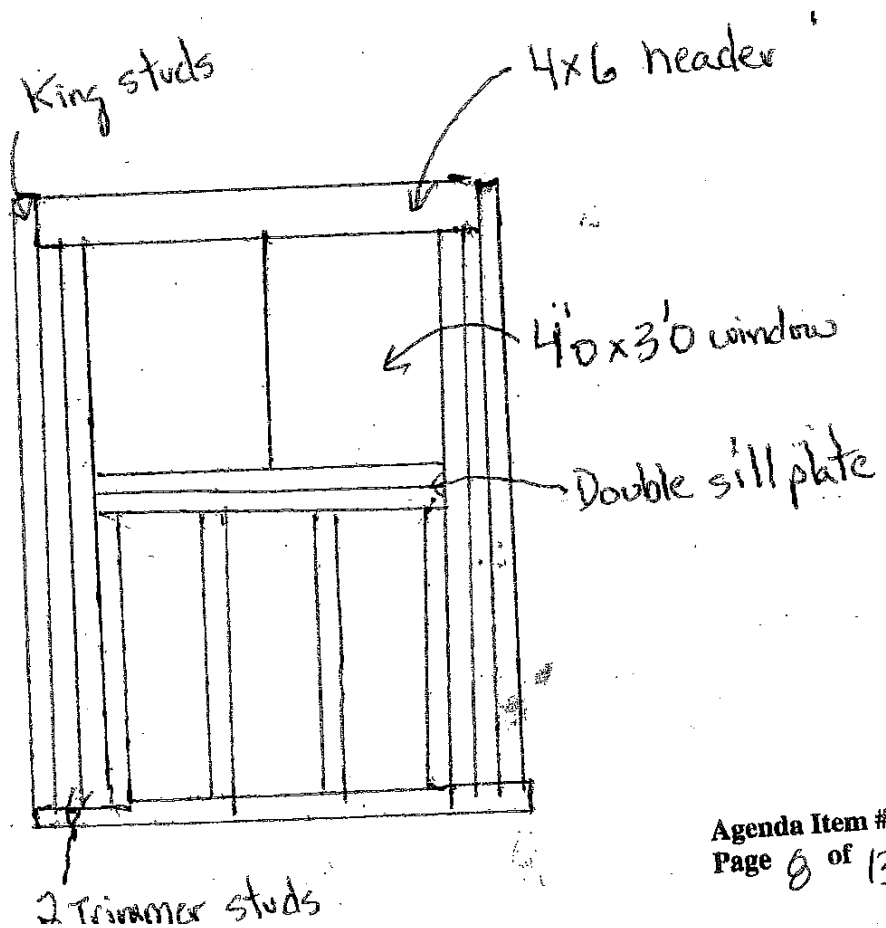


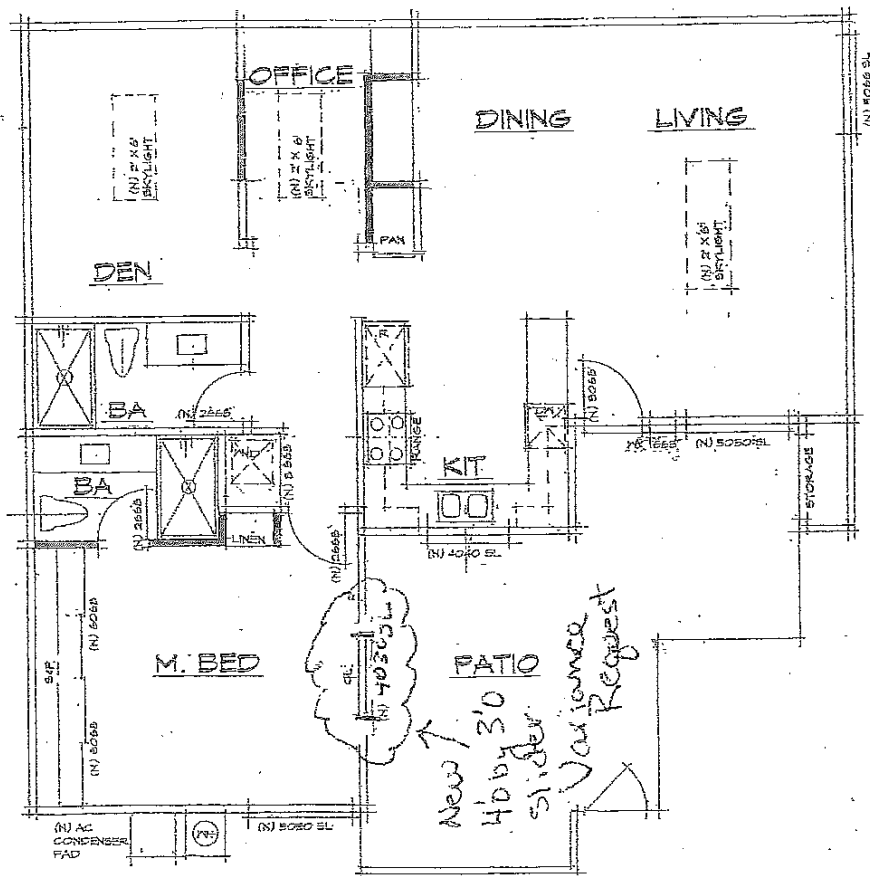
Bill McFadden





New Construction 4'0" wide x 3'0" high window





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

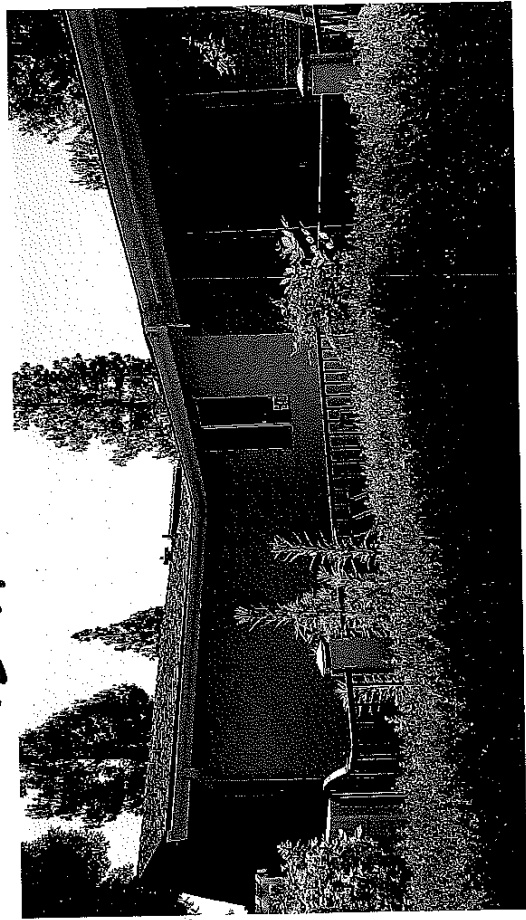
DESIGN BY:
PHILLIP S. BUDOVIC

ADDITION FOR:
LINDA OMALLY
28 A AVENIDA CASTILLA
LAGUNA WOODS, CA 92657

23-A



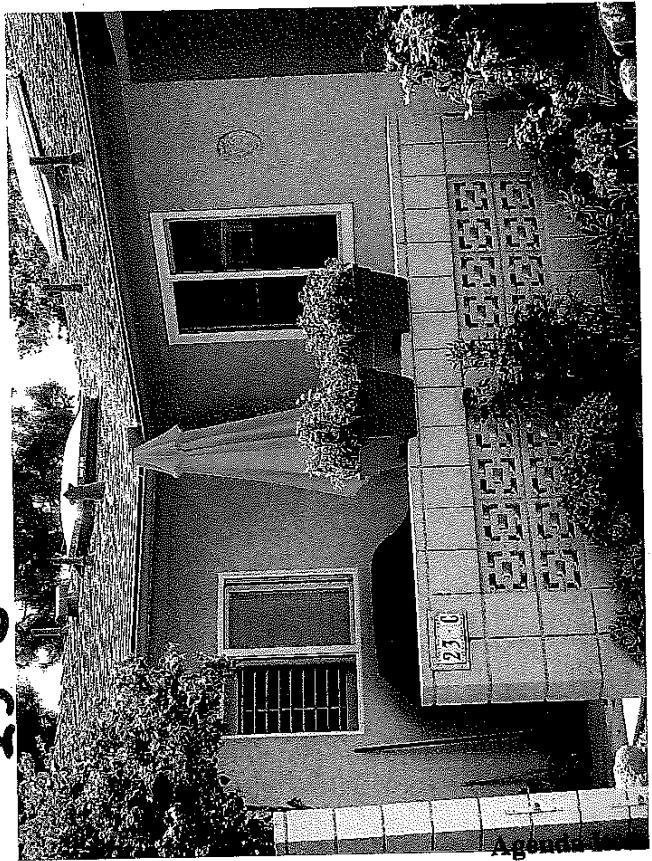
23-A



23-C



23-C



Mutual Consents 23-A

Description	Install Dt	Mutual Permit
10AAC	6/8/1972	1754a
10ASLBATH	9/15/1987	1585c
10ASD2	12/7/1987	1777c
10AGD	1/18/1990	4098c
Skylights in Bathroom	9/15/1987	1585c
Double Screen Door	12/7/1987	1777c
Gutter & Downspout	1/18/1990	4098c
Extend Entry	7/1/1992	92403
Bathroom Remodel	7/1/1992	92403
Skylight	7/1/1992	92403
Patio Cover Wood	10/6/1992	92655
Washer & Dryer	3/13/2002	020422
Wrought Iron Fence	3/13/2002	020422
Wrought Iron Gate	3/13/2002	020422
Dishwasher	3/13/2002	020422
Tile in Atrium (Resale 2004)	9/28/2004	161955
Patio Wall Revision (Resale 2004)	9/28/2004	161955

L/R: 5-6

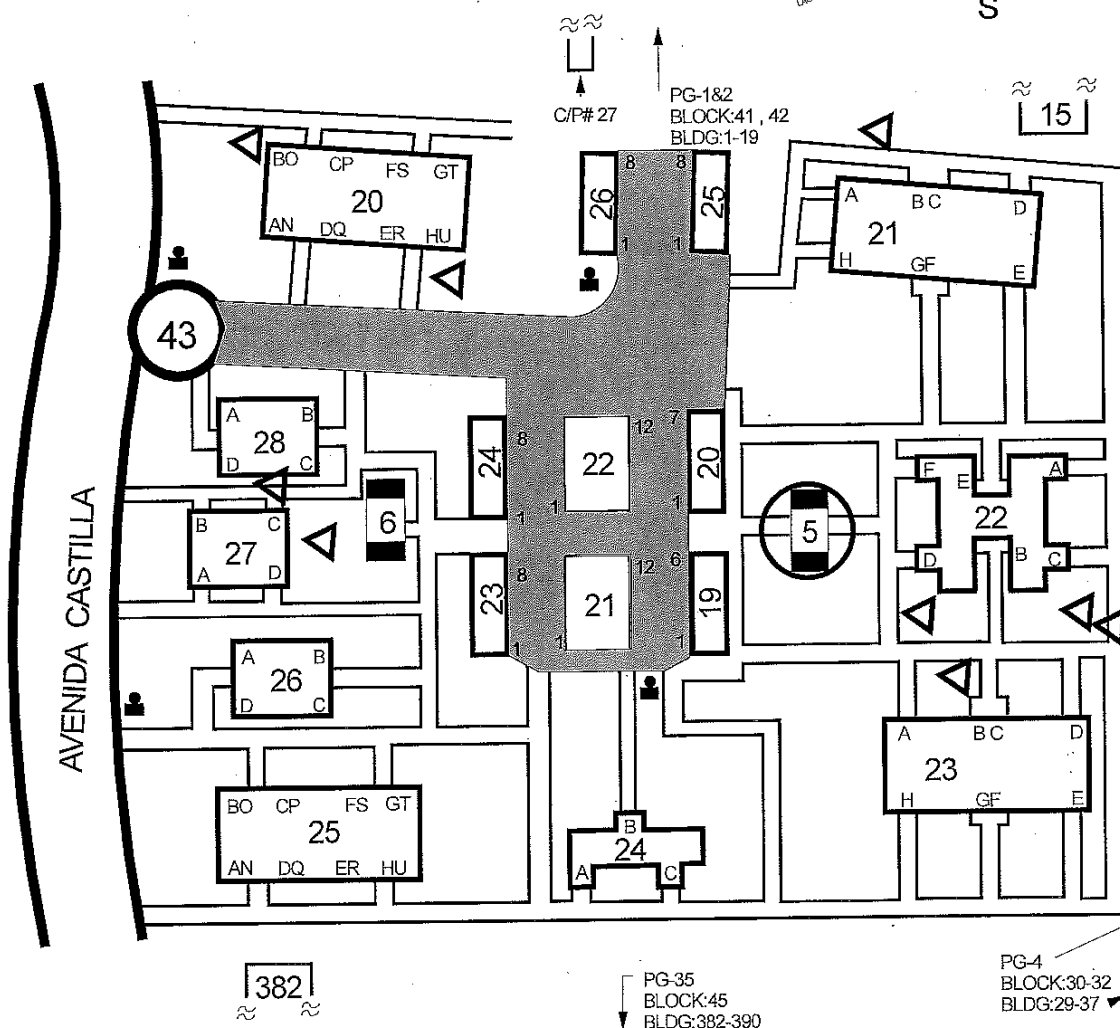
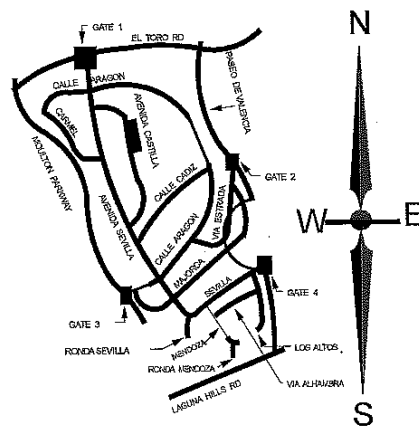
BLD: 20-28

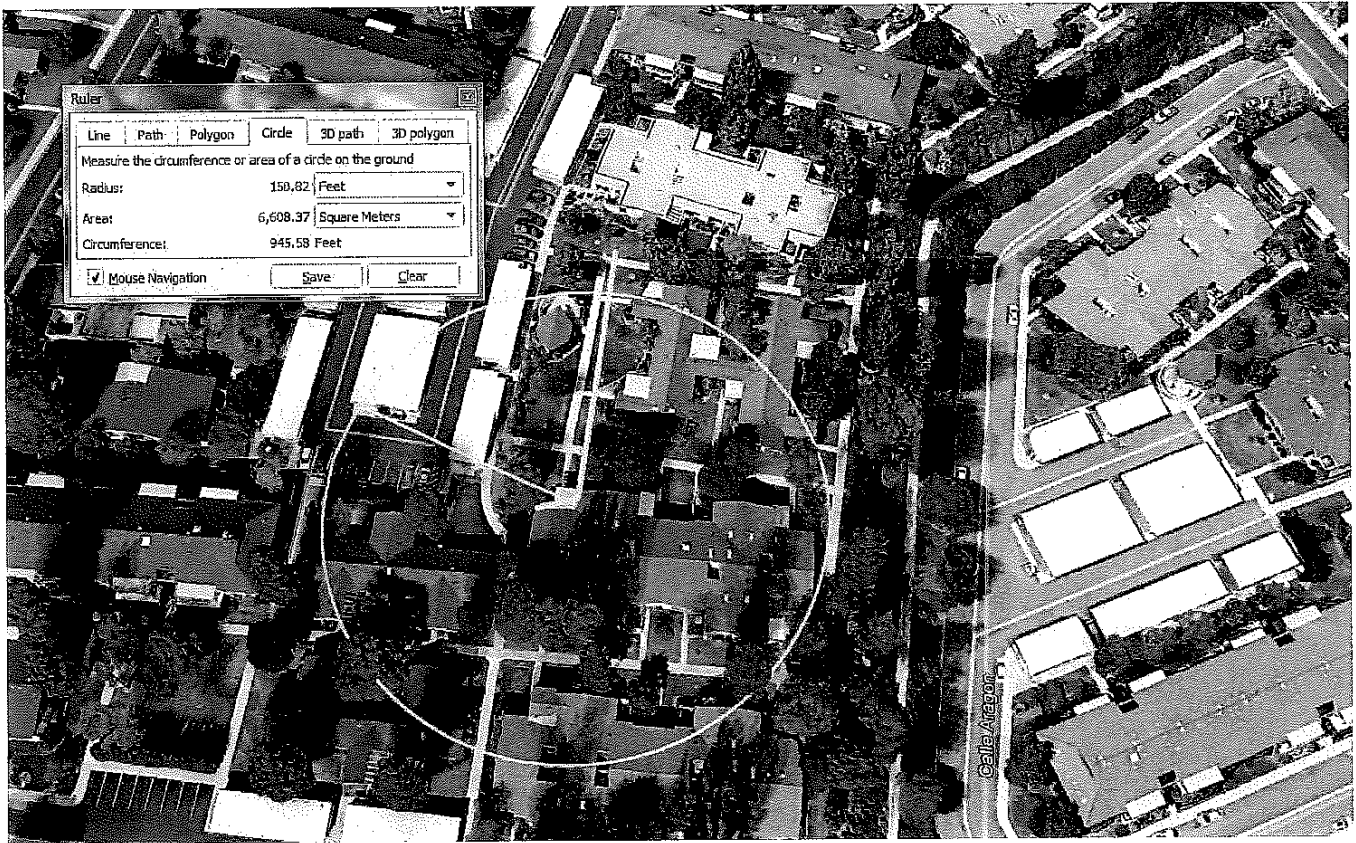
C/P: 19-26

PG- 3

$\triangleleft = \text{RCV}$

LAUNDRY #5 IS CIRCLED







STAFF REPORT

DATE: September 26th, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request
Mr. and Mrs. John and Renee Mead of 393-A (Madrid, Plan 4) –
Bathroom Addition.

