



## **OPEN SESSION**

### **REGULAR OPEN MEETING OF THIRD LAGUNA WOODS MUTUAL ARCHITECTURAL AND CONTROL STANDARDS COMMITTEE**

**Monday, June 28, 2021: 9:30AM -11:00AM  
VIRTUAL/IN PERSON MEETING**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of three options:

1. Via Zoom : <https://us06web.zoom.us/j/93156707417>
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.
3. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

### **NOTICE and AGENDA**

*This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report – May 24, 2021
5. Chair's Remarks
6. Member Comments - (Items Not on the Agenda)
7. Department Head Update

### **Consent:**

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

8. Monthly Mutual Consent Report (Attachment 1)

### **Variance Requests:**

- A. Variance Request – 5555-A Rayo Del Sol (Casa Palma, 10R-13) – Room Addition on Existing Rear Private Garden

### **Items for Discussion:**

9. Permitless Alteration Policy
10. SCAQMD Follow Up & Next Steps (Attachment 2)

### **Items for Future Discussion & Agendas:**

- Manor Alterations News Bulletin Topics



Concluding Business:

11. Committee Member Comments
12. Date of Next Meeting – July 26, 2021
13. Adjournment



**OPEN MEETING**

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

Monday, May 24 2021: 9:30AM-11:00AM  
Laguna Woods Village Community Center (Zoom)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Robert Mutchnick, John Frankel, Ralph Engdahl, Reza Karimi

**DIRECTORS PRESENT:**

**COMMITTEE MEMBERS ABSENT:** Chair Steve Parson

**ADVISORS PRESENT:** Michael Plean, Michael Butler

**STAFF PRESENT:** Robbi Doncost, Lauryn Varnum, Gavin Fogg, Richard DeLaFuente

**1. Call to Order**

Chair Parsons called the meeting to order at 9:31AM.

**2. Acknowledgement of Media**

Zoom recording.

**3. Approval of Agenda**

Director Karimi moved to accept the agenda, Director Frankel seconded. Agenda was approved.

**4. Approval of Meeting Report for April 26, 2021**

The committee approved the meeting report as presented.

**5. Chair's Remarks**

Advisor Plean inquired if ACSC meetings would be moving to an in-person format shortly, Director Frankel was unsure as no announcements had been made.

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

None.

**7. Manor Alterations Division Update**



Staff Officer Doncost updated the current status of the Manor Alterations (“MA”) staff, with the retiring of a Resales Inspector and the onboarding of Abraham Ballesteros, the new Inspector. Mr. Doncost explained that MA is exploring new methods of efficiency, including new technology within the field for inspectors but this will be a process involving the IT Dept. and Tech Dept. Currently MA is anticipating promoting from within to fill the existing gap of a vacant inspector position with the promotion of a Senior Operations Specialist, Geovany Cortez and the promotion of Andrea Cornejo to Senior O.S.

#### **Consent:**

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

#### **8. Monthly Mutual Consent Report**

Mr. Doncost summarized the totals of Mutual Consents processed and tickets initiated within the month of April, confirming that phones and emails are being responded to within a 24-hour period (at most), and the remote counter is taking approximately 1-2 appointments per day. Director Mutchnick asked for clarification about inquiries being “responded to”, and Mr. Doncost confirmed that “responded” is defined by a direct response from a staff member to a member or 3<sup>rd</sup> party. Mr. Doncost confirmed that the quantity of permits has been consistent since the previous month.

Advisor Butler inquired for further clarification of the Classification System. Mr. Doncost explained the Classification System, the difference between Over-the-Counter Permits (“OTC”) and standard permits. Advisor Butler gave a hypothetical example of a HVAC unit malfunctioning and what the necessary steps would be, which Mr. Doncost and Mr. Fogg confirmed that if paperwork was submitted properly within an appropriate timeframe, a permit could be issued within the same day in such an example. Advisor Plean inquired as to the makeup of existing staff. Mr. Doncost confirmed that 4 staff members are dedicated to intake.

#### **Items for Discussion**

#### **9. Alteration Fee Schedule & Proposed Revised Alteration Fee Schedule**

Director Engdahl questioned the 40% increase, and Advisor Plean inquired as to the increase being tied into the fees enacted by the City or if they are independent. Mr. Doncost confirmed these fees are independent of the city and clarified the distinction of Unauthorized Alteration and the penalties associated. Advisor Plean asked for clarifications for specific alterations such as a ‘man door’ and ‘shower to shower’ alterations. Advisor Plean asked for clarifications for tile removal v layering of additional flooring onto original tile. Mr. Fogg confirmed the process is designed to follow regulations regarding ACM.

Director Mutchnick questioned the verbiage of the Proposed Revised Alteration Fee Schedule, and Mr. Doncost acquiesced to editing the form including the proposed wording. Advisor Plean inquired as to how the cost increases were calculated, and if any permits or variance requirements can be eliminated.



