



OPEN SESSION

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

**Monday, July 26, 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 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 – June 28, 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 – 5236 Elvira (Villa Resposa, C11A_1) – Handrail Installation Along the Driveway Approach to the Manor
- B. 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 (Attachment 2)
10. SCAQMD Follow Up & Next Steps
11. City of Laguna Woods Meeting
12. Manor Alterations FAQs (Attachment 3)
13. Contractor Violations & Policy (Attachment 4)
14. Reduce Available Timeline of Mutual Consent Alteration Process to 90 Days
15. Fee Schedule Update (Attachment 5)



Items for Future Discussion & Agendas:

- Manor Alterations News Bulletin Topics
- In-person Manor Alterations Seminar and Q&A

Concluding Business:

15. Committee Member Comments
16. Date of Next Meeting – August 23, 2021
17. Adjournment



OPEN MEETING

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

Monday, June 28 2021: 9:30AM-11:30AM
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, Steve Parson

DIRECTORS PRESENT:

COMMITTEE MEMBERS ABSENT:

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

Agenda was approved by consensus.

4. Approval of Meeting Report for May 24, 2021

The committee approved the meeting report as presented with the exception of a single edit on Page 3.

5. Chair's Remarks

Chair Parsons briefly discussed the inter-Mutual discussions between Third and United in regards to ACSC matters in the near future.

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”) office, with the counter open for in-person appointments, the in-take team navigating emails and phone calls successfully, and the ability to escalate Mutual Consents as necessary without slowing the “conveyor belt” system of review/approvals.

Director Mutchnick inquired if the recent hires within MA were transfers from within the VMS organization or outside hires not previously budgeted. Mr. Doncost confirmed he would reconnect with Director Mutchnick to answer this question, as he could not provide a clear response within the meeting.

Director Engdahl raised a previously discussed issue of permit fee increases, inquiring if there had been any traction on this issue. Discussion ensued on the best path to revising fee increases, highlighting both the impact materials can have on overall costs, the square footage of an alteration, and the ability of MA to review contracts based on labor v materials. Mr. Doncost explained the pros and cons to each suggested methodology; it was proposed the best option was to revise the base permit fee and update the subsequent percentage increase based on overall contract costs.

A motion was passed by consensus to re-evaluate the fee schedule structured around a base cost and an incremental percentage increase based on the submitted overall contract. Additionally, the approved timeline of 180 days will be reduced to 90 days.

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 May, totaling approximately 80 released with approximately 115 being generated. Director Plean inquired how MA tracks the closure of Mutual Consents, and Mr. Doncost confirmed that the code designation was assigned manually once a member reported their alteration complete. Director Mutchnick expressed concern at the lack of ability by MA to track closures due to self-reporting of members.

Director Mutchnick expressed concern that contractors may take one a large amount of individual jobs due to MA’s current policy of allowing a 180-day window of completion. Director Mutchnick suggested reducing this time window to 90 days, which Mr. Doncost supported, stating that 85%-90% of Mutual Consents are completed within a 90-day timeframe.

Variance Request:

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



Mr. Doncost highlighted the details of the proposed variance, the proposed renovation and expansion into the private rear garden, the creation of a “Jack and Jill” bathroom, and the other factors within the proposed scope of work. Mr. Doncost suggested that the variance as presented did not properly illustrate the full scope of work, involved rudimentary drawings with conflicting details, and suggested that the variance be tabled from discussion. Mr. Doncost recommended that Manor Alterations be given the opportunity to connect further with the contractor and resident in order to receive a fully realized scope of work and drawing set. After discussing the questions regarding the variance details, the ACSC agreed with Mr. Doncost’s recommendation and asked that the variance be revised and presented once more when ready.

Items for Discussion:

9. Permitless Alteration Policy

Chair Parsons explained that discussions between other committees was currently in progress regarding the Permitless Alteration Policy, and there was no need for further discussion or a motion to be passed at this time.

10. SCAQMD Follow Up & Next Steps

Mr. Doncost illustrated the timeline of events regarding SCAQMD; June 8th a letter was sent to SCAQMD with no response while on June 22nd a follow up email correspondence was sent with no response. Mr. Doncost stated Manor Alterations may need to connect via the channels provided previously by Jeff Parker in order to generate a response.