RECOMMENDATION

Staff recommends the Board approve the request for the Bathroom Addition with the conditions listed in appendix A:

BACKGROUND

Mr. and Mrs. Mead of 393-A Avenida Castilla, a Madrid style unit, requests Board approval of a variance to add a second bathroom that will be an en suite to Bedroom #1.

Madrid style units have a Standard Plan (#17) for a half bathroom addition, however the proposed bathroom split differs from the standard floor plan by adding a whole second bathroom as well as extending the room footprint partly into Bedroom #1.

Plans and specifications have been submitted for review (Attachment 3).

DISCUSSION

The proposed bathroom addition involves removing the existing wall between the bathroom and bedroom #1 and adding a new wall where the existing closet is located. This would increase the width of the existing bathroom by 24". The closet would be reconstructed on the west wall.

Once the bathroom wall has been relocated, a partition wall will be installed dividing the bathroom into two 5' by 9' bathrooms. Both bathrooms shall contain a toilet, sink, shower and a new Solatube. Bathroom #1 will be an en suite to Bedroom #1; Bathroom #2 will have a door leading to the hallway.



Conditions have been included to ensure drainage and exhaust installations will meet Building Code and Mutual Standards as well as requiring a waste line inspection prior to work commencing.

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

A Neighbor Awareness Notice was sent to unit 393-D which shares a common wall.

Mr. and Mrs. Mead currently have ten open over-the-counter Mutual Consents as part of a unit remodel. The plans provided show the other work in progress. This work consists of: relocating the opening from the Dining Room into the Hallway; installing a 2'10" by 3'10" closet where the original door was located; windows into the enclosed Atrium will be removed and left open to the Living Room and previous Bedroom #2 areas. Manor Alterations Staff and City permits ensure that Mutual Standards and Building Codes are met.

Mutual Consent Description	Request Date	Mutual Permit
Retrofit all Windows	8/10/2017	171715
Window In Living Room	8/10/2017	171715
Washer & Dryer	8/10/2017	171715
Water Heater Relocation	8/10/2017	171715
Door Revision (Entry)	8/10/2017	171715
Skylight In Kitchen (2)	8/10/2017	171715
Skylight In Living Room (2)	8/10/2017	171715
Dishwasher	8/10/2017	171715
Electrical Throughout	8/10/2017	171715
Electrical Panel	8/10/2017	171715

Previous requests for non-standard Bathroom Splits/Additions have been approved for Madrid style units for 226-D in May 2017 and 317-C in July 2017.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 393-A.



Prepared By: Gavin Fogg, Manor Alterations Inspector

Reviewed By: Kurt Wiemann, Permits, Inspections & Restoration Manager
Brett Crane, Alterations Supervisor

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Plans
Attachment 2: Variance Request August 23, 2017
Attachment 3: Photos
Attachment 4: Map



APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. Member must provide an existing copy or execute the City's Non-Sleeping Room Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by Atrium Enclosure shall not be used as sleeping rooms (per Resolution 01-10-89).
2. No improvement shall be installed, constructed, modified or altered at Manor **393-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.
3. A Mutual Consent for Manor Alterations has been granted at **393-A** for **Bathroom 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.
4. 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.



5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 393-A and all future Mutual members at 393-A.
6. 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.
7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
8. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
10. 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.



11. 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.
12. Prior to the Issuance of a Mutual Consent for Manor 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 Manor Alterations staff to review.
13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
15. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
17. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
18. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or



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

19. Mutual member shall indemnify, defend and hold harmless United and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
20. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

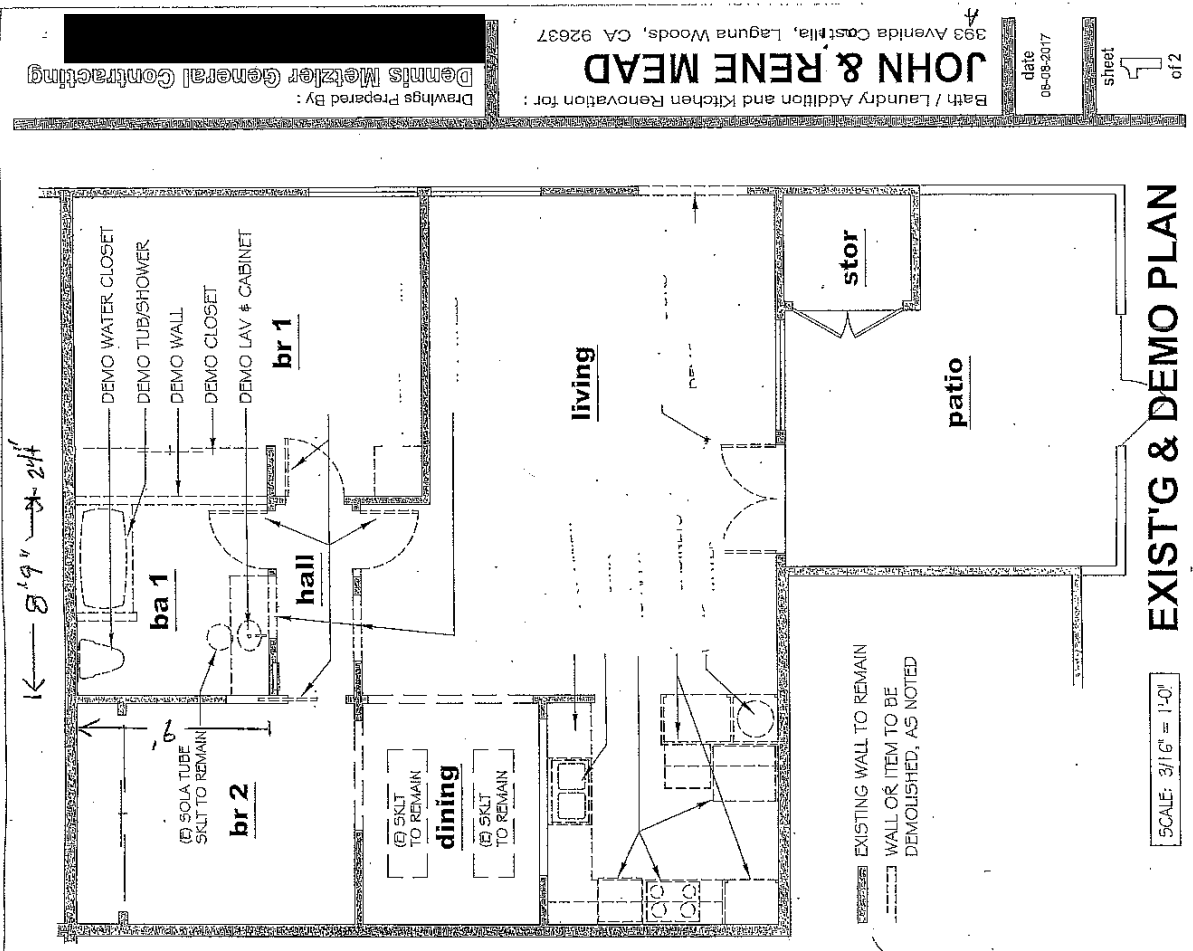
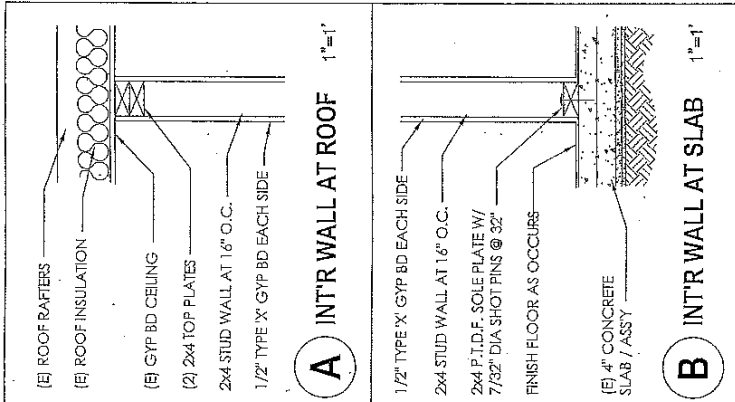
GENERAL CONSTRUCTION NOTES:

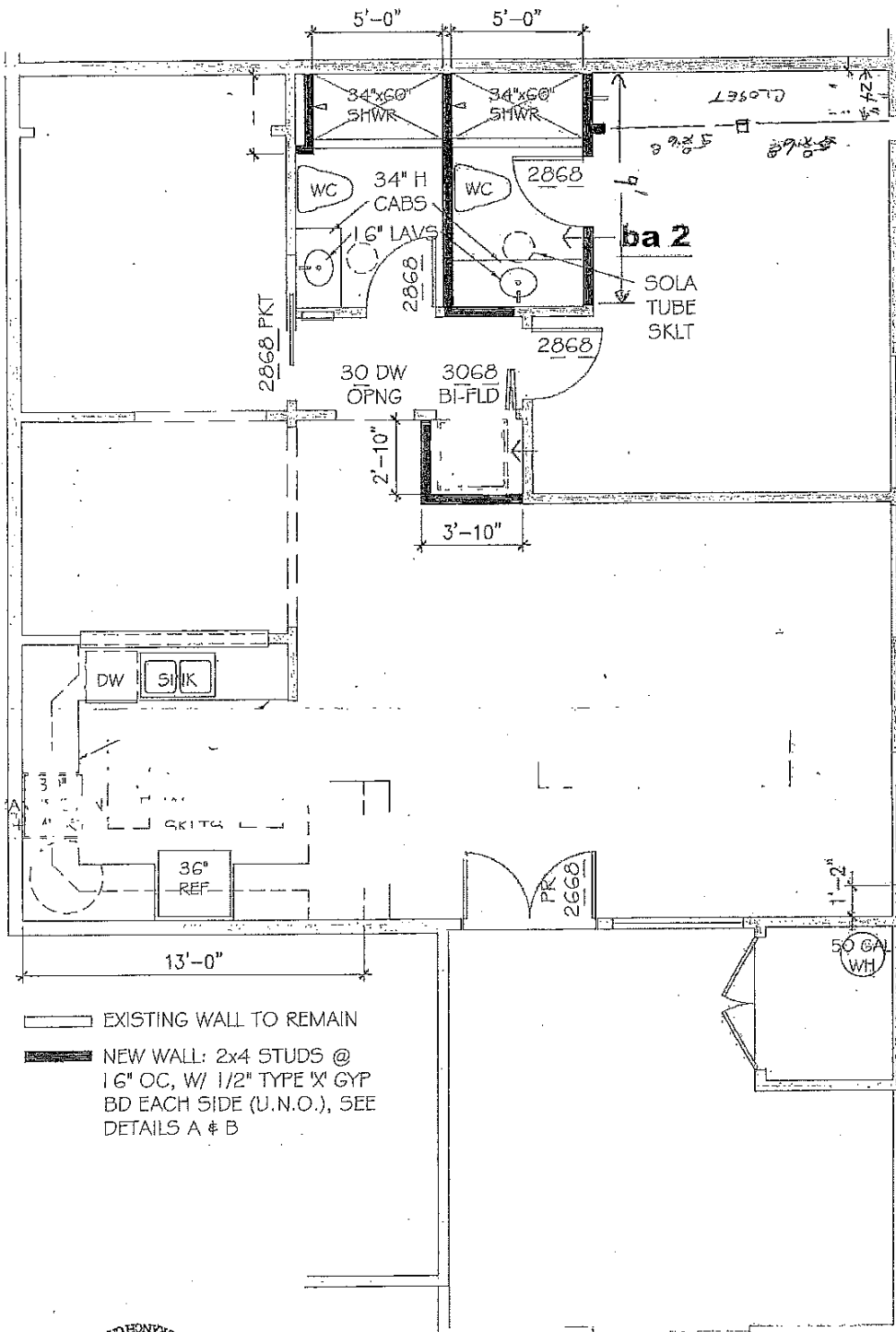
- CONSTRUCTION TYPE: V-B
- OCCUPANCY GROUP: R-2
- ALL WORK SHALL COMPLY WITH 2016 CALIFORNIA BUILDING CODES AS ADOPTED/AMENDED BY THE CITY OF LAGUNA WOODS, CA
- VERIFY CARBON MONOXIDE ALARMS IN EXISTING DWELLING UNITS COMPLY WITH CBC 420.4.2
- VERIFY SMOKE DETECTOR ALARMS IN EXISTING DWELLING UNITS COMPLY WITH CBC 907.2.11.2

SCOPE OF WORK:

GENERAL:
REFER TO "EXIST'G & DEMO PLAN", SHEET #1,
FOR SPECIFICS OF DEMOLITION WORK.
REFER TO "FLOOR & UTILITY PLANS", SHEET #2,
FOR SPECIFICS OF PROPOSED NEW WORK.

BATHROOM #1 RENOVATION
BATHROOM #2 ADDITION





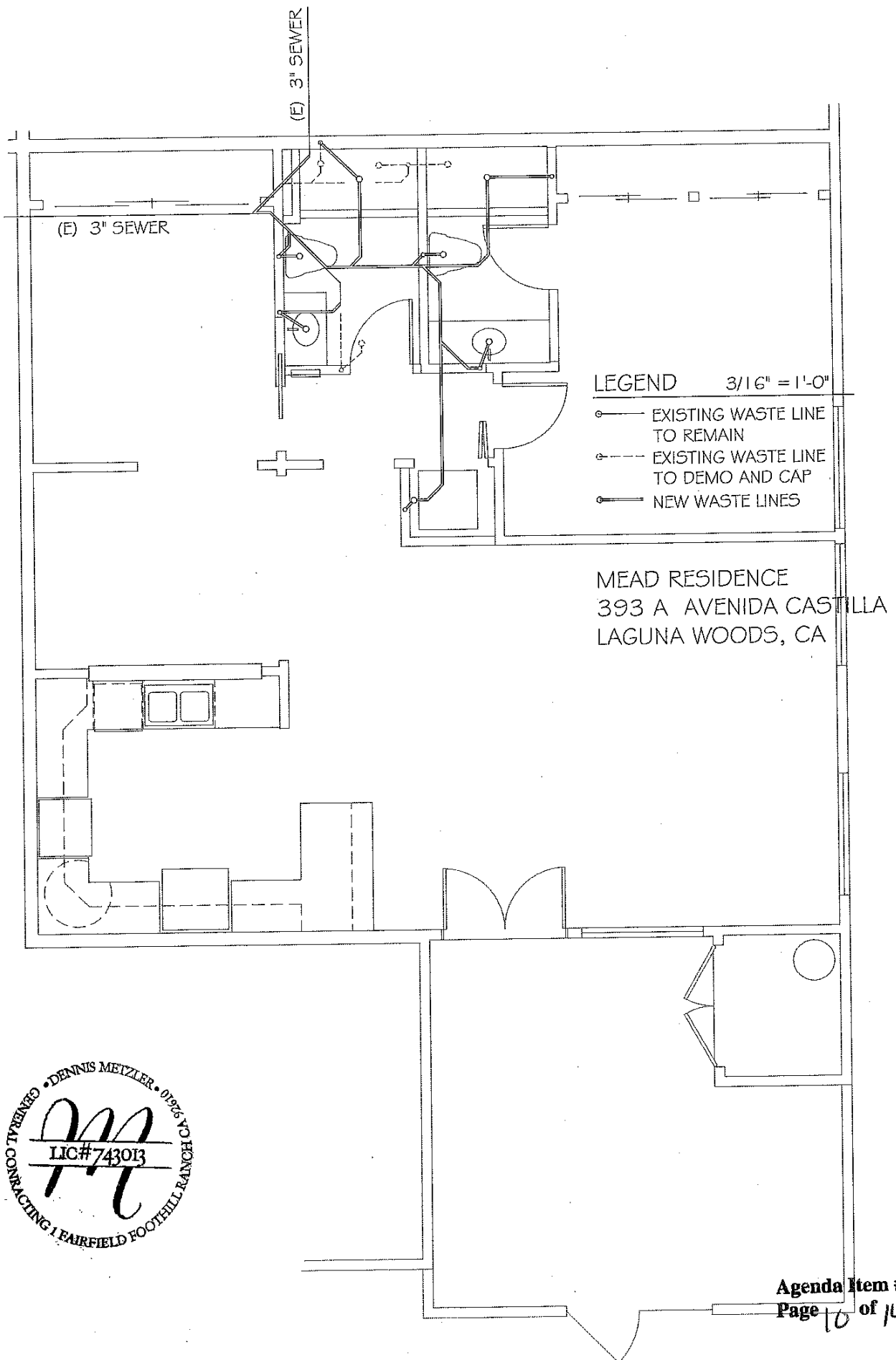
FLOOR PLAN

Drawings Prepared By:
Dennis Metzler General Contracting

Bath / Kitchen Renovation for:
JOHN & RENE MEAD
393 Avenida Costa Mesa, Laguna Woods, CA 92637

date
08-08-2017

sheet
2
of 2





Laguna Woods Village.