Director Mutchnick inquired as to the wide difference between fee costs within categories, and Mr. Doncost confirmed this was the existing fee schedule and the increased costs were driven by the staff hours necessary to process specific permits. Advisor Plean questioned if permit costs can be driven by a standard flat fee, and then an assigned percentage. Mr. Doncost agreed to present a proposal at the next ACSC meeting, provided discussion ensues between now and the next meeting.

Director Karimi inquired as to the ability to review existing standards and adjust. Director Engdahl requested examples, reminding the ACSC that many standards are driven by California state guidelines. Discussion ensued regarding AC unit sleeves and exterior stucco work as an example of these standards. Mr. Doncost confirmed that with the additional staffing now in place, there is a capacity to review areas within MA to streamline work, both within standards and policies.

#### **10. Permitless Alteration: City of Laguna Woods Communication**

Mr. Doncost explained the PermitLess process, confirmed that the program has been successful, that some members of Third Mutual have also attempted to utilize the program, and that MA was currently working with the City to create a smooth and seamless process. Mr. Doncost confirmed that if Third Mutual wished to enact the program, adjustments to the pre-approved list could be made. Director Mutchnick requested a review of the program after further discussion with United members.

#### **11. Asbestos Meeting Report**

Mr. Doncost summarized the meeting, confirmed that AQMD is invested in working with VMS once the delineation of ownership is confirmed within the Mutuels in order to determine responsibility. Mr. Doncost confirmed that MA has no interest in enacting rules and/or regulations above and beyond the legal requirements of AQMD and CalOSHA, and there is a need to clarify the 100 sq. ft. ruling, and a letter to AQMD is being drafted.

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

- PermitLess Alteration Progress and Efficacy
- Revised Alteration Fee Schedule

#### **Concluding Business:**

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

Director Karimi inquired further to the classification of permit, if there was an opportunity to reduce timelines, and discussion as to the ACM within the community. Discussion ensued between members and staff regarding ACM, with Advisor Butler giving the definition from CC&R bylaws. Director Engdahl reminded the committee that the ultimate goal is the containment and safe handling of ACM.

#### **13. Date of Next Meeting – June 28, 2021**

#### **14. Adjournment at 10:55AM**



X\_\_\_\_\_

Ralph Engdahl, Acting Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

**Average Numbers:**

Phone in-take: received per day / responded to per day =  
**25 – 35 Received per day / 25 – 35 Responded per day**  
 E-mail in-take: received per day / responded to per day =  
**75– 95 Emails per day / 75– 95 Responded per day**  
 Remote counter: total for March /average per day =  
**5 Appointments total for May only / 0-2 Appts per day**

**Mutual Consents Processed and released May 2021:**

United – 75  
 Third – 88  
 Total – 163

**Mutual Consent Tickets generated in May 2021:**

United – 81  
 Third – 115  
 Total - 196

**Average MC Sub process (From a complete application being submitted)**

Class I Permits = **2-5 Business Days**  
 Class II Permits = **5-10 Business Days**  
 Class III Permits = **10-90 Business Days**

Total	
CLM	2
CM	19
CN	1
CXL	7
FW	7
MC	109
OH	23
PCP	14
POP	3
RQST	2
RV	9
<b>Total</b>	<b>196</b>

United Mutual	
CLM	1
CM	5
CN	0
CXL	1
FW	0
MC	48
OH	17
PCP	3
POP	0
RQST	0
RV	6
<b>Total</b>	<b>81</b>

Third Mutual	
CLM	1
CM	14
CN	1
CXL	6
FW	7
MC	61
OH	6
PCP	11
POP	3
RQST	2
RV	3
<b>Total</b>	<b>115</b>

**Status Code Legend:**

Code	Stellar Description	Manor Alteration Meaning	Responsibility of
CLM	Contact Attempted/Left Message	Called Member/Applicant - Left Message	Applicant
CM	Completed	Completed	N/A
CN / CXL / R	Cancelled	Cancelled by Member/Staff	N/A
DEN	Denied	Denied	Applicant
DOC	Documentation Process	Front Desk Reviewing Application for Completeness	MA
FW	Final Walk	City Permits/Air Clearance provided/Request for Final Inspection	MA
MC	Member Contacted / Work Pending	Complete MC released	Applicant
NEW	New	Application Submitted and Received by MA	MA
OH	On Hold	On Hold for Neighbor Awareness Notices or Common Area Usage Agreement to be provided	Applicant
PCP	Plan Check in Process	Receiving Plan Check by Inspector	MA
PN	Pending	Application Printed for Front Desk Review	MA
POP	Pending Obtaining Payment	Payment Required for Submission	MA
RQST	Requested info from Member	Non technical documents requested by MA (e.g. COLI, Signatures)	Applicant
RV	Being Revised	Revisions to plans/scope of work have been requested by MA	Applicant

**PAGE INTENTIONALLY LEFT  
BLANK**





## STAFF REPORT

---

**DATE:** June 28, 2021  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request:  
Mr. Samad Hariri of 5555-A Rayo Del Sol (Casa Palma, 10R-13)  
Room Addition on Existing Rear Private Garden

### **RECOMMENDATION**

Third Architectural Control and Standards Committee recommends the Board approve the request for a room addition in the rear private garden with the conditions stated in Appendix A.