Items for Future Agendas:

- Manor Alterations News Bulletin Topics

Staff Officer Lauryn Varnum confirmed the request to add all Third ACSC Members to the distribution list. Director Butler inquired about the criteria for evaluating “time-critical” applications such as HVAC systems or water heaters. Mr. Doncost confirmed that if a complete Mutual Consent application is received, Manor Alterations can approve the application within 24 hours, and strives to do so on the same day. Mr. Doncost stressed that the overwhelming reason for delays in approval is due to incomplete Mutual Consent applications received by residents and contractors. Director Butler confirmed that he has heard applications once complete are approved within 24 hours, but inquired if there was a method to further assist members, as the age of a typical member can be a factor in their speed of completion.

Concluding Business:

11. 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.

12. Date of Next Meeting – July 26, 2021

13. Adjournment at 11:07AM

X _____

Steve Parsons, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



STAFF REPORT

DATE: July 26, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request:
Mrs. Victoria Kalinsky of 5236 Elvira (Villa Reposa, C11A_1)
Handrail Along Driveway

RECOMMENDATION

Staff recommends the Board deny the request for a handrail along the driveway approach, due to the handrail improvement being in common area. Should the Board decide to approve the request, the approval will be conditioned per Appendix A.

BACKGROUND

Mrs. Kalinsky of 5236 Elvira, a Villa Reposa style manor, requests Board approval of a variance to add a handrail along the driveway approach to the manor. There is a medical need for the handrail and a doctor's diagnosis letter has been attached with the variance request (Attachment 2)

Due to there being no existing Standard for a handrail along the driveway approach, and the handrail being located in common area, Staff seeks direction from the Board prior to issuing a Mutual Consent for the alterations.

A plan and elevation have been submitted for review (Attachment 1).

DISCUSSION

Mrs. Kalinsky is proposing to install a metal handrail along the right edge of the sloping driveway from the curb to the start of the level walkway leading to the main entry of her manor. The handrail will be approximately 19'-4" long and 42" high, and will be painted black or white (Attachment 2).

Staff is of the opinion that the Mutual should accommodate reasonable requests to provide assistance to disabled residents, with evidence provided of a medical necessity of the proposed alteration as well as how any applicable codes (e.g. ADA requirements) will be met. Without such evidence, Staff applies the current Common Area Usage policy, which indicates that Alterations in the common area are not allowed.

Previous requests to install handrails at entry walkways were denied by the Board when at Mutual expense but approved by the Board at times when at Mutual member expense for Manors 948-D in April 2016, 257-D in January 2006, 243-E in January 2004 and 9-B in December 2001.

The installation of the handrails will restrict cross flow movement along the frontage of the manor. This could impede and restrict landscape maintenance efficiency as mowers traveling parallel with the street traffic would be blocked by this handrail.

Staff cannot recommend the Board approve the request due to the Mutual's current policies regarding common area. The handrail will interfere with landscape maintenance, irrigation, and will be visible to traffic utilizing the street.

In the event of Board approval of this request, additional Conditions of Approval (Appendix A) will include:

1. The Alteration handrail should be painted a color consistent with other handrails installed within the area;
2. The Alteration handrail shall meet ADA and California Building Code Accessibility guidelines;
3. The Alteration handrail and footings will require structural calculations and details engineered to prevent overturning;
4. The Alteration handrail must be removed and the driveway and landscaped area returned to original condition upon sale/change of Membership of the unit or in the event that the Mutual Shareholders of Unit **5236** are no longer a permanent resident of the unit and all associated costs will be the sole responsibility of the Mutual Shareholders of Unit **5236**;
5. The handrail shall be located in the grass area adjacent to the driveway.
6. The Alteration handrail shall be reviewed by Landscape and they will provide recommendations for the installation e.g. mow strip between handrail and landscape to avoid unmaintained areas

Currently, there is one open Mutual Consent for Unit **5236** for a kitchen and bathroom remodel Alteration. The demolition has been completed and the improvements should be nearing completion.

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

A Neighbor Awareness Notice was sent to Units 5213, 5214, 5215, 5216, 5217, 5218, 5233, 5234, 5235, 5237, and 5238 on July 16, 2021 due to 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.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at Unit 5236.

Prepared By: Richard de la Fuente, Alterations Inspector II

Reviewed 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. No improvement shall be installed, constructed, modified or altered at **5236**, ("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.
2. A Variance for Alterations has been granted at **5236** for a **Handrail on common area driveway**, 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.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **5236** and all future Mutual Shareholders at **5236**.
4. 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.
5. 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.
6. 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.