142

MANOR # 393-A

☒ ULWM

☐ TLHM

Variance Request Form

SA 21167018

Model: <u>Madrid</u>	Plan: <u>4</u>	Date: <u>8-21-2017</u>
Member Name: <u>John, Renee Mead</u>		
Applicant Name/Co: <u>contractors</u> <u>Dennis Metzler Construction</u>		

Description of Proposed Variance Request ONLY:

2 Bathroom split.
Bathroom 1 Shower
Bathroom 2 Shower

RECEIVED

AUG 23 2017

Alterations Department

Dimensions of Proposed Variance Alterations ONLY:

Bathroom 1 & 2, 5' x 9'

FOR OFFICE USE ONLY

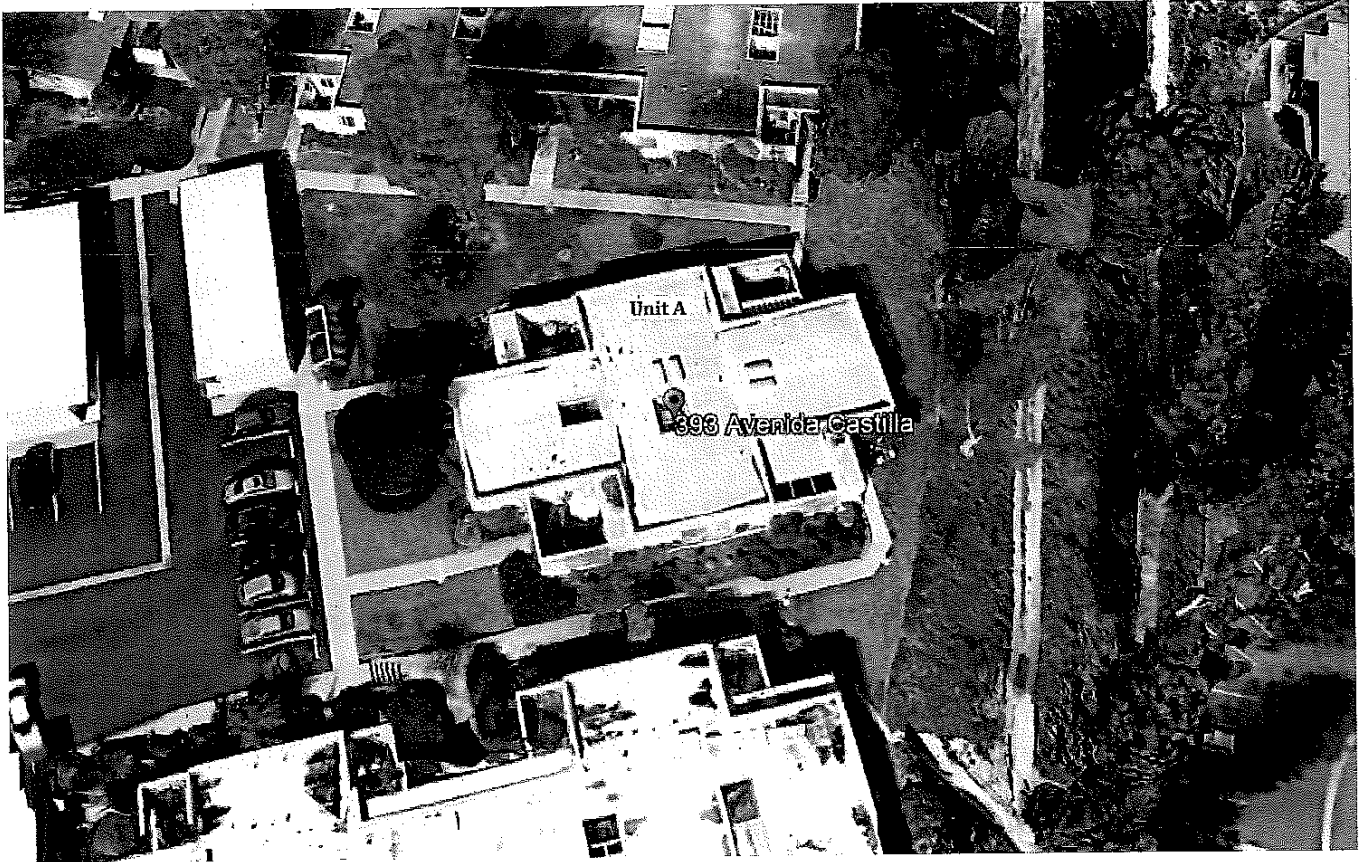
RECEIVED BY: [Signature] DATE RECEIVED: 8/21/17 Check# 1015 BY: [Signature]

Alteration Variance Request	Complete Submittal Cut Off Date: <u>8-25-17</u>
Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>9-26-17</u> Board Meeting: <u>10-10-17</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

Agenda Item # 9
Page 11 of 14

Mutual Consents 393-A

Description	Install Dt	Mutual Permit
4PCA	6/8/1973	3265a
4PWR	3/20/1989	3184c
4PWR	5/5/1989	3331c
Patio Wall Revision	3/20/1989	3184c
Patio Wall Revision	5/5/1989	3331c
Dishwasher	7/20/2000	201135
Tile in Atrium	7/20/2000	201135
Tile on Front Patio	7/20/2000	201135
Mail Slot in Entry Door	10/10/2000	201659
Atrium Cover Aluminum	10/10/2000	201659
Atrium Enclosure	11/6/2000	201806
Tub to Shower	11/6/2000	201806
Washer & Dryer	11/6/2000	201806
Wrought Iron Railing on Top of Existing Block Wall	8/27/2001	011268
Heat Pump in Living Room	1/14/2014	140104





STAFF REPORT

DATE: September 26th, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request
Donald E Miller and Marie L Miller of 414-C (San Sebastian Plan 7) – Living Room Extension.

RECOMMENDATION

Staff recommends the Board approve the request for a Living Room Extension with the conditions listed in Appendix A.

BACKGROUND

Donald and Marie Miller of 414-C Avenida Castilla, a San Sebastian style unit, requests Board approval of a variance to add an extension to their unit's living room by enclosing the Exclusive Use Common Area front patio.

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

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

DISCUSSION

The proposed living room extension involves removing the existing patio block wall (5" depth) and concrete slab (approx. 15'4" by 7'7") and pouring a new concrete foundation that covers the entire front patio including the existing 3'11" by 8' landscape area (approx. 19'3" by 8').

The living room extension will add approximately 154 square feet of living space. This will be accomplished by removing the existing exterior wall, constructing a new wood frame structure with a stucco finish.

As part of the extension, the entry door will be relocated to the north east wall that will open onto the existing walkway. Three windows (two sliding and one fixed) measuring 4' by 4' will be installed on the new northwest wall.



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

A Neighbor Awareness Notice was sent to unit 414-B due to sharing a common wall and 415-A and 371-D due to being in the line of sight of the proposed work within 150 feet.

At the time of writing this report, there are no open Mutual Consents for unit 414-C.

Previous requests room additions/extensions onto the front Patio have been approved for 716-B in April 2001, 786-B in May 2010, and 786-C in February 2017 (see Attachment 2 for examples).

Prepared By: Gavin Fogg, Manor Alterations Inspector

Reviewed By: Kurt Wiemann, Permits, Inspections & Restoration Manager
Brett Crane, Alterations Supervisor

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval

Attachment 1: Site Plans

Attachment 2: Variance Request, August 25, 2017

Attachment 2: Photos

Attachment 3: Map



APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Manor **414-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 Manor Alterations has been granted at **414-C** for a **Living Room Extension**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 414-C and all future Mututal members at 414-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, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. 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.

11. 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.
12. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member 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.
13. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
14. Prior to the Issuance of a Mutual Consent for Manor 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 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.



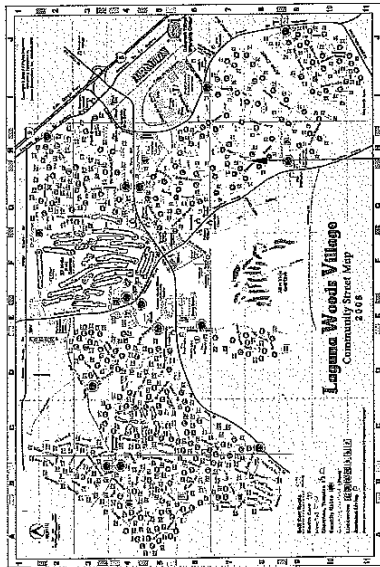
16. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
17. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
18. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
19. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
20. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, 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.
23. 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.

GENERAL NOTES:

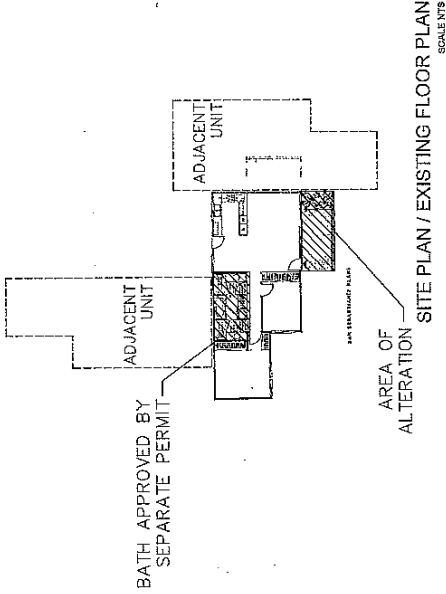
1. PROJECT SHALL COMPLY WITH THE 2016 CBC, OAC, CPC, DEC AND LOCAL ORDINANCES.
2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2016 CBC, OAC, CPC, DEC AND LOCAL ORDINANCES.
3. POLLUTANTS- THE DISCHARGE OF POLLUTANTS TO ANY STORM DRAINAGE SYSTEM SHALL BE PROHIBITED. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE 2016 CBC, OAC, CPC, DEC AND LOCAL ORDINANCES.
4. SOIL BEARING VALUE 1,000 LBS PER SQ. FT. UNLESS NOTED OTHERWISE ON PLANS.
5. CONCRETE 2,500 PSI @ 28 DAYS. PROVIDE 4,500 PSI TYPE V CONC IN FOUNDATION WALLS.
6. INSULATION R-15 MINIMUM FOR WALLS AND R-30 AT ROOF.
7. FINISHES SHALL COMPLY WITH OAC TABLE 2204.2.1.
8. WINDOWS SHALL BE DUAL GLAZED TO MATCH EXISTING.
9. EXISTING ROOF SHALL BE REMOVED AND NEW ROOF SHALL BE INSTALLED OVER ALL EXISTING ROOFING. PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.
10. EXISTING ROOF SHALL BE REMOVED AND NEW ROOF SHALL BE INSTALLED OVER ALL EXISTING ROOFING. PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.
11. EXISTING ROOF SHALL BE REMOVED AND NEW ROOF SHALL BE INSTALLED OVER ALL EXISTING ROOFING. PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.

FLOOR PLAN NOTES:

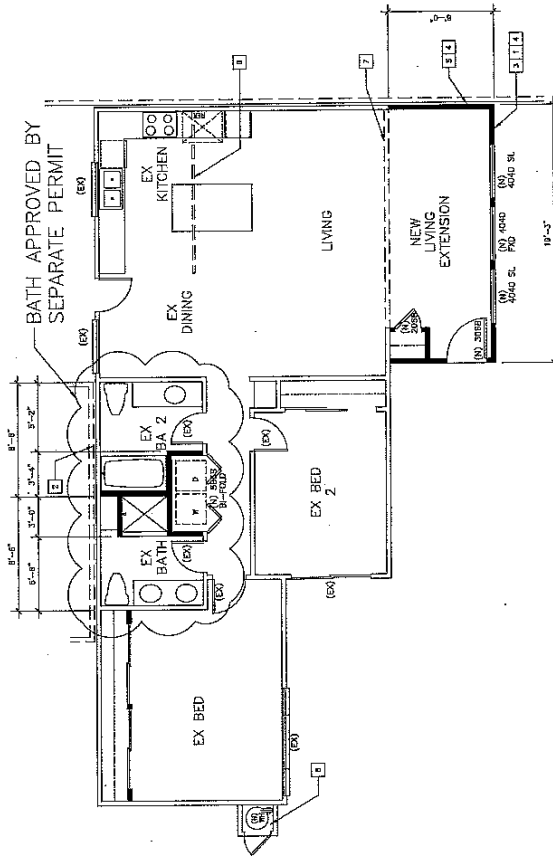
1. SQUARE FOOTAGE: 563 SF EX HOUSE, 1,100 SF EX HOUSE, 1,100 SF TOTAL.
2. ALL BEDROOMS SHALL HAVE AT LEAST ONE WINDOW OR GLASS DOOR TO THE OUTSIDE. PROVIDE EMERGENCY ESCAPE AND RESCUE WINDOWS FOR ALL BEDROOMS. PROVIDE EMERGENCY ESCAPE AND RESCUE WINDOWS FOR ALL BEDROOMS. PROVIDE EMERGENCY ESCAPE AND RESCUE WINDOWS FOR ALL BEDROOMS.
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION. PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.
4. EXISTING ROOF SHALL BE REMOVED AND NEW ROOF SHALL BE INSTALLED OVER ALL EXISTING ROOFING. PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.
5. EXISTING ROOF SHALL BE REMOVED AND NEW ROOF SHALL BE INSTALLED OVER ALL EXISTING ROOFING. PROVIDE ONE LAYER AT AREAS WITHOUT SHEATHING.
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VICINITY MAP
SCALE: 1/4" = 10'



SITE PLAN / EXISTING FLOOR PLAN
SCALE: 1/4" = 10'



FLOOR PLAN
SCALE: 1/4" = 10'

MILLER RESIDENCE
414-C AVE CASTILLO
LAGUNA WOODS, CA

DATE
9 SEP 2017

REVISIONS



A1

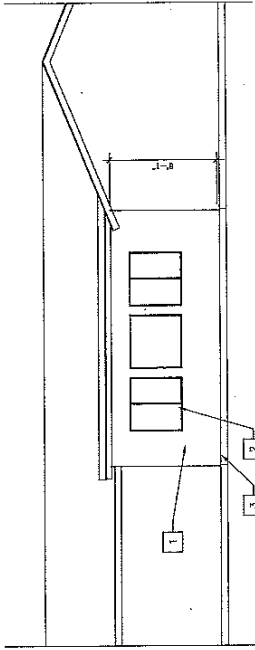


ELEVATION NOTES

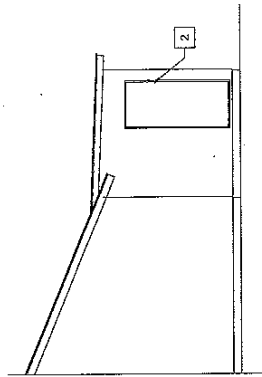
1. EXPOSED BRICKWORK SHALL BE FINISHED WITH A BRICK SLIP COAT. ALL OTHER EXTERIOR WALLS SHALL BE FINISHED WITH A BRICK SLIP COAT. ALL ROOFING SHALL BE FINISHED WITH A BRICK SLIP COAT.
2. BRICKWORK SHALL BE FINISHED WITH A BRICK SLIP COAT.
3. BRICKWORK SHALL BE FINISHED WITH A BRICK SLIP COAT.
4. BRICKWORK SHALL BE FINISHED WITH A BRICK SLIP COAT.

ROOF NOTES

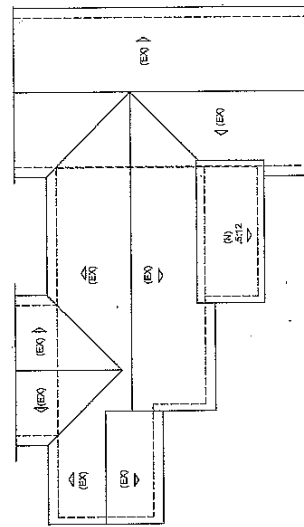
1. ROOF SHALL BE FINISHED WITH A BRICK SLIP COAT. ALL ROOFING SHALL BE FINISHED WITH A BRICK SLIP COAT.
2. BRICKWORK SHALL BE FINISHED WITH A BRICK SLIP COAT.
3. BRICKWORK SHALL BE FINISHED WITH A BRICK SLIP COAT.
4. BRICKWORK SHALL BE FINISHED WITH A BRICK SLIP COAT.



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

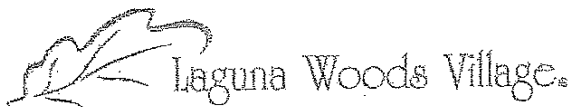


LEFT ELEVATION
SCALE 1/4"=1'-0"



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

49



MANOR # 414 C Avenia Castilla

☒ ULWM

☐ TLHM

Variance Request Form

SA 21157973

Model: San Sebastian	Plan: 7 AR	Date: 7.25.17
Member Name: See Below	Phone: See Below	Email: See Below
Applicant Name/Co: TTEE 'S of Miller Family Living Trust D. E. Miller and Marie L. Miller		

Description of Proposed Variance Request ONLY:

Living Room Addition. Re-locate entry door to side of home. Existing side walk leads to new entry door location.

Variance approval was granted to a similar revision at 786 C Via Los Altos. Photos Attached.