### **BACKGROUND**

Mr. Hariri of 5555-A Rayo Del Sol, a Casa Palma style manor, requests Board approval of a variance to add a room to the unit by extending the existing bathroom area into the rear private garden.

Due to there being no existing Standard for a room addition on a 10R-13 (Casa Palma) floor plan, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

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

### **DISCUSSION**

Mr. Hariri is proposing to create a room on the left side of his existing rear patio by extending the existing building to replace the rear private garden. The addition will include pouring a new concrete slab to raise the floor to match the rest of the unit, installing new wood framed walls with stucco to match the existing wall, a new window and a new roof to match the exiting roof. Walls and ceiling will be insulated.

The room addition will consist of the new 27 square foot addition and 12'-6" x 8'-6" of the existing master bathroom, reducing the existing master bathroom to 9'-6" x 8'-6". The new room would be entered through a new door connecting to the living room. In addition, a new 8' x 8' window will be installed in the rear wall of the new room.

Staff recommends approval of this request due to finding no impairment to the drainage of the surrounding units or lessening of structural support.

Currently, there is one open Mutual Consent for Unit 5555-A for the demolition work related to this variance. It has yet to be released, pending the results of this variance.

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

A Neighbor Awareness Notice was sent to Units 5555-B, 5554-A, 5554-B, 5556-A and 5556-B on June 21, 2021 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

A similar request to enclose the private garden area was approved at unit 5589-A in January 2020.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5555-A.

**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Prepared By:** Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

#### **ATTACHMENT(S)**

Appendix A: Conditions of Approval

Attachment 1: Scope

Attachment 2: Variance Application

Attachment 3: Photos

Attachment 4: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

1. This approval does not change the number of Mutual recognized bedrooms or the original maximum permitted occupancy of the unit.
2. No improvement shall be installed, constructed, modified or altered at **5555-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), 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 Shareholders ("Shareholder ") 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 Variance for Alterations has been granted at **5555-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 Shareholder.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **5555-A** and all future Mutual Shareholders at **5555-A**.
5. Prior to the issuance of a Mutual Consent for 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.
6. 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.
7. A City of Laguna Woods permit may be 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 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.

8. Prior to the issuance of a Mutual Consent for 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 Shareholder 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 Shareholder'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.
9. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder 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 Shareholder. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
10. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
11. Prior to the issuance of a Mutual Consent for Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
12. Shareholder hereby consents to and grants to the Mutual and the Maintenance and Construction Department, 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 Department, 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.

13. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder 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.
14. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
15. Shareholder'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.
16. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. 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 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. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
21. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.

22. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
23. The Mutual Consent for 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.
24. 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 Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
25. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders 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 Shareholder's improvements and installation, construction, design and maintenance of same.

