



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

REVISED DECEMBER 2017, RESOLUTION 01-17-152

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 structural integrity or 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.