RECEIVED

JUL 28 2017

Dimensions of Proposed Variance Alterations ONLY:

Alterations Department

10' x 20' 8"

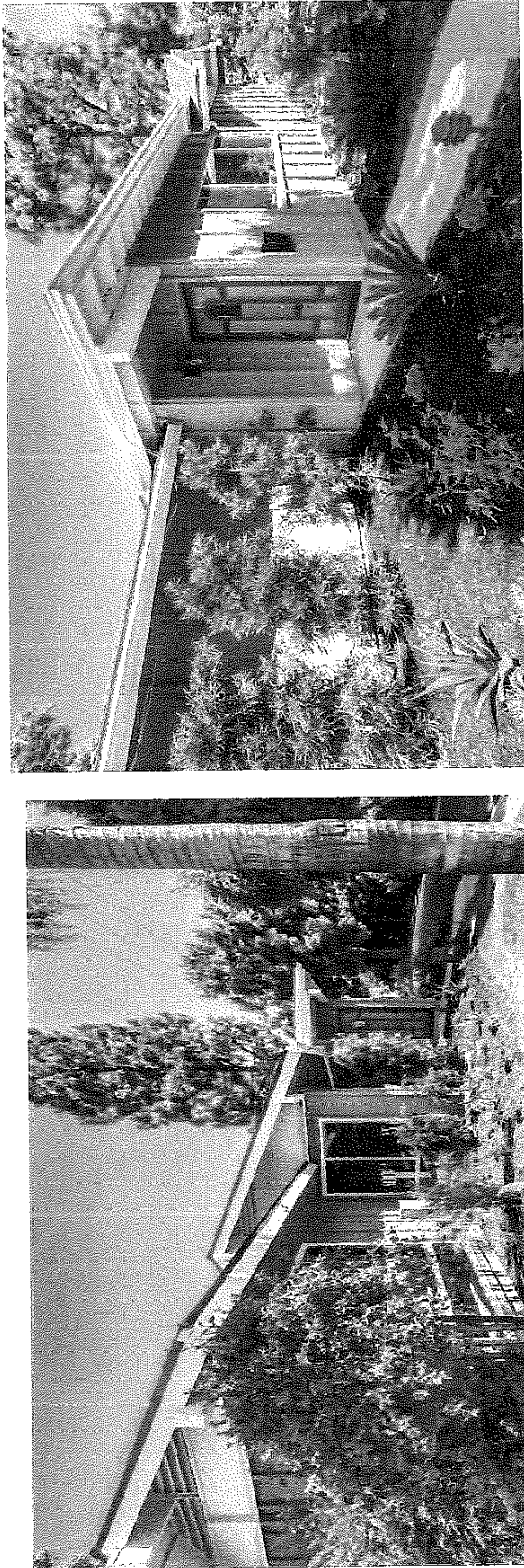
FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 7-28-17 Check# 5238 BY: Donald E Miller
Marie L Miller

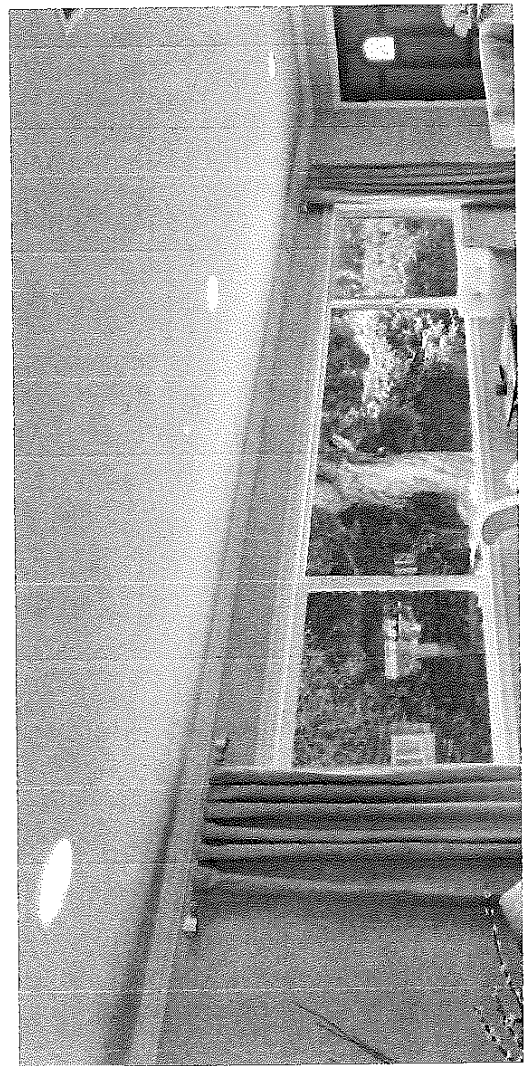
Alteration Variance Request	Complete Submittal Cut Off Date: 7-28-17
Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input checked="" type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United ACS M&C Committee: 9/26/17 Board Meeting: 10/10/17 <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

Agenda Item #
Page 9 of 16

SIMILAR ADDITION FOR SAN SEBASTIAN MODEL



NEW WINDOW
EXPANDED LIVING ROOM



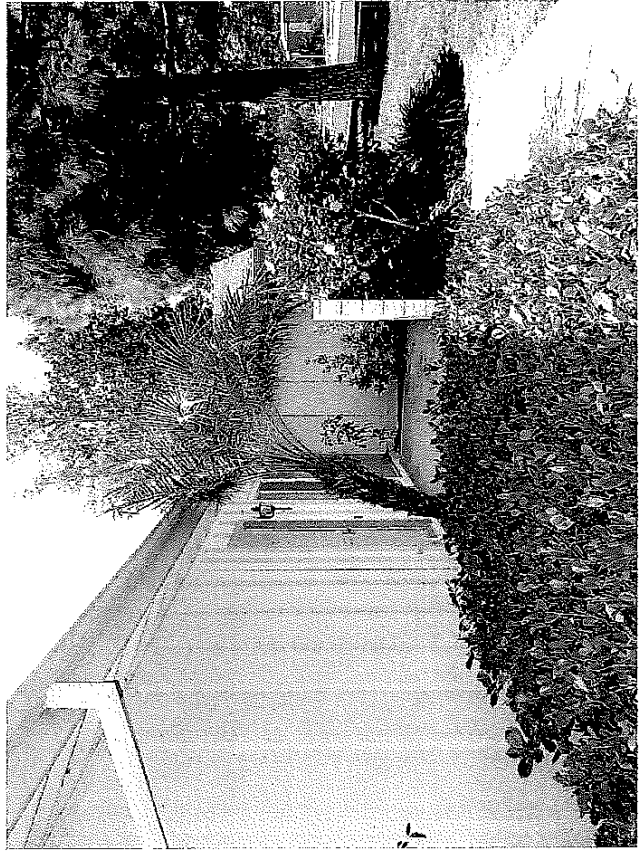
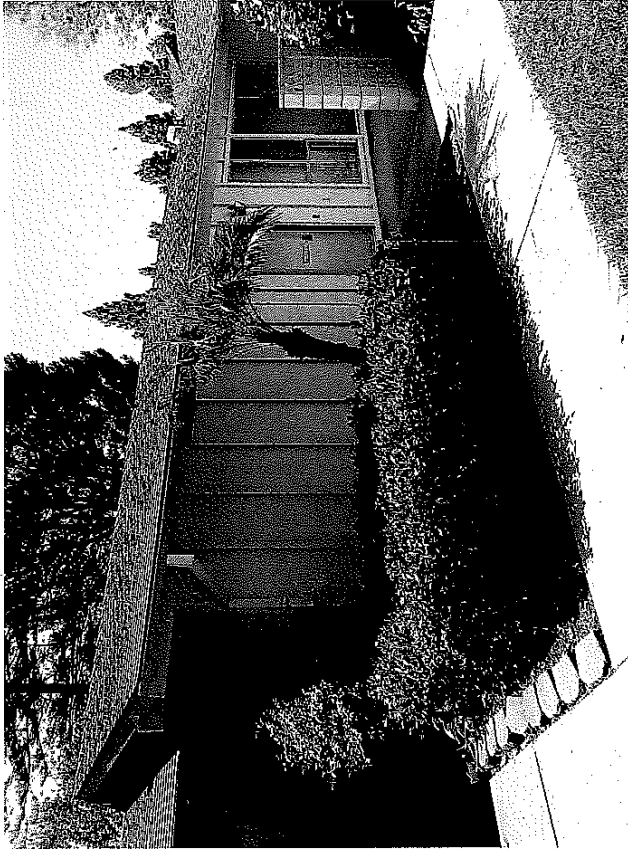
SIDE WALK TO NEW ENTRY DOOR LOCATION



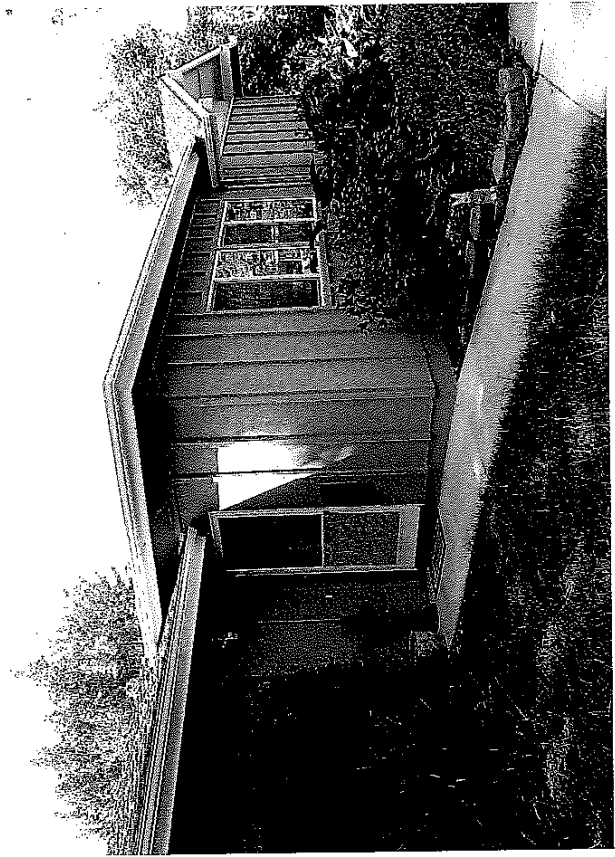
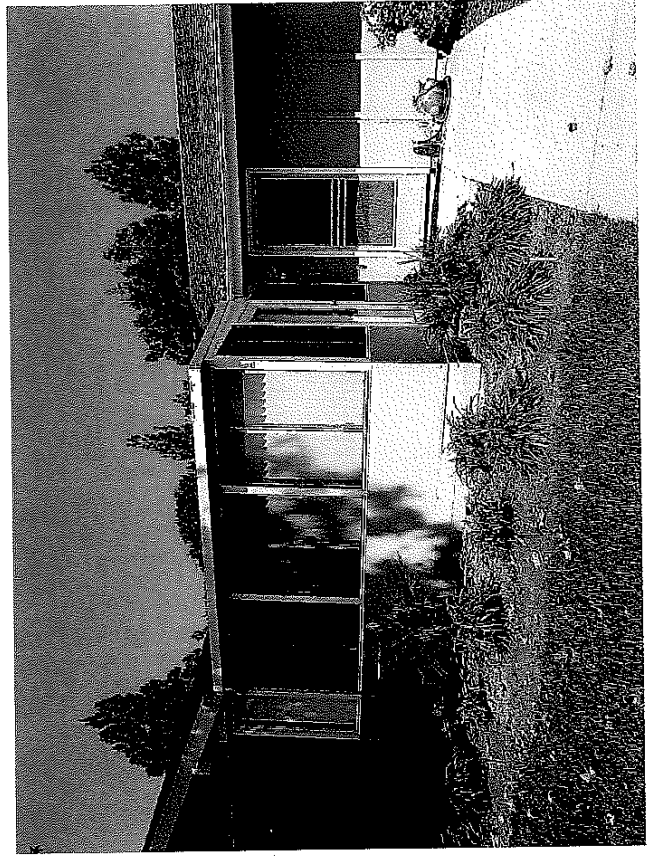
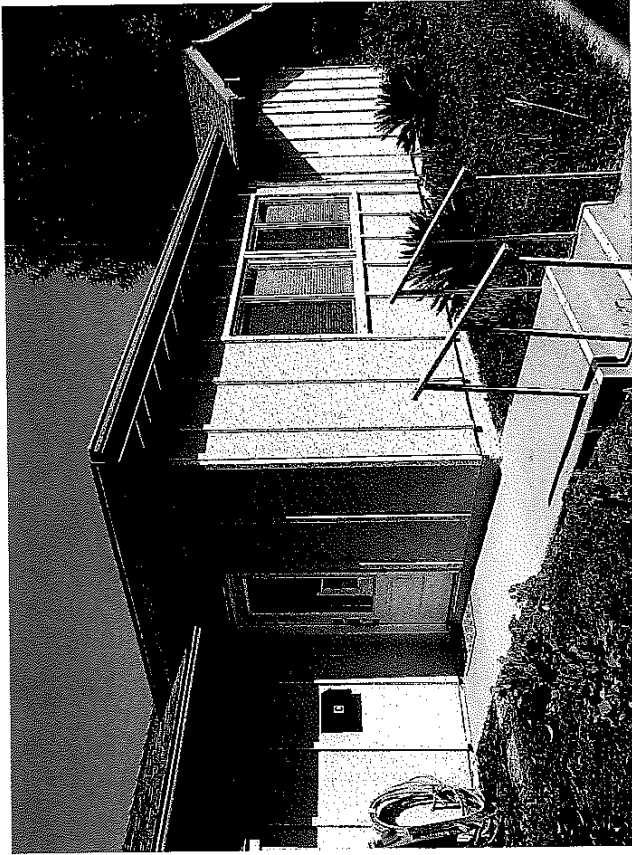
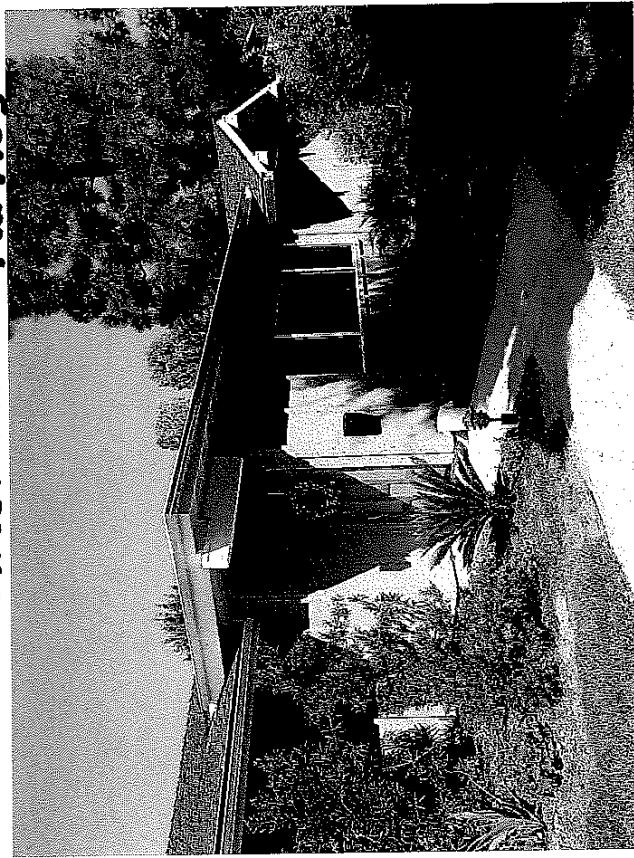
EXISTING SIDEWALK RUNS
FROM SIDE WALK ALONG
STREET TO NEW ENTRY
DOOR LOCATION.