# ATTACHMENT 1 SCOPE OF WORK

## Casa Palma

Approximate Gross Internal Area = 202.5 sq m / 2180 sq ft

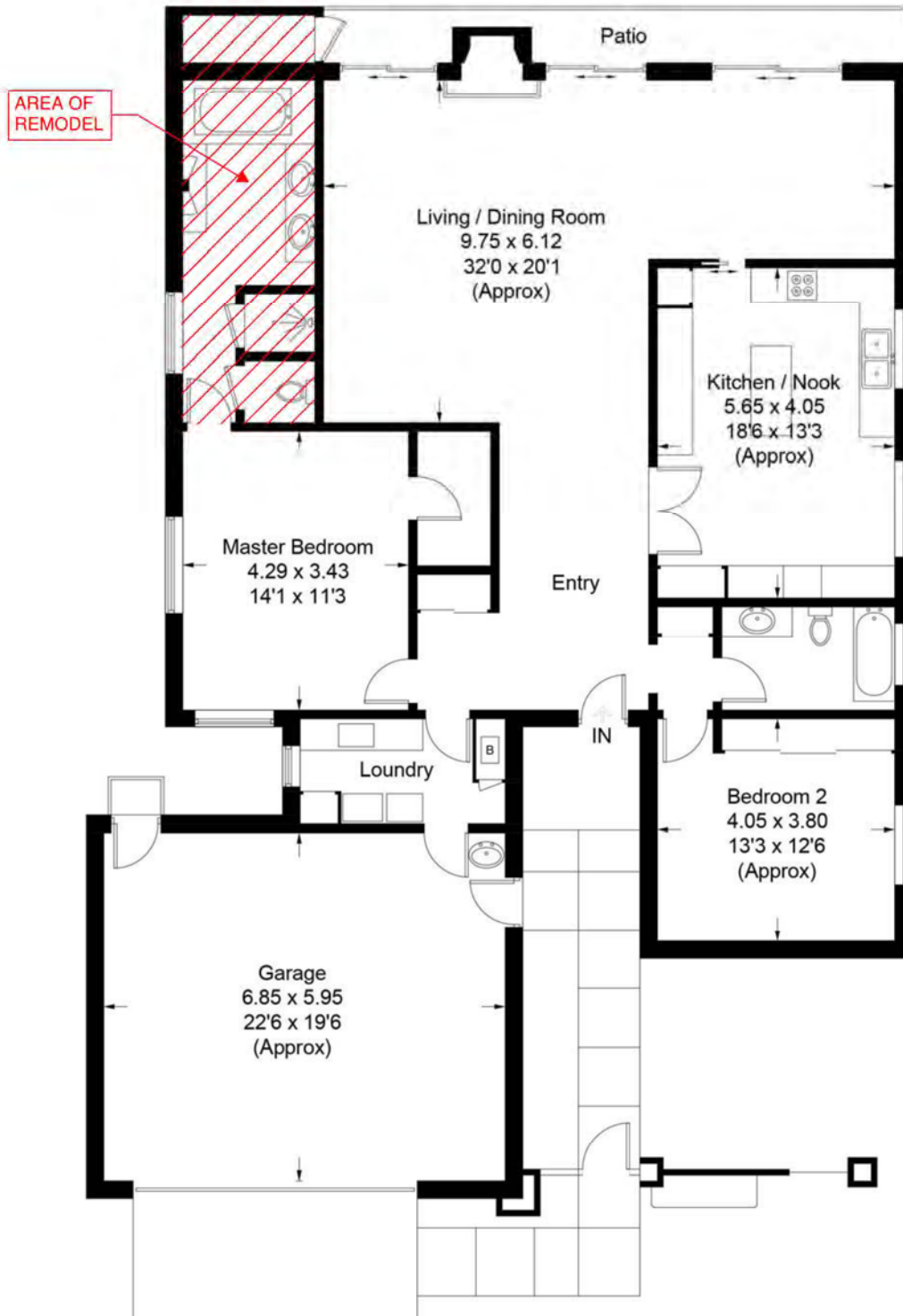
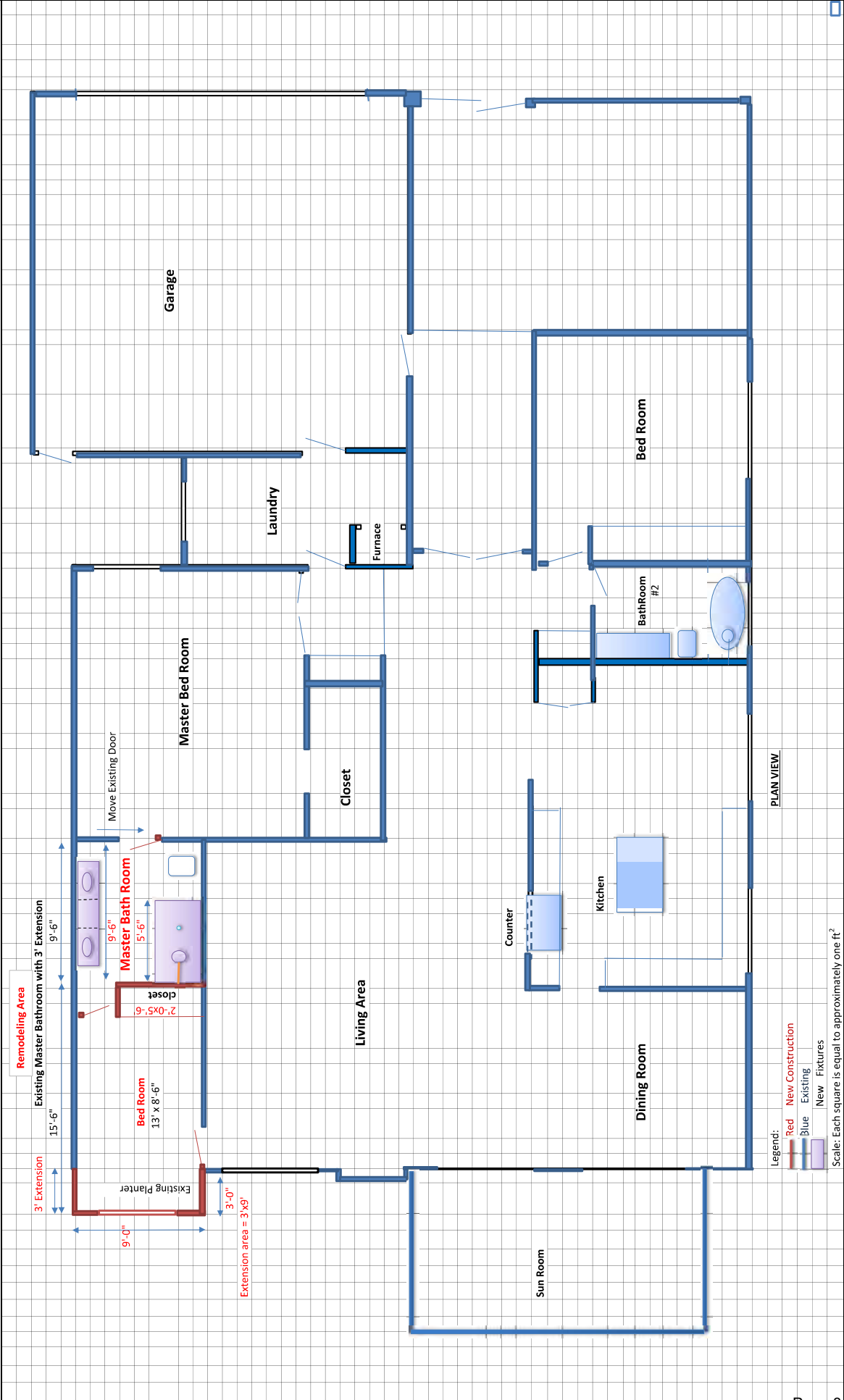
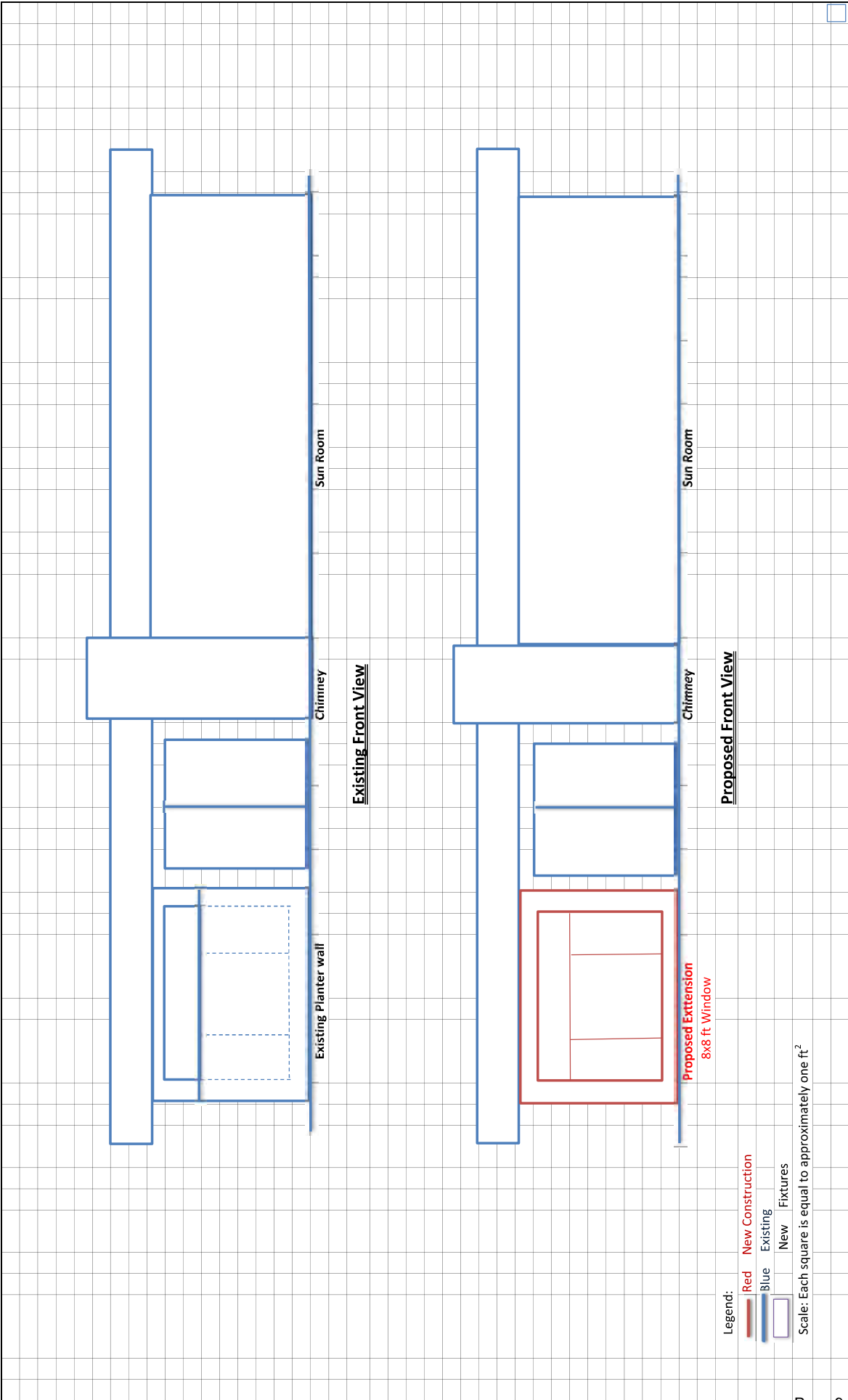
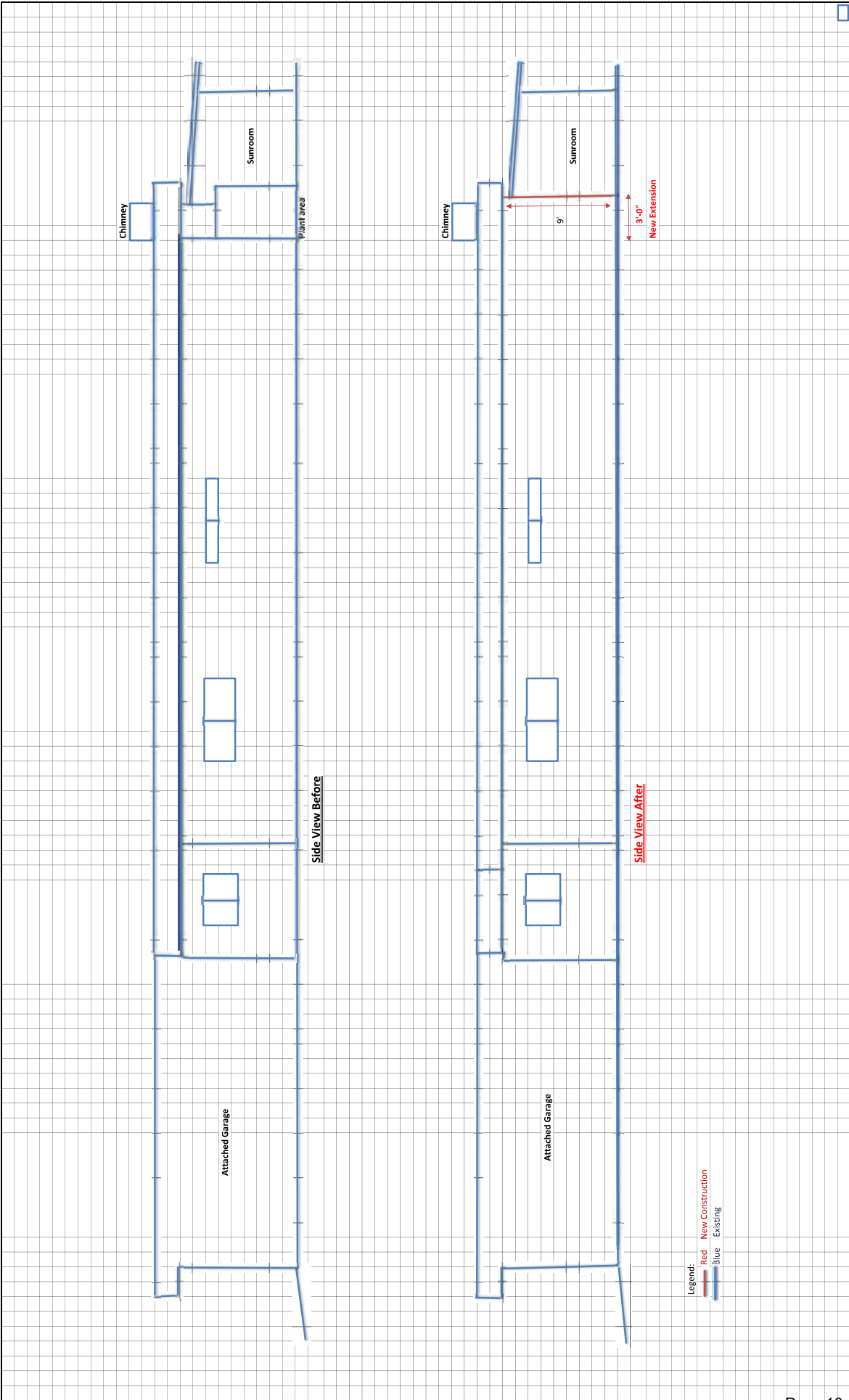