414-c



Room Addition Examples



Mutual Consents 414-C

Description	Install Dt	Mutual Permit
Dishwasher	8/4/1966	1040
7W1	8/7/1967	3321
7PWR	11/3/1971	1039a
7SD1	8/25/1972	2266a
Dishwasher	9/8/2017	171909
Water Heater Relocation	9/8/2017	171909
Retrofit all Windows	9/8/2017	171909
Washer & Dryer	9/8/2017	171909
Electrical Throughout	9/8/2017	171909
Bathroom Split	9/8/2017	171909
Shower in Bath 1	9/8/2017	171909
Tub in Bath 2	9/8/2017	171909
Door Revision (Entry)	9/8/2017	171909

L/R: 73-74

BLD: 414-426

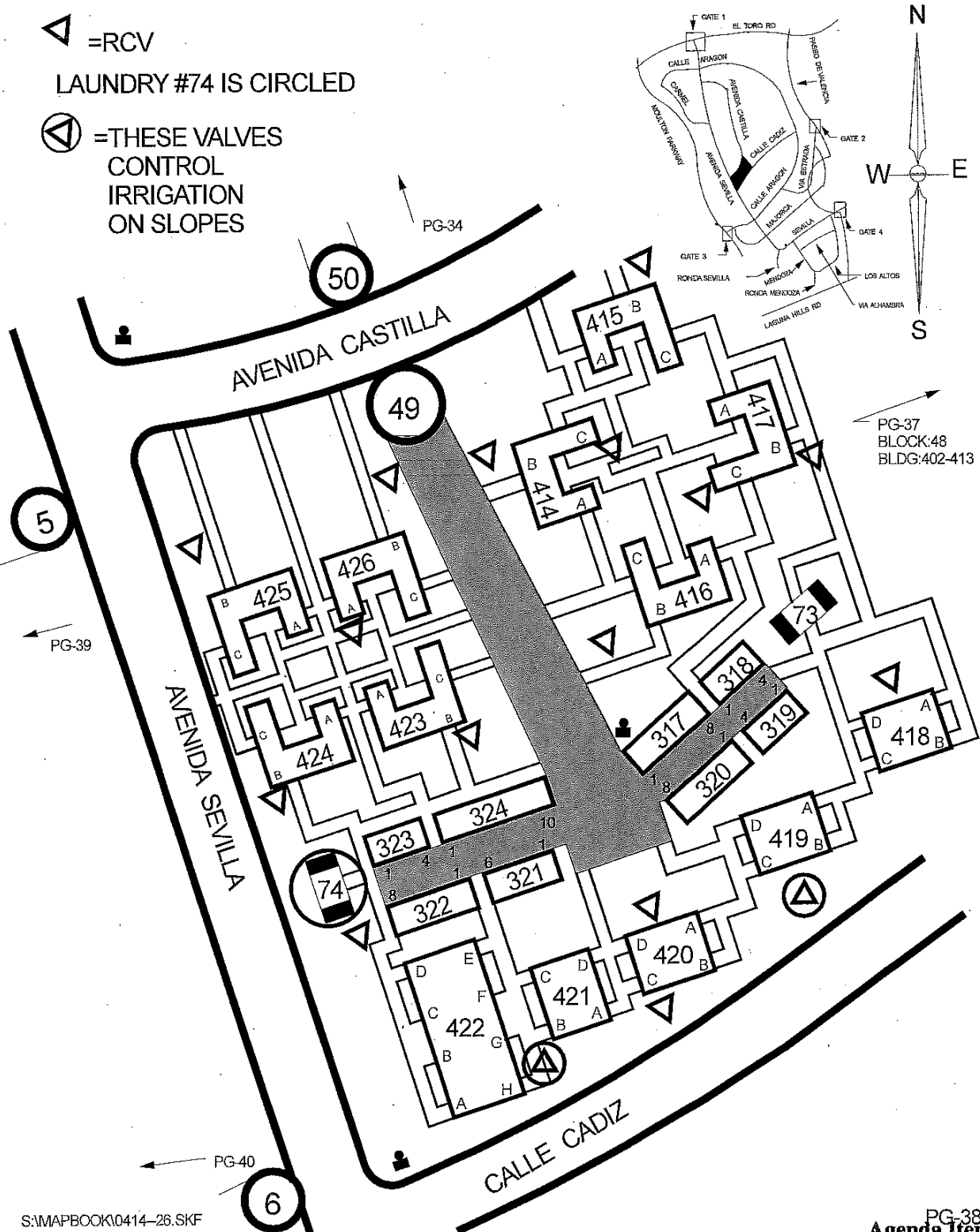
C/P: 317-324

PG- 38

◁ =RCV

LAUNDRY #74 IS CIRCLED

⊙ =THESE VALVES
CONTROL
IRRIGATION
ON SLOPES



S:\MAPBOOK\0414-26.SKF





STAFF REPORT

DATE: September 26, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request
Mr. Michael J. Francis of 607-A (Valencia, Plan 9) – Revisions to previously approved Variance for Manor remodel.

RECOMMENDATION

Staff recommends the Board approve the request to revise the previously approved site plans with the conditions listed in Appendix A.

BACKGROUND

Mr. Michael J. Francis of 607-A of Avenida Sevilla, a Valencia style Manor, requests Board approval to revise plans that were previously approved via Variance for a Manor Remodel in June 2017. During the August 2017 Architectural Control and Standards Committee Meeting, revised plans were provided by Mr. Francis that did not allow for sufficient time for the Committee or Board to review prior to granting approval. New plans have been provided for the Committee to review.

Some of the exterior revisions were required to meet Building Code, the remainder were made based on preference.

All costs of the proposed alteration would be borne by the Mutual Member.

DISCUSSION

Mr. Michael J. Francis of 607-A of Avenida Sevilla requests to modify the original approved dimensions with the following changes:

- 1) To meet Building Code requirements:
 - a) The AC compressor is to be moved 10 feet west and be placed in front of living room north wall, as shown in plans.
 - b) The window in living room north wall to be decreased from 6'6" wide by 6'0" high to 5'2" wide by 4'9" high.
- 2) The window in living room next to front door revised from 7'6" wide by 6'0" high to 8'3" wide by 4'9" high.
- 3) The front entry door revised from 3'6" wide by 8'0" high to 3'6" wide by 7'6" high.
- 4) Window in kitchen revised from 3'6" wide by 3'2" high to 3'4" wide by 3'6" high.



- 5) Master bathroom revision includes a smaller vanity and a shower and tub combination, in lieu of the separate shower and tub in the original proposal; changing the dimensions of the master bedroom and both proposed bathrooms:
 - a) Master bath new dimensions are 12'8" long by 7'2" wide
 - b) Guest bathroom revised to be 12'8" long by 5'2" wide
 - c) Master bedroom revised to be 14'5" wide by 16'2" long and now includes former entry hallway area.
- 6) Master bedroom sliding glass door is 6'0" wide by 7'2" high.
- 7) Master bedroom closet revised to be relocated to the south wall and is now slightly longer at 14'5" long by 2'8" wide.
- 8) Room addition sliding glass door revised to be 6'0" wide by 7'2" high and adjacent window is to be 7'3" wide by 4'6 high.

Revisions to the original variance consist of relocating the closet in the master bedroom to accommodate the relocation of the door to the master bathroom, removal of the request for a partition wall between the den and living room (originally the enclosed atrium), and leaving the area open. A condition of approval has been added that requires a non-sleeping room certificate be obtained from the City due to enclosing the atrium. The interior room dimension changes have no effect on the Manor's footprint

All other alterations from the previously approved Variance Request will remain the same.

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

A Neighbor Awareness Notice was sent prior to the August Committee Meeting to Manor 608-D due to possible line of sight to the proposed window change as well as 607-B and 607-D due to sharing common walls with Manor A. A new Neighbor Awareness Notice was not issued for this meeting due to the time constraint for writing the report.

As the revised plans conform to the aesthetics of adjacent Manors, it is the opinion of Staff that these revisions are minor in nature and pose no negative effect on the aesthetics of the community.

At the time of writing this report there are no open Mutual Consent permits for Manor 607-A.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 607-A.



Prepared By: Gavin Fogg, Manor Alterations Inspector

Reviewed By: Kurt Wiemann, Permits, Inspections & Restoration Manager
Brett Crane, Alterations Supervisor

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix 1: Conditions of Approval
Attachment 1: Site Plans submitted September 15, 2017
Attachment 2: Variance Request with Scope of Work submitted September 15, 2017
Attachment 3: Photos
Attachment 4: Maps



APPENDIX A

CONDITIONS OF APPROVAL

Conditions of Approval:

1. Member execute the City's Non-Sleeping Room Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms.
2. No improvement shall be installed, constructed, modified or altered at Manor **607-A**, ("Property") within the Manord 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.
3. A Mutual Consent for Manor Alterations has been granted at **607-A** for **Manor Remodel**, 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.
4. 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.
5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 607-A and all future Mututal members at 607-A.
6. 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.

7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
8. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
11. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
12. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of Manor specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any



required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

13. Prior to the Issuance of a Mutual Consent for Manor Alterations, 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 Manor Alterations staff to review.
14. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member 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.
15. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
16. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
17. 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 CommManory Center.
18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.



19. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
20. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
21. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
22. The Mutual Consent for 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.
23. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
24. Mutual member shall indemnify, defend and hold harmless Manored 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.
25. 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.

GENERAL NOTES:

- [illegible]

ELEVATION NOTES

- | | |
|---|---|
| 1 | EXTERIOR PLASTER (STUCCO) WITH FINISH TO MATCH EXISTING - 7/8" MIN THICK 3-COAT PORTLAND CEMENT GROUT PAPER BACKED MESH LATH PER 25MB C&C |
| 2 | WINDOW/DOOR PER PLAN TO MATCH EXISTING |
| 3 | 20 GAUGE (1/16") GALV WEEP SICKED |
| 4 | 1/2" WOOD TRIM |
| 5 | RECONSTRUCT EXTERIOR GROUND TO RAIL TO EXISTING GRADE - 12" MIN. FROM EXISTING WALL |
| 6 | 1" CEILING STANDARD ROOFLINE |

FLOOR PLAN NOTES:

- [illegible]

ROOF NOTES

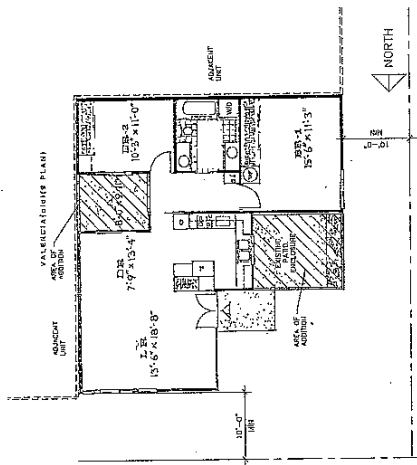
- 1 ROOF MATERIAL--CLASS A BUILT-UP ROOF ASSOCIATION STANDARDS
 - 2 PROVIDE MINIMUM 25 GA GALV METAL FLASHING AT ALL EDGES, VALLEYS AND TO WALL CORNERS.
- 1** EDGE OF ROOF

ELECTRICAL NOTES

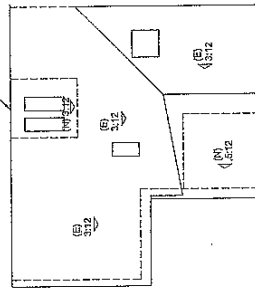
1. SMOKE DETECTORS SHALL BE IMMEDIATELY WARED AND SHALL BE EQUIPPED WITH BATTERY BACK-UP. SMOKE DETECTORS SHALL NOT BE EQUIPPED WITH BATTERIES ARE LOW. SMOKE DETECTORS SHALL BE SERVICED WHEN BATTERIES ARE LOW. SMOKE DETECTORS SHALL BE INTERCONNECTED TO WHICH ONE ALARM SOUNDS, ALL ALARMS SOUND.
2. BEDROOM BEHAVIOR CIRCUITS SHALL BE A/C FAULT CIRCUIT
3. PROTECTED FEED NEC ART. 210--(120)
4. LIGHT FIXTURES:
 - a. THEY LIGHT BROWN AND BEDROOM LIGHTS TO BE HIGH EFFICIENCY OR DEPENDENT ON BROWN LIGHT SHALL BE HIGH EFFICIENCY

EXTENSION LIGHTS SHALL BE BURN EFFICIENT

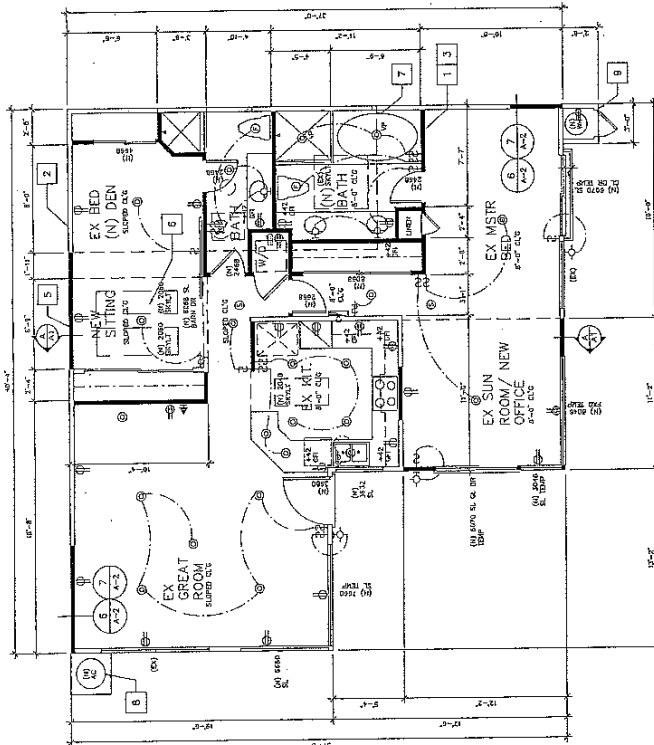
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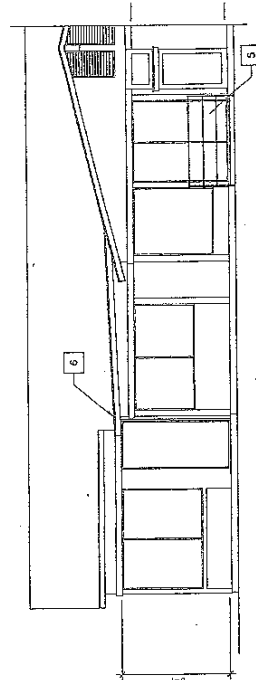
EXISTING FLOOR PLAN
SCALE NTS



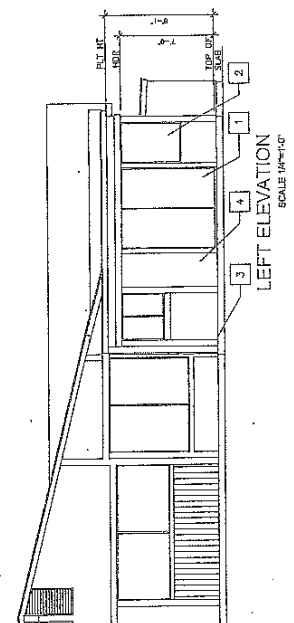
ROOF PLAN
SCALE 1/8"=1'-0"



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



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



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

Variance Request Form

SA

Model: <u>VALENCIA (OLD)</u>	Plan:	Date: <u>9/15/17</u>
Member Name: <u>Michael J. Francis</u>		
Applicant Name/Co: <u>Michael J. Francis</u>		

Description of Proposed Variance Request ONLY:

This Variance Request is for some slight modifications that I am requesting to the Variance Request granted to me on 6-13-17 (see Resolution 01-17-67). Please note that I am not adding or subtracting any items to what I have been already granted, rather this Variance Request only relates to some minor reductions in some window and door sizes in order to physically fit within the recently re-measured physical dimensions of the unit as well as some other minor changes. Please see the attached original plans architectural plans (approved in June) and the attached now revised architectural plans. My Variance Request requested remodel changes are as follows:

- 1) The outside AC compressor unit to be moved in front of living room north wall in order to meet City Code.
- 2) New window in living room next to the above said living room north wall to be decreased in size.
- 3) New window in living room next to front entry door to be slightly changed in size.
- 4) New front entry door to be decreased in original proposed height.
- 5) New kitchen window to slightly change in size.
- 6) Master and guest bathroom locations and sizes to be changed per attached plans (new room sizes are given below).
- 7) Master Bedroom dimensions have slightly changed (see below).
- 8) Master Bedroom size and closet location has changed and the size of the master bedroom sliding glass door have slightly changed (see below).
- 9) Room Addition sliding glass door and windows to slightly change dimension (see below).

Please note that in light of these above requested needed changes which will need to be approved before demolition work, plumbing work, etc. can begin, no work has yet begun on this remodel. Given this setback in the construction timetable, I, therefore, request that the 6 month time frame to complete this remodel start when the Board approves these above changes next month.

(Note: All dimensions given below are all approximate and were taken from the attached revised architectural plans and include the wall thickness in some cases.)

Dimensions of Proposed Variance Alterations ONLY:

- 1) AC compressor unit to be moved about 10 feet and be placed in front of living room north wall, as shown in plans.
- 2) Window in living room north wall to be decreased from about 6'6" wide by 6'0" high to about 5'2" wide by 4'9" high.
- 3) Window in living room next to front door to change from about 7'6" wide by 6'0" high to about 8'3" wide by 4'9" high.
- 4) Front entry door to change from 3'6" wide by 8'0" high and to 3'6" wide by 7'6" high.
- 5) Window in kitchen to change from about 3'6" wide by 3'2" high to about 3'4" wide by 3'6" high.
- 6) Master bathroom is about 12'8" long by 7'6" wide less an area of about 1'0" by 3'6" (occupied by the washer dryer room).
Guest bathroom is about 12'8" long by 5'2" wide, less about 2'6" by 3'6" (occupied by the washer dryer room).
- 7) Master bedroom is about 14'5" wide by 16'2" long and includes entry hallway area of 3'2" wide by 6'6" long.
- 8) Master bedroom closet is about 14'5" long by 2'8" wide and the master bedroom sliding glass door is about 6'0" wide by 7'2" high.
- 9) Room addition sliding glass door is about 6'0" wide by 7'2" high and the adjacent window is about 2'9" wide by 4'6" high. The window on the west wall is about 7'3" wide by 4'6" high.

FOR OFFICE USE ONLY

RECEIVED BY: _____ **DATE RECEIVED:** _____ **Check#** _____ **BY:** _____

Alteration Variance Request Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Complete Submittal Cut Off Date: Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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Agenda Item # 11
Page 10 of 14

9/15/17.

Scope of Work for 607-A Variance Request

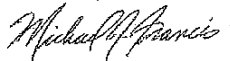
This Variance Request is for some slight modifications that I am requesting to the Variance Request granted to me on 6-13-17 (see Resolution 01-17-67). Please note that I am not adding or subtracting any items to what I have been already granted, rather this Variance Request only relates to some minor reductions in some window and door sizes in order to physically fit within the recently re-measured physical dimensions of the unit as well as some other minor changes. Please see the attached original plans architectural plans (approved in June) and the attached now revised architectural plans. My Variance Request requested remodel changes are as follows:

- 1) The outside AC compressor unit to be moved about 10 feet in front of living room north wall, as shown in plans, in order to meet City Code.
- 2) New window in living room next to the above said living room north wall to be decreased in size from about 6'6" wide by 6'0" high to now about 5'2" wide by 4'9" high.
- 3) New window in living room next to front entry door to be changed in size from about 7'6" wide by 6'0" high to now about 8'3" wide by 4'9" high.
- 4) New front entry door to be decreased in original proposed height from about 3'6" wide by 8'0" high and to now about 3'6" wide by 7'6" high.
- 5) New kitchen window to slightly change from about 3'6" wide by 3'2" high to now about 3'4" wide by 3'6" high.
- 6) Master and guest bathroom locations and sizes to be changed per attached plans. Master bathroom is now about 12'8" long by 7'6" wide less an area of about 1'0" by 3'6" (occupied by the washer dryer room). Guest bathroom is now about 12'8" long by 5'2" wide less an area of about 2'6" by 3'6" (occupied by the washer dryer room).
- 7) Master Bedroom dimensions have slightly changed and are now about 14'5" wide by 16'2" long and includes entry hallway area of 3'2" wide by 6'6" long.
- 8) Master bedroom closet location and size to be changed per plans and is now about 14'5" long by 2'8" wide and the master bedroom sliding glass door size is now about 6'0" by 7'0" high to now about 6'0" wide by 7'2" high.
- 9) Room Addition sliding glass door and windows to slightly change dimensions. Room addition sliding glass door to now be approximately 6'0" wide by 7'2" high and adjacent window to now be approximately 2'9" wide by 4'6" high and the one on the west wall to now be approximately 7'3" wide by 4'6" high.

Please note that all dimensions given herein are all approximate and were taken from the attached revised architectural plans and include the wall thickness in some cases.

Finally, please note that in light of these above requested needed changes which will need to be approved before demolition work, plumbing work, etc. can begin, no work has yet begun on this remodel. Given this setback in the construction timetable, I, therefore, request that the 6 month time frame to complete this remodel start when hopefully the Board approves these above changes next month.

Sincerely Yours,



Michael J. Francis



Re: 607-A

9-15-17

Hi Gavin,

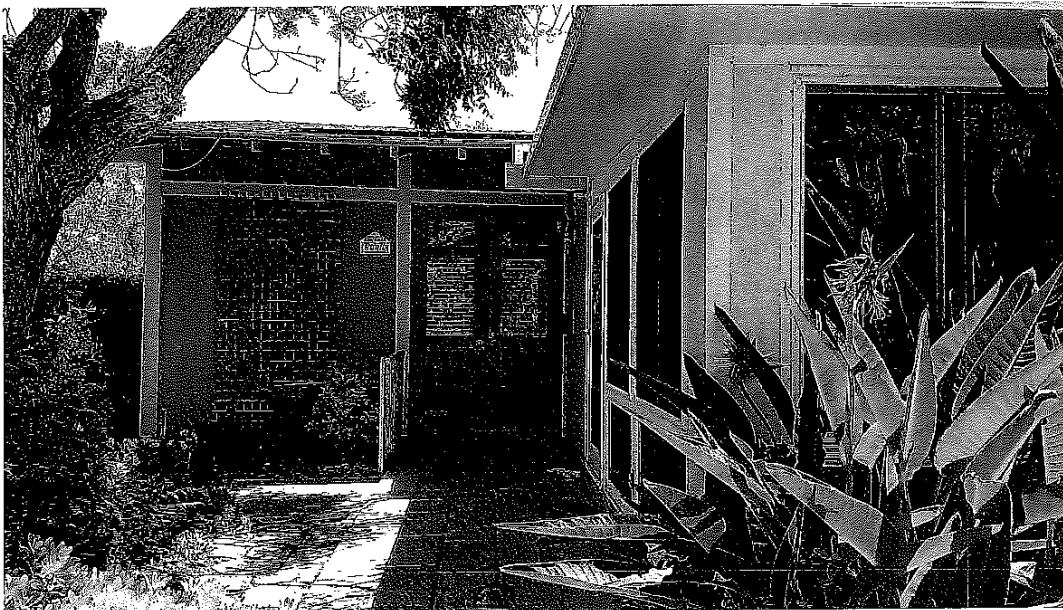
The attached Variance Request, Scope of Work and Proposed Plans reflect all the changes plus a few more ^(TINY CHANGES) that my architect found last night that also needed to be changed.

Both I and my architect understand that there will be no more changes to my Variance Request after this. The attached represents MY FINAL Variance Request that I'll be submitting for the items herein referenced.

Thank you, again, for all your help on this matter!!
Please, therefore, use the attached and
throw away all other Variance Request
changes I've submitted (since my original granted
Variance Request in June). The attached are
the only changes^{I'm Requesting} to the Variance Request
that was granted to me in June.

Thanks,

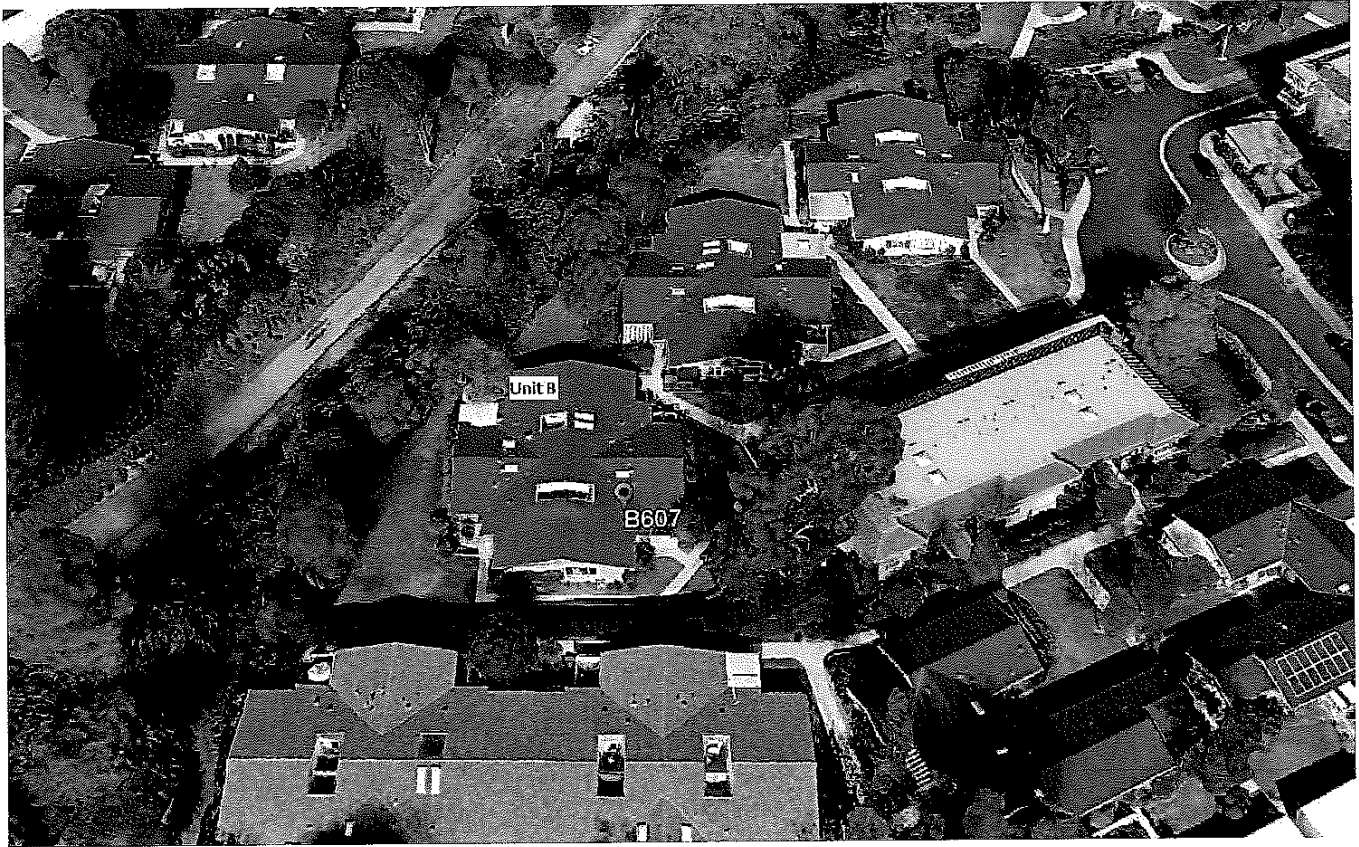
M. D. D. Smith



Mutual Consents

607-A

Description	Install Dt	Mutual Permit
9SD	3/24/1967	1925
9GD	12/27/1983	7227b
9BRRSLBATH	6/20/1984	7964b
Patio Gate	8/3/1998	98764
Tile on Patio	5/11/2001	010728
Washer & Dryer	6/7/2001	010865
Tub to Shower (not a BRR-Verified by Owner)	6/7/2001	010865
Patio Wall Revision	12/13/2001	011969
Wrought Iron Fence	12/13/2001	011969
Door Revision (Glass Inserts)	12/13/2001	011969
Satellite Dish	9/4/2002	021545
Air Conditioner/Heat Pump in Bedroom #1	7/31/2003	031274
Air Conditioner/Heat Pump in Bedroom #1	7/31/2003	031274
Garden Room	8/22/2006	061317
Door in Bedroom (Man Door)	8/22/2006	061317
Air Conditioner in Bedroom (Relocation)	8/22/2006	061317
Patio Tile	9/15/2006	061460
Patio Slab Extension (Res. # 01-06-96)	9/15/2006	061460
Storage Cabinet in Carport	3/21/2011	110601
Dishwasher	6/1/2014	141284
Retrofit all Windows	8/20/2015	151682
Retrofit Sliding Glass Door	8/20/2015	151682
Heat Pump in Bedroom	3/31/2016	160597





STAFF REPORT

DATE: September 26, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request
Ms. Beth A. Page of 935-A (Cordoba 1A4) – Replace Atrium’s Exterior Wall Decorative Blocks with a Window

RECOMMENDATION

Staff recommends the Board approve the request to replace the atrium’s exterior wall decorative blocks with a window with the conditions as stated in Appendix A.

BACKGROUND

Beth A. Page of 935-A Avenida Majorca, a Cordoba style unit, originally submitted a variance request in July 2017 to the Board for approval of revising her existing enclosed atrium. She proposed replacing two sliding glass doors with wood framed walls with exterior stucco, replacing an existing window with a door, and removing decorative blocks in exterior wall; replacing with wood framing and installing a smaller window.

That request was approved in August 2017, however Ms. Page has decided to change the scope of the project and requests amending her variance to include only one item from the original approved variance request.

DISCUSSION

Ms. Page is proposing to replace the existing 4’ by 7’4” decorative blocks on the North exterior wall with wood frame, sheetrock, and stucco finish to match existing wall and to install a 4’ by 4’ white vinyl window.

A Mutual Consent is on file from 2/11/1980 for the original Atrium Enclosure.

A neighbor awareness form was originally requested prior to the neighbor awareness notice policy coming into effect. The form was signed without any concerns by 932-B (see attachments).

At present there are no open Mutual Consents for unit 935-A.



Prepared By: Gavin Fogg, Manor Alterations Inspector

Reviewed By: Kurt Wiemann, Permits, Inspections & Restoration Manager
Brett Crane, Interim Alterations Supervisor

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Site Plans
Attachment 2: Variance Request, August 25, 2017
Attachment 3: Neighbor Awareness Form
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 **935-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at **935-A** for **Replace Atrium's Exterior Wall Decorative Blocks with a Window**, 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 935-A and all future Mututal members at 935-A.



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



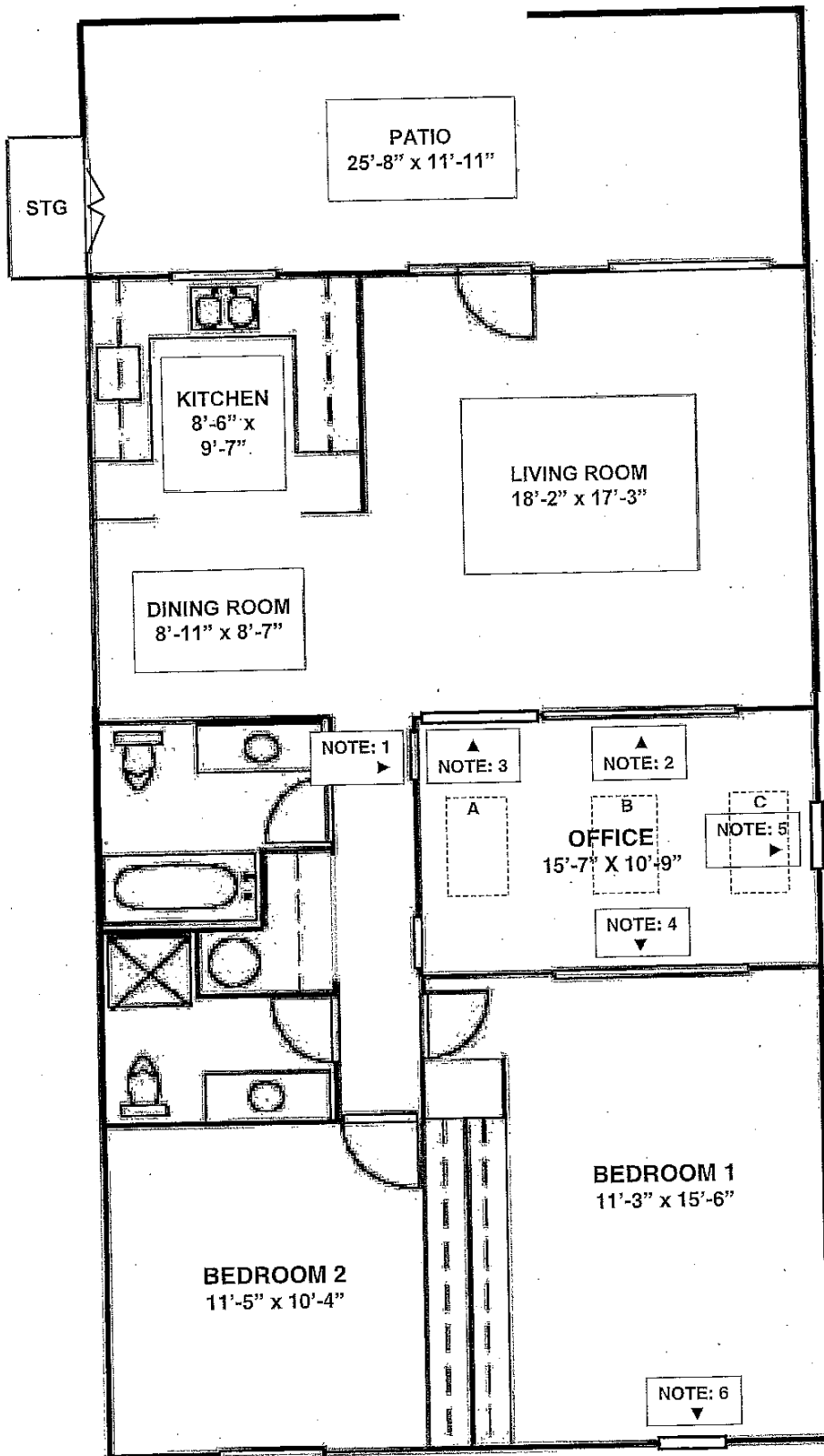
structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

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.



A-B-C: Existing 2'x4'
Skylights in 9' Ceiling

Note:1 Existing Fixed Window
22"x6'-8"

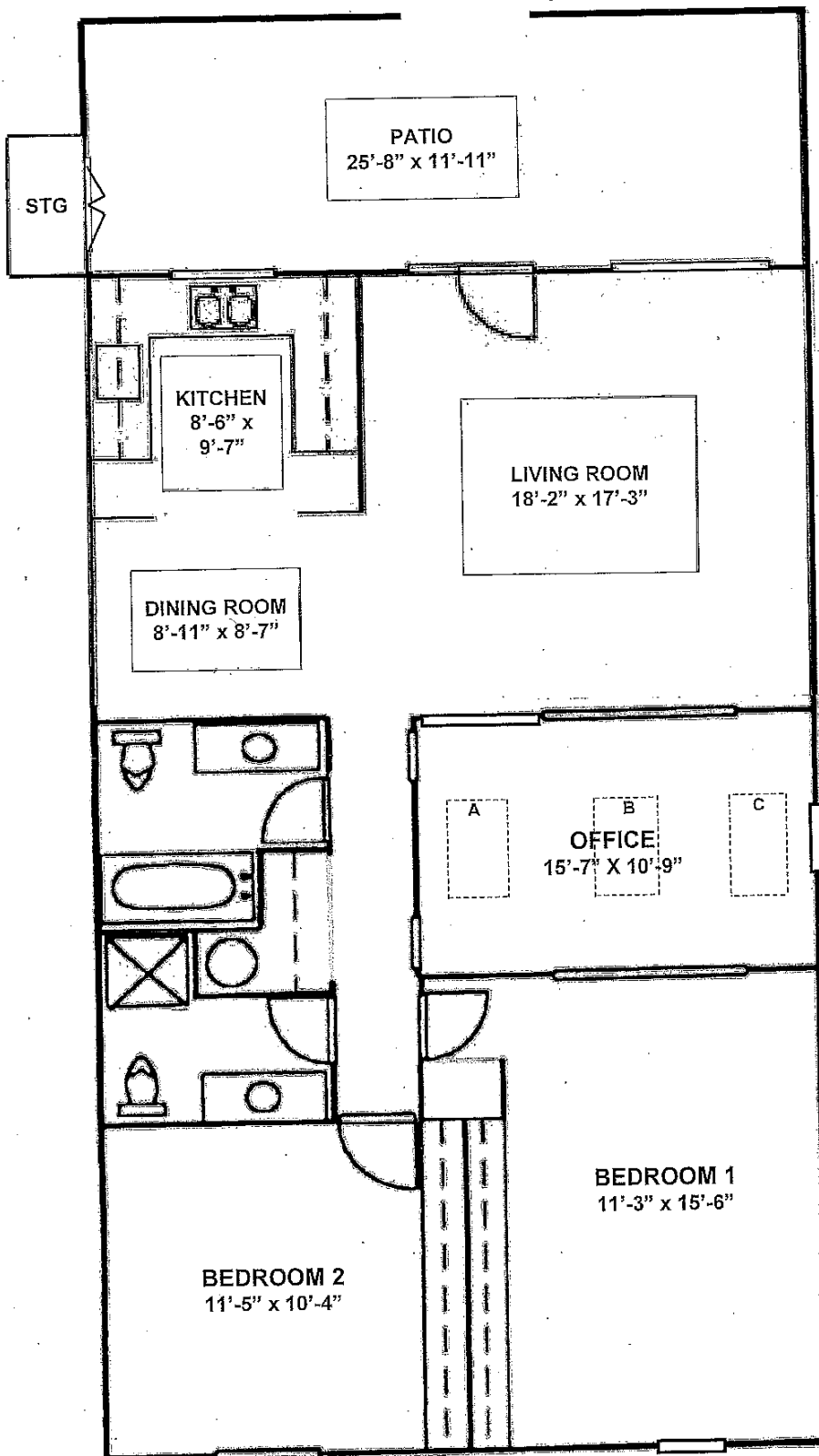
Note:2 Existing Sliding Door
8'x6'-8"

Note:3 Existing Fixed Window
43"x6'-8"

Note:4 Existing Sliding Door
8'x6'-8"

Note:5 Existing Cinder Block
Opening 4'x7'-4"

Note:6 Existing Open/Close
Window 30"x4'-8"





Laguna Woods Village.