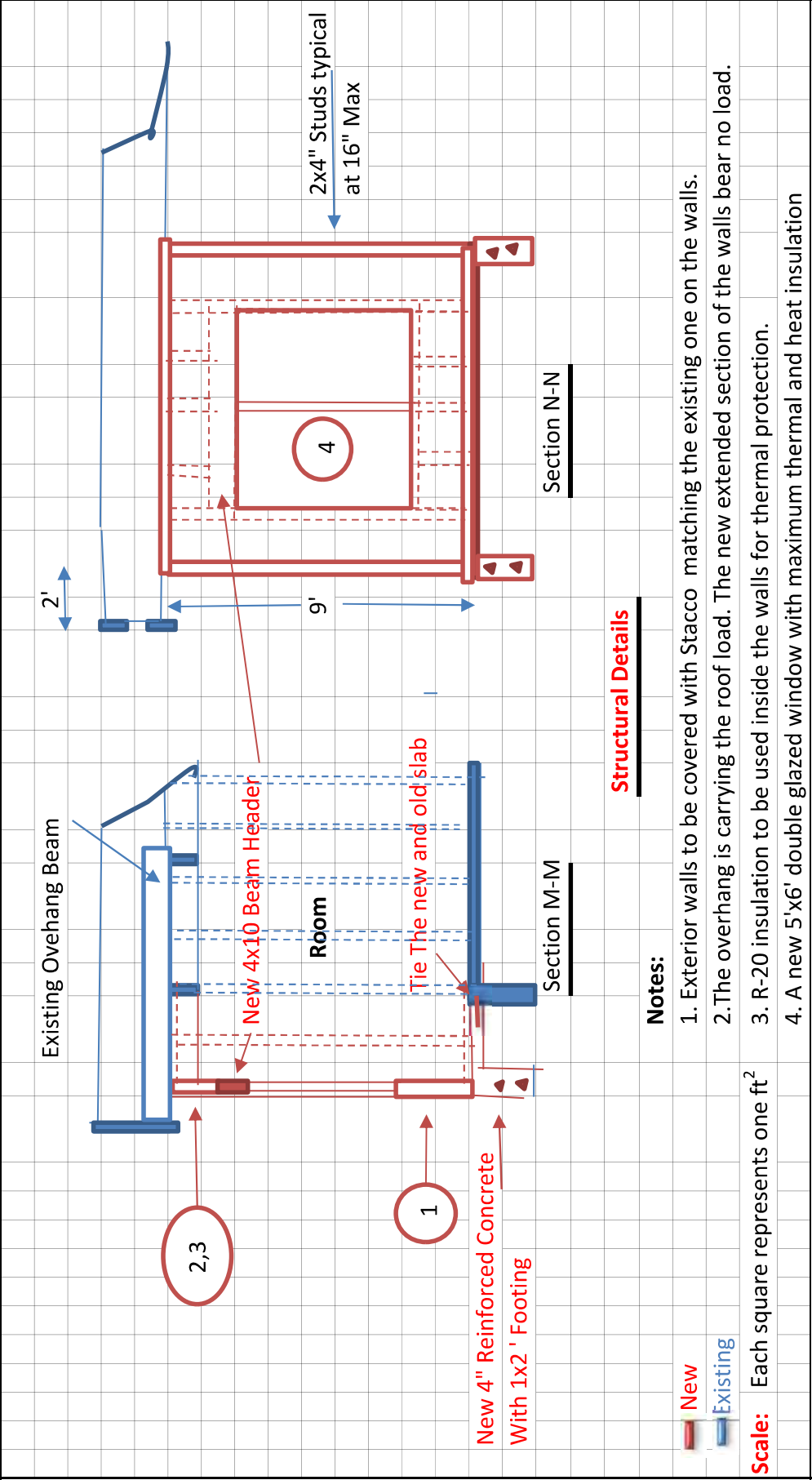
Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367216)













Laguna Woods Village

# ATTACHMENT 2 APPLICATION

MANOR # 5555 A

☐ ULWM

☐ TLHM

## Variance Request Form

SA \_\_\_\_\_

Model:	Plan: <u>CASA PALMA</u>	Date: <u>3/1/21</u>
Member Name: <u>SAMAD HARIRI</u>	Signature: <u>Sam B. Hariri</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>ONE WAY CONSTRUCTION</u>	Pho: [REDACTED]	[REDACTED]
Owner Mailing Address: (to be used for official correspondence) <u>5555 Razo Del Sol, Unit A, Laguna Woods, Ca 92637</u>		

### Description of Proposed Variance Request ONLY:

Remove existing planter wall. Extend master bathroom wall three feet out in the planter section. Remodel bath room as shown in the attached plan to create one more room. The extension will be under the present roof overhang and no roofing is added.

### Dimensions of Proposed Variance Alterations ONLY:

Extend the wall 3 feet in the planter area Adding 3' x 9' feet additional area to the existing bath room.

### FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

<b>Alteration Variance Request</b>  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: _____	<b>Complete Submittal Cut Off Date:</b>  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 _____
--	---



ATTACHMENT 3  
PHOTOS



FRONT - STREET VIEW



REAR PRIVATE GARDEN WALL AND PATIO



LIVING ROOM VIEW TO PRIVATE GARDEN WALL



MASTER BATH VIEW TOWARD PRIVATE GARDEN





MASTER BATH VIEW TOWARD MASTER BEDROOM



REAR - STREET VIEW



# ATTACHMENT 4 AERIALS





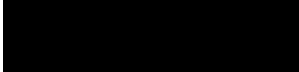


Village Management Services, Inc.

**DATE** June 8, 2021

Electronic Mail / USPS

**TO** Terence Mann, Deputy Executive Officer  
Compliance and Enforcement, *South Coast Air Quality Management District*



**FROM** Robbi Doncost, RA, Manor Alterations Manager  
Village Management Services Inc.  
24351 El Toro Road  
Laguna Wood, CA 92637  
949-597-4600

**RE** Follow-up to the April 2021 Laguna Woods Village Asbestos Virtual Meeting

The boards of directors for United Laguna Woods Mutual (United), Third Laguna Hills Mutual (Third) and Village Management Services Inc. (VMS) wish to express their sincere appreciation to South Coast Air Quality Management District (SCAQMD) for its participation in last month's virtual meeting. During this meeting, certain critical questions could not be addressed, as the ownership of mutual property was to be further defined in writing by VMS. The following provides answers regarding Laguna Woods Village ownership, Village information and other questions.