63

MANOR # 935A

☒ ULWM

☐ TLHM

Variance Request Form

SA 21167923

Model: <u>Cordoba</u>	Plan: <u>LA4</u>	Date: <u>8/24/2017</u>
Member Name: <u>Beth Page</u>		
Applicant Name/Co: <u>GLEN BIENER</u>		

Description of Proposed Variance Request ONLY:

1 WALL Revision to Existing Atrium / Office Enclosure
Addition / 4' x 4' Sliding white Vinyl window

RECEIVED

AUG 25 2017

Alterations Department

Dimensions of Proposed Variance Alterations ONLY:

15'7" x 10'9" - Existing Atrium / Office Enclosure
4' x 4' - NEW window

FOR OFFICE USE ONLY

RECEIVED BY: Abraham B DATE RECEIVED: 8/25-17 Check# 2550 BY: Beth Page

Alteration Variance Request	Complete Submittal Cut Off Date: <u>8-25-17</u>
Check Items Received: <input checked="" type="checkbox"/> Drawing of Existing Floor Plan <input checked="" type="checkbox"/> Drawing of Proposed Variance <input checked="" type="checkbox"/> Dimensions of Proposed Variance <input checked="" type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: <u>9-26-17</u> Board Meeting: <u>10-10-17</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____ Agenda Item # <u>12</u> Page <u>9</u> of <u>18</u>

8/15/17

Notes from Beth Page

Please note this is replacing
Request for Variance and
resulting in Resolution 01-17-83

I was given incomplete
information when sub-
mitting the above in late
June.


Therefore do not intend
to go forward with entire
project --- ONLY the
change to outside wall (see attached)

SEE REVERSE SIDE



SEE REVERSE SIDE



NOTE  BEFORE

Existing Cinder
Block Opening

(EXISTING
NOTE
ES)

AFTER

Enclosed Cinder
Block Opening

-To BE Enclosed-

Neighbors Unit
935 D

[Back to Quote](#)



LOWE'S HOME CENTERS, LLC #2605



Project #: 510032855 Description: window 6-9
 Customer Name:
 Customer Phone:
 Customer Address:

BETH PAGE

935A

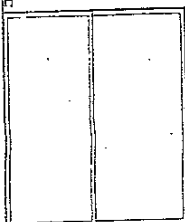
Line Item
Frame Size

Product Code
Description

Unit Price Quantity Total Price

0001

Size = 47 1/2-in W x 47 1/2-in H



Manufacturer: Pella (R) 250 Series Windows

Sliding Window NFRC: U-Factor: 0.28, SHGC: 0.29, VLT: 0.55, CR: 58

Sliding Window DP30: Size Tested 73.5-in x 62-in

Performance values only valid for a single window and do not apply to mullions

Division: Millwork

Product: Windows

Type: Sliding

Manufacturer: Pella (R) 250 Series Windows

Energy Star (R) Qualified Products Only: No - I would like to view all available product offering.

Location East or West: West

Room Location: Other 1

Configuration: 2 Panel

Actual Frame Type: 5/8-in Flange

Actual Frame Width: 47 1/2-in

Actual Frame Height: 47 1/2-in

Fits Opening Width: 47 3/4-in

Fits Opening Height: 47 3/4-in

Venting Width: Equal

Operation / Venting: Vent Right / Fixed

Unit Type: Complete Unit

Performance Option: Standard

Exterior Material Type: Vinyl

Foam Insulated: No Foam Insulated

Actual Base Frame Depth: 3 1/4-in

Actual Base Wall Depth: 3-in

Exterior Color: White

Interior Color: White

Glazing Type: Insulated

Insulated Type: Dual

Glass Strength: Annealed

Insulated Glass Option: Low-E

Low E Glass Style: Advanced

Gas Filled: Argon

High Altitude: Non High Altitude

Sash Lock: Cam-Action Lock

Number Of Locks: 1 Lock

Limited Opening Hardware: No Limited Opening Hardware

\$264.82

1

\$264.82

UNITED LAGUNA WOODS MUTUAL

NEIGHBOR AWARENESS FORM-Alterations and Variance Requests

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

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

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

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

Neighbor(s): You are hereby notified that the Member at neighboring manor # 935-A has filed an application for an alteration permit to construct or install the following:

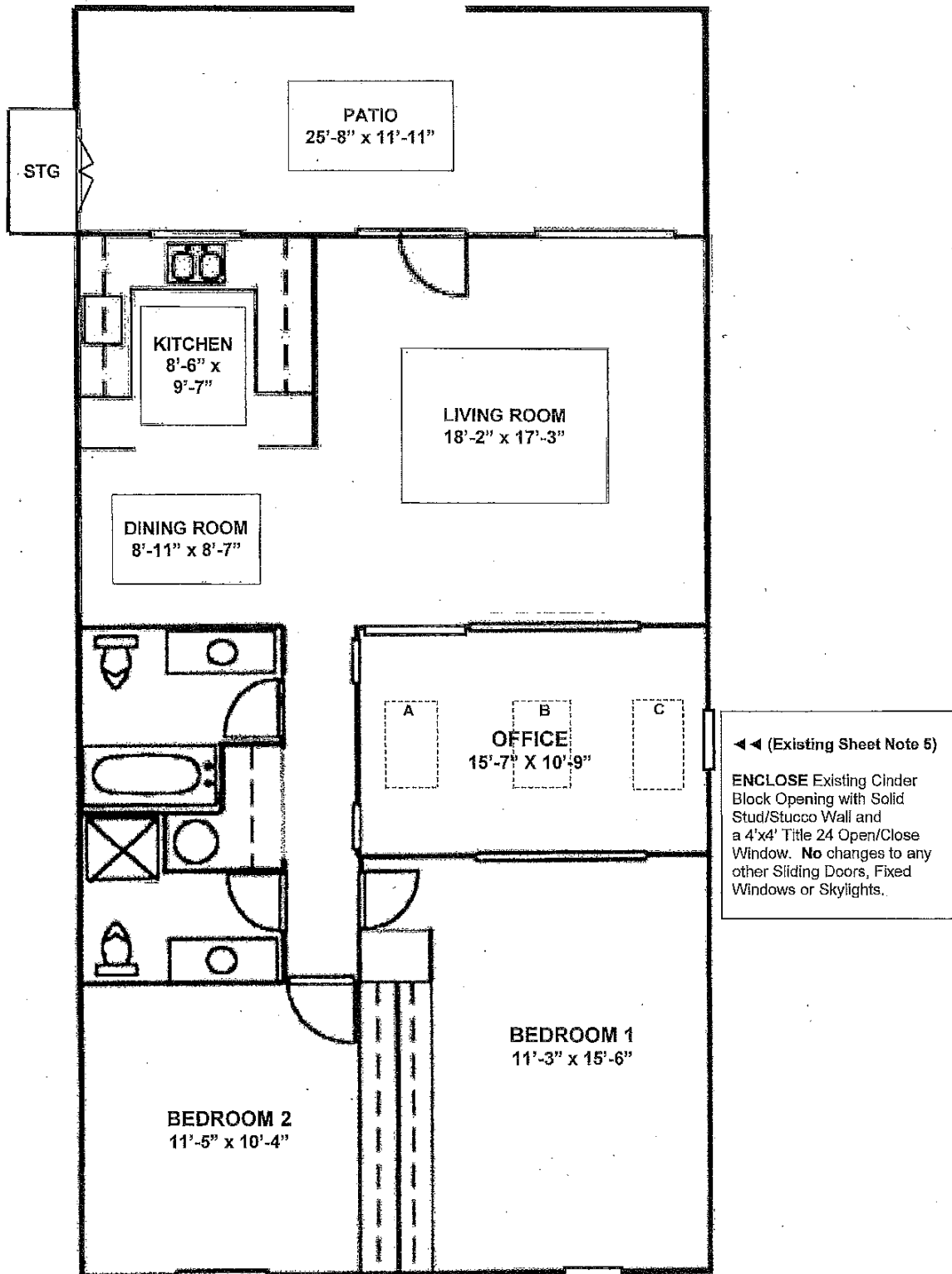
Replace decorative blocks with window as part of Atrium remodel (See 2nd page)

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

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

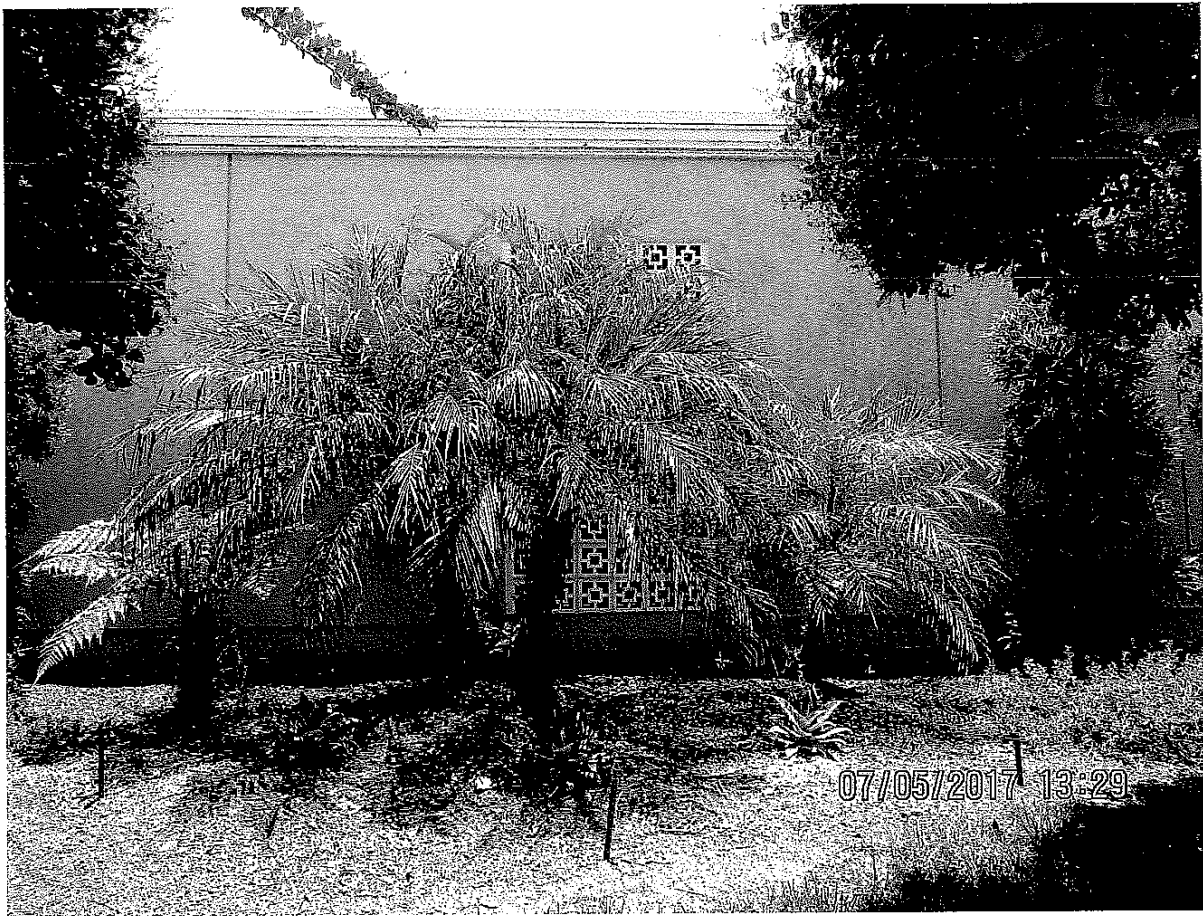
M. J. [Signature] / 932-B / 8/23/2017
Name (Signature) Manor # Date

Comments: _____



Beth Page - 935-A Avenida Majorca, Laguna Woods
Atrium/Office Enclosure Floorplan
REMODEL - 08/23/2017

Agenda Item # 12
Page 14 of 18



Mutual Consents

935-A

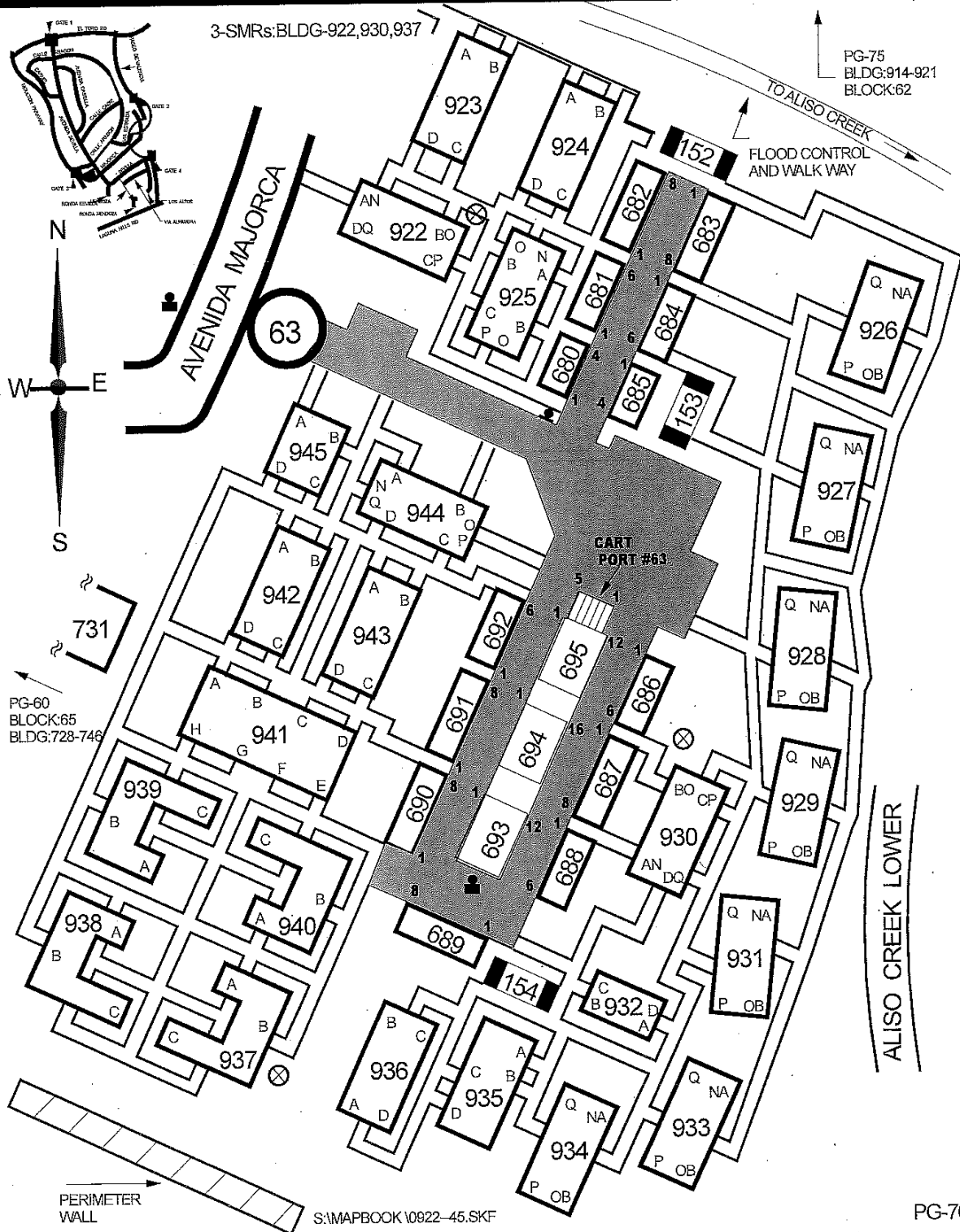
Description	Install Dt	Mutual Permit
1PCA	9/11/1967	3533
1PC	8/16/1967	3383
1W2	7/21/1967	3231
1ACA	7/12/1967	3139
7PCA	4/12/1968	4718
1AE	2/11/1980	3578b
Door Revision	4/24/2000	200614
Storage Cabinet in cArport	7/10/2014	141331
Retrofit Window in Kitchen	12/5/2014	142371
Retrofit Window in Living Room	12/5/2014	142371
Retrofit Window in Bedroom	12/5/2014	142371
Retrofit Window in Bedroom	12/5/2014	142371

L/R: 152-154

BLD: 922-945

C/P: 680-695

PG- 76







STAFF REPORT

DATE: September 26, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Revision of United Mutual's Standard 31; Windows and Window Attachments

RECOMMENDATION

Staff recommends the Board approve the revisions to United Mutual's Standard Section 31; Windows and Window Attachments which permits the Manor Alterations Division to approve window modifications and new installations.