#### **Corporate Organization**

- Laguna Woods Village features approximately 94 floor plans, 12,750 residences and 3.9 square miles.
- The Village's three housing corporations, or mutuals, are organized under California Nonprofit Mutual Benefit Corporation Law: United Laguna Woods (co-op units), Third Laguna Hills (condominiums) and Mutual No. Fifty (The Towers). Management of The Towers and recreational facilities and amenities are not included in this inquiry, as this mutual engages a managing agent other than VMS.
- VMS provides management services under contract for the Golden Rain Foundation (GRF) and the residential common interest developments that comprise the planned community located in the City of Laguna Woods, California, known as Laguna Woods Village.
  - Within VMS, the Manor Alterations (MA) division is responsible for reviewing Third and United construction documents and plans as well as issuing mutual approvals (HOA permits) for alterations, renovations, demolition and construction within the units/manors.
  - The City of Laguna Woods is the building code authority that issues building permits for construction relating to building and safety code compliance matters.
- Village construction began in 1963 with 530 manors and was constructed in phases to its current build-out.

Within Village structures, asbestos can be found in buildings materials, including, but not limited to, originally built ceiling tile, textured wall surfaces, stucco, cove base mastic, attic insulation, 9-by-9-inch vinyl floor tile, tile black mastic adhesive, gypsum board, joint tape and joint compound. The focus of the asbestos questions pertains to both United and Third mutuals. Asbestos material is located in various areas of ownership between both mutuals and their members.

During renovation work, unit/manor owners are responsible for all code and governing authority compliance, including proper certified asbestos consultants (CAC) assessment surveys and testing. The asbestos surveys are provided to MA for demolition permitting. MA is not a governing agency or an interpreter of the information, and therefore relies on licensed professionals' information, public agency inspections and consultant certification for compliance to governing laws.

- MA is not present during demolition or construction to inspect the work in progress done by the owners or contractors. A final inspection is provided to confirm conformity to the respective HOA and mutual standards only.

#### **United Ownership Limits**

Owners of co-op units/manors own an interest in the corporation and have rights to specific dwelling within that corporation. United Mutual owns all building components, including all exterior walls and structural elements. Further, mutual ownership includes the following:

- Walls (to the face of gypsum board veneer on interior walls),
- Slab (to the face of vinyl tile on the slab/foundation) and
- Ceilings (to the face of gypsum board veneer on ceilings, including drop ceilings).

#### **Third Ownership Limits**

Owners of condominium units/manors own all building components, including all exterior walls and structural elements. Further, mutual ownership includes the following:

- Walls (to the face of gypsum board veneer on interior walls),
- Slab (to the face of vinyl tile on the slab/foundation) and
- Ceilings (to the face of gypsum board veneer on ceilings, including drop ceilings).

#### **SCAQMD Meeting Follow-Up Questions**

Please assist in providing additional information regarding the following questions not addressed in the prior meeting.

- Renovations: Are manor asbestos survey and testing results, with notification, to be submitted to SCAQMD for review and approval?
  - Does SCAQMD provide review, permit issuance and inspections on all asbestos report work submitted?
    - What is the minimum area requiring a renovation asbestos permit? Example: Is a survey needed for a simple wall electrical outlet cut in?
  - Does the "100 SF rule" and exemption of notification apply to renovations of member-owned and mutual-owned areas?
- Does the City of Laguna Woods or any other public agency have any responsibility to monitor or assist in compliance with SCAQMD regulations?
- Given ownership definitions, what is the mutual or VMS/MA's role in monitoring compliance with SCAQMD regulations?

- Can members test, provide a CAC report and remove the asbestos material on mutual-owned property?
- Members and contractors ask whether they can perform certain work without asbestos testing, containment and specialized asbestos certifications for certain work:
  - Removing cabinetry from kitchen or bathrooms
  - Cutting small holes (2 by 4 inches) in walls or the ceiling for an electrical box or for ceiling-fan box holes
  - Removing vinyl tile to mastic for ceramic tile and grout installation
  - Hanging pictures or curtain rods
  - Removing recent finish installations, such as retiling a bathroom or shower floor/wall installed within approximately five years

**Mutual Responsibility**

- Is the mutual as building owner liable for unauthorized releases when the member or shareholder is the party performing the work?
- What checks/balances are present (if any) for CACs who write reports that state materials being disturbed are negative for asbestos and may not be compliant with SCAQMD rules?
  - How are CAC reports monitored for meeting SCAQMD requirements if they are not submitted to SCAQMD?
- How can a member or shareholder verify an asbestos survey report is valid for sampling/testing measures meeting SCAQMD and CAL-OSHA requirements?
  - How is the CAC responsible for all liability for any insufficient reporting or unauthorized disturbance based on their findings?

We would be glad to schedule a second virtual meeting to accommodate your effort in answering our questions. We are open to any suggestions you may have and understand if you elect to have Chris Ravenstein attend that further effort on your behalf. We appreciate the effort of SCAQMD on this issue.

Sincerely,



Robbi Doncost  
Manor Alterations Manager  
Village Management Services Inc.

CC: Chris Ravenstein, SCAQMD Air Quality Inspector II  
Sue Margolis, President United Laguna Woods Mutual  
Steve Parsons, President Third Laguna Woods Mutual  
Jeff Parker, CEO  
Siobhan Forster, COO  
Ernesto Munoz, P.E., Maintenance & Construction Director  
Gavin Fogg, Manor Alterations Supervisor  
May Khalighi, IHS Environmental Inc.  
Amir Karamati, IHS Environmental Inc.