BACKGROUND

All window modifications must meet United Mutual's Alteration Standard Section 31; Windows and Window Attachments and Standard Plans. The current process requires any requests for windows that vary from the Mutual Standard require the member to go through the Variance process. This includes variations in size or any modification of an existing Standard Plan.

DISCUSSION

Per direction from the Architectural Control and Standards Committee, the Manor Alterations Department is requesting the ability to approve window modifications and new installations, specifically with respect to size and location, in United Mutual. These installations would continue to be required to meet all requirements of United Mutual's Section 31; Windows and Window Attachments; however the Standard would need to be revised.

The revision would only affect the Applications (2.0) section of the Standard (Attachment 2); all other sections shall remain intact. The revisions include language regarding modifications to windows and new window installations. The revisions address window modifications, defining them as those installations which alter the width or height of an existing window and new windows will be defined as those installations that include installation of a window in a location that did not previously contain one. The revisions require that windows not adversely affect the aesthetics of the Manor or surrounding Manors.

Staff will conduct site visits for all new installations and modifications to investigate aesthetic performance and to verify conformance to the Standards. Neighbor Awareness notifications would also be sent affected Manors. If staff determines the proposed alteration is not in compliance with the Mutual's architectural and aesthetic requirements, the member would be referred to the Board via the Variance Request process.

FINANCIAL ANALYSIS

Staff and Committee time committed to variance preparation, presentation and review would be significantly reduced.

Prepared By: Brett Crane, Manor Alterations Supervisor

Reviewed By: Kurt Wiemann, Permits, Inspections, and Restorations Manager

[Click here to enter reviewed by](#)

Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Attachment 1: Revised Standard

UNITED LAGUNA WOODS MUTUAL

SECTION 31 WINDOWS AND WINDOW ATTACHMENTS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED JULY 2002, RESOLUTION U-02-110

REVISED SEPTEMBER 2004, RESOLUTION 01-04-145

REVISED DECEMBER 2005, RESOLUTION 01-05-141

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his

contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**

Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.

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

2.0 **APPLICATIONS**

- 2.1. Retrofit windows shall be defined as those installations where the original window frame is not removed
- 2.2. Window modifications shall be defined as those installations which alter the width or height of an existing window. All window modifications shall comply with the requirements of this Standard and the principles of Standard Plans.
- 2.3. New windows shall be defined as those installations that include installation of a new window in a location that did not previously contain a window. All new windows shall comply with the requirements of this Standard and the principles of the Standard Plans.
- 2.4. Window modifications and new windows shall not adversely affect the aesthetics of the Manor or the surrounding Manors.
- 2.5. Top of window heights shall match those of existing windows on the same side of the building.
- 2.6. Size and location of windows shall be as per Standard Plans.
- 2.7. Windows frames must be white vinyl only. Window frames and glazing shall match existing windows in all aspects and shall comply with the requirements set forth in this Standard.

3.0 TYPE OF GLASS

- 3.1 Other than bathroom windows, all window glass is to be clear. Tempered glass is required as specified by Uniform Building Code.
- 3.2 Films or tints may be applied to the inside of glass only.

4.0 ATTACHMENTS

- 4.1 No wrought-iron grilles, bars, or window guards are allowed.
- 4.2 No storm windows or glass shields will be installed on the exterior of any window.

5.0 STAINED GLASS

- 5.1 Any application for stained, leaded, or other types of glass must be submitted to the Manor Alterations Department for approval of design, color, and sizes.
- 5.2 Any attachment of stained, leaded or decorative glass must be inside of a window and not part of the window in any way.

6.0 GARDEN WINDOWS

- 6.1 Garden windows may be defined as planter windows.
- 6.2 The garden window shall not be larger than the existing window opening.
- 6.3 A garden window shall not project directly into any walkway, breezeway or interior court. No garden window shall extend outward from the building beyond 24".
- 6.4 Window frame specifications must be submitted to the Manor Alterations Department for review and approval prior to issuance of a permit.

7.0 SLIDING GLASS DOORS

- 7.1 Window conversion to a sliding glass door shall be allowed in rooms that face into a patio, atrium, and balcony area only. The width of the window must be the same width of the proposed sliding glass door and the top of the window height must be the same as the top of the sliding glass door height.
- 7.2 Sliding glass door frames must be constructed of white vinyl only.
- 7.3 French style sliding glass doors will be allowed.

8.0 REMOVING WINDOWS

- 8.1** Windows that are constructed with both an upper and lower panel and are separated by a sash may be altered by removing the lower window panel. The new opening must be filled in with stucco and constructed to match the exterior of the building. The upper window panel must be replaced with a new construction window.
- 8.2** Removal of the lower window paneling will only be allowed in rooms that face into a 4-foot high minimum patio block wall. All other window removals will require review and approval from the Board of Directors.
- 8.3** Proof of compliance with all public agency requirements for light, ventilation, and egress must be submitted to the Manor Alterations Department prior to issuance of the Mutual Consent for Manor Alterations.



STAFF REPORT

DATE: September 26, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Manor Alteration Fees

RECOMMENDATION

Staff recommends the Board approve changes to the fee schedule and variance request fees.

BACKGROUND

The Manor Alterations fees were last revised in 1995 (resolution G-95-93) to establish a base fee of \$10 for Standard Alteration requests and an additional fee schedule based on valuation for the proposed alterations.

In February 2009, the Board adopted a Variance Processing Fee of \$50 to partially offset administrative costs associated with Variance requests. In September 2011, the Board increased the processing fee to \$100 include costs associated with appeals of the Board's decision of variance requests.

DISCUSSION

The Mutual Consent fee schedule requires updates to reflect current processing costs. The existing schedule (Attachment 1) contains two columns of alterations, along with adjacent columns that clarify if the proposed alteration will need an additional permit with the City of Laguna Woods. The first list of alterations contains those alterations which meet Mutual Standards and can be performed with an over-the-counter Mutual Consent. Staff processes an average of 2,700 Mutual Consent applications annually for United and Third. The existing flat fee is \$10.00; staff costs to review and process the requests exceed that significantly; therefore staff recommends increasing the flat fee to \$35.00.

The second column contains a partial list of the alterations which do not meet Mutual Standards and require a Variance Request. The fee is based on the estimated value of the alteration. As mentioned above, the processing fee for the Variance Requests was revised in 2011 to \$100. Staff processes an average of 150 Variance Requests annually for United and Third. Variance Requests and the accompanying staff report require significant staff time for proper processing including: request processing and data entry, research and plan checking, field investigation and photography, report preparation and review, and presentation to the appropriate committee and the Board. After thorough review of staff costs involved in the Variance Request procedures, staff recommends increasing the processing fee to \$150.

The schedule includes fees based on value of the alteration (Attachment 2). The percentage varies from 4.3 to 8 percent, with an average fee of 5.6 percent. To make the fees more consistent, staff proposes a valuation-based fee of 5.6percent, effective January 1, 2018. Further, Staff recommends raising the minimum threshold from \$250 to \$750 to reflect more recent alteration cost estimates.

Administrative costs for processing the various alteration requests are estimated at \$106,000 in 2018. Assuming no change in volume, the proposed fee increases will raise the estimated revenue for 2018 to offset processing costs. Third Mutual Board of Directors passed a similar resolution on September 19, 2017; staff recommends this resolution to be instituted concurrent with Third Mutual to maintain consistency.

The revised fee schedule has been attached (Attachment 3) for review and consideration. Additionally, based on new regulations, Staff has added three items to verify that all codes and regulations are met with both the Mutual and the City.

FINANCIAL ANALYSIS

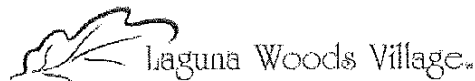
Additional fee revenue will offset existing administrative costs in operations, as outlined above.

Prepared By: Brett Crane, Alterations Supervisor
Reviewed By: Kurt Wiemann, Permits, Inspections and Restoration Manager
Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Attachment 1: Current Fee Schedule
Attachment 2: Fee schedule Comparison
Attachment 3: New Proposed Fee schedule
Attachment 4: New Proposed Variance Fee Resolution

Attachment 1
Existing Fee Schedule



Mutual Consent for Manor Alteration(s) FEES

For Items not listed, please check with Manor Alterations Department 949-597-4616

alterations@vmsinc.org

Go to www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent for Manor Alteration; City Permit Required as Shown

\$10.00 ALTERATION FEE		ALTERATION FEES BASED ON VALUATION	
Alteration Type	City Permit Required	Alteration Type	City Permit Required
Awnings (standard)	No	Bathroom Addition, Split	Yes
Awnings (powered)	Yes	Central Heating & Air (new)	Yes
Air Conditioner (through the wall)	Yes	Covers (atrium, balcony, patio) Replace or New	Yes
Air Conditioner Central (replacement)	Yes	Doors (New)	Yes
Balcony Modesty Panels	No	Sliding Glass Doors-New	Yes
Bath Tub Replacement	Yes	French Doors (New)	Yes
Block Walls	No	Man Doors (New)	Yes
Block Walls (over 4 feet high)	Yes	Enclosures Atrium/Balcony/Patio	Yes
Planter Wall	No	Garden Room/ Solarium	Yes
Dishwasher	Yes	Room Addition	Yes
Doors revisions (Exterior)	No	Skylights	Yes
Electrical	Yes	Solatubes	Yes
Exhaust Fan	Yes	Wall Revisions	Yes
Fences & Gates	No	Windows (New Construction)	Yes
Floor Coverings-exterior	No		
Gutters & Downspouts	No		
Heat Pumps (through the wall)	Yes		
Metal Drop Shades	No		
Modesty Panels	No		
Patio Slab Revision	No		
Patio Wall Revision	No		
Plumbing (Minor)	No		
Plumbing (New or Relocation)	Yes		
Satellite Dish	No		
Shower to Shower	Yes		
Sliding Glass Door (retrofit)	No		
Soft Water System	No		
if connected to Water Heater	Yes		
Solar Panels City	Yes		
Storage Cabinets (Carport)	No		
Shades Roll-up	No		
Tub to Shower	Yes		
Washer and Dryer	Yes		
Water Heater Relocation	Yes		
Windows (retrofit)	Yes		

\$100 PROCESSING FEE			
ESTIMATED VALUE OF ALTERATION			FEE
\$1	To	\$250	\$10
\$251	To	\$500	\$20
\$501	To	\$750	\$30
\$751	To	\$1,000	\$40
\$1,001	To	\$1,250	\$60
\$1,251	To	\$1,500	\$80
\$1,501	To	\$1,750	\$100
\$1,751	To	\$2,000	\$120
\$2,001	To	\$2,500	\$140
\$2,501	To	\$3,000	\$160
\$3,001	To	\$4,000	\$200
\$4,001	To	\$5,000	\$240
\$5,001	To	\$6,000	\$260
Over \$6000			\$300

ATTACHMENT 2 Fee Comparison

Existing Fee Schedule			
* VALUATION	MEAN	FEE	% of MEAN
1 to 250	126	\$10	8.0%
251 to 500	376	\$20	5.3%
501 to 750	626	\$30	4.8%
751 to 1000	876	\$40	4.6%
1001 to 1250	1126	\$60	5.3%
1251 to 1500	1376	\$80	5.8%
1501 to 1750	1626	\$100	6.2%
1750 to 2000	1876	\$120	6.4%
2001 to 2500	2251	\$140	6.2%
2501 to 300	2751	\$160	5.8%
3001 to 4000	3501	\$200	5.7%
4001 to 5000	4501	\$240	5.3%
5001 to 6000	5501	\$260	4.7%
Over 6000	7000	\$300	4.3%
Average			5.6%

Proposed Fee Schedule			
VALUATION	MEAN	FEE	% of MEAN
750 or Less	Base Fee	\$35	Base Fee
751 to 1000	876	\$49	5.6%
1001 to 1250	1126	\$63	5.6%
1251 to 1500	1376	\$77	5.6%
1501 to 1750	1626	\$91	5.6%
1750 to 2000	1876	\$105	5.6%
2001 to 2500	2251	\$126	5.6%
2501 to 300	2751	\$154	5.6%
3001 to 4000	3501	\$196	5.6%
4001 to 5000	4501	\$252	5.6%
5001 to 6000	5501	\$308	5.6%
Over 6000	7000	\$392	*5.6%

* indicates new item



alterations@vmsinc.org

All items require HOA Mutual Consent for Manor Alteration; City Permit Required as Shown

ALTERATION FEES BASED ON VALUATION			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers (atrium, balcony, patio) Replace or New			Yes
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
* Solar Panels			Yes
Wall Revisions			Yes
Windows (New Construction)			Yes
\$150 PROCESSING FEE			
ESTIMATED VALUE OF ALTERATION			FEE
\$750 or Less			\$35
\$751	To	\$1,000	\$49
\$1,001	To	\$1,250	\$63
\$1,251	To	\$1,500	\$77
\$1,501	To	\$1,750	\$91
\$1,751	To	\$2,000	\$105
\$2,001	To	\$2,500	\$126
\$2,501	To	\$3,000	\$154
\$3,001	To	\$4,000	\$196
\$4,001	To	\$5,000	\$252
\$5,001	To	\$6,000	\$308
Over \$6000			\$392



STAFF REPORT

DATE: September 26, 2017
FOR: Architectural Control and Standards Committee
SUBJECT: Resolution Conformance Deposit

RECOMMENDATION

Staff seeks Committee recommendation to the Board for the process, amount and collection of a refundable conformance deposit for Standard Mutual Consent and Variance Requests.

BACKGROUND

Historically, while administering the 1,350 Mutual Consent alterations approved each year, staff has encountered numerous instances in which a contractor working for a Member on an approved alteration has damaged or broken Mutual property or violated Mutual rules and policies. There is no existing deposit mechanism in place for the Mutual to recover any costs, with the exception of the lengthy discipline process.

Additionally, Members and contractors consistently fail to contact the Manor Alterations Division for final inspection once the alterations are complete. This creates potentially unsafe property conditions, unrecorded alterations, and potential delays in the resale process when missing inspections are discovered.

DISCUSSION

Staff has encountered many situations where a contractor has damaged Mutual property such as landscaping and irrigation or violated Mutual rules such as illegally dumping construction debris in Mutual dumpsters. Additionally, there have been instances of contractors failing to follow proper protocol on asbestos abatement and risking contamination of surrounding areas, putting Members at risk. A reactive approach makes costs difficult and time consuming to recover.

Staff is recommending adoption of a resolution for a refundable conformance deposit (attachment 1). This resolution would require a contractor working within the Community to pay a refundable deposit of \$250 for any project valued above \$500. If the contractor complies with all Mutual rules and regulations and calls for final inspection, the deposit will be returned to the contractor after the Mutual Consent has been signed off and the notice of City Final Inspection has been received. If no final inspection is ordered, the deposit will be retained by the Mutual and used to offset the cost of administration, repairs and damages.

The Committee discussed the potential of a sliding scale for projects above \$500. At this time Staff is recommending a flat fee of \$250 for the Conformance Deposit as a pilot, allowing time to collect information and determine how much damage actually occurs to Mutual property. Staff recommends keeping all of the conformance related conditions, in the event that the deposit increases or a sliding scale based on valuation is adopted after historic data is collected.

FINANCIAL ANALYSIS

Administrative costs to implement the deposit program will be absorbed in existing operations and potentially offset by forfeited deposits.

Prepared By: Brett Crane, Alterations Supervisor
Reviewed By: Kurt Wiemann, Permits, Inspections and Restoration Manager
Committee Routing: Architectural Control and Standards Committee

ATTACHMENT(S)

Attachment 1: New Proposed Conformance Deposit Resolution



Attachment 1

Proposed Conformance Deposit

RESOLUTION 01-17-XXX

WHEREAS, in order to partially offset Mutual costs associated with Contractors and residents performing alterations that have damaged Mutual Property or violated Mutual Policies such as illegally throwing away construction debris in Mutual dumpsters or not taking the proper protocol for regulated materials; and

WHEREAS, the Mutual currently does not require any conformance deposit fee capture; and

WHEREAS, the fee will be required for all Construction with a value of \$500 or greater and it be refundable given that the contractor or resident performing the alterations conform to all Mutual rules and Standards;

NOW THEREFORE BE IT RESOLVED, October 10, 2017, that in order to partially further offset Mutual costs associated with Contractors and residents performing alterations to their manor, the Board of Directors of this Corporation hereby sets the Conformance Deposit fee at \$250; and

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