7. 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.
8. Prior to the Issuance of a Mutual Consent for Alternations, the Shareholder shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
9. 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.
10. 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.
11. 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.
12. Shareholder is responsible for following the gate clearance process

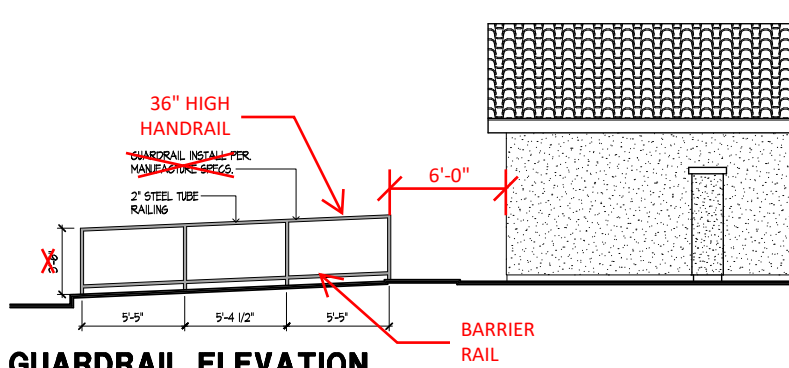
(<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.

13. 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.
14. 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>.
15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
18. 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.
19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
21. 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.
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 Shareholder. Such fines

left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

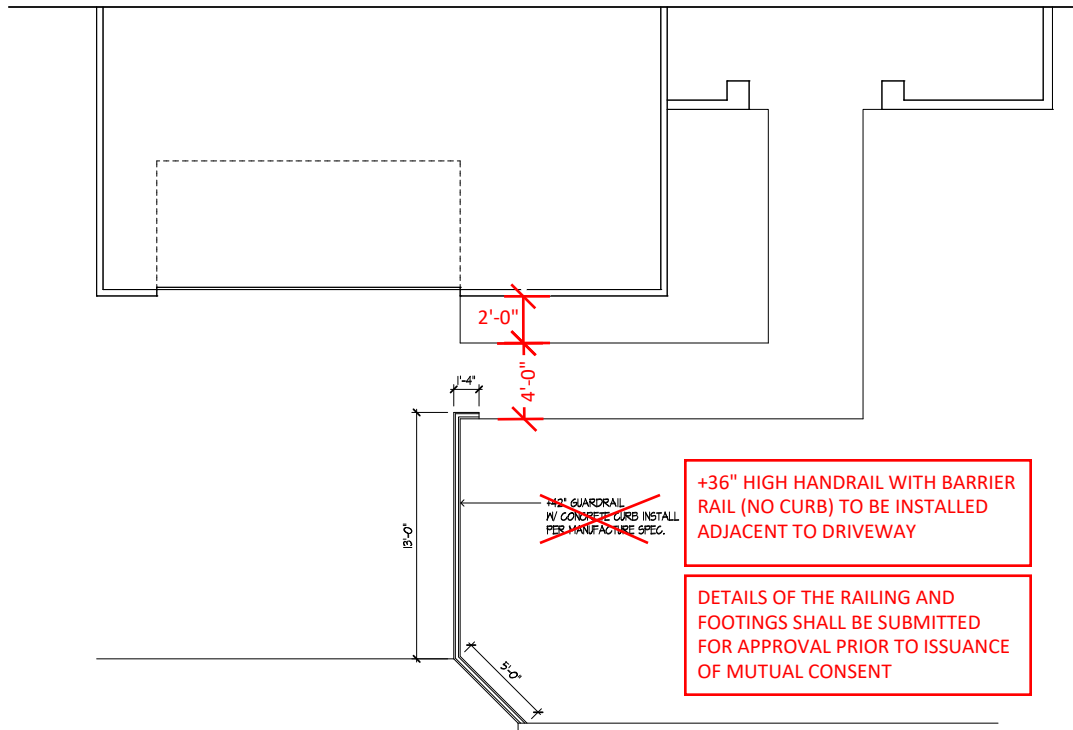
23. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.
24. The Alteration handrail should be painted a color consistent with other handrails installed within the area.
25. The Alteration handrail shall meet ADA and California Building Code Accessibility guidelines.
26. The Alteration handrail and footings will require structural calculations and details engineered to prevent overturning.
27. The Alteration handrail must be removed and the driveway and landscaped area returned to original condition upon sale/change of Membership of the unit or in the event that the Mutual Shareholders of Unit **5236** are no longer a permanent resident of the unit and all associated costs will be the sole responsibility of the Mutual Shareholders of Unit **5236**.

ATTACHMENT 1 SCOPE OF WORK



GUARDRAIL ELEVATION

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



design
EDGAR ESPARZA
16198 EBONY AVE.
MORENO VALLEY, CA 92551
CELL: 562.965.4771

1 11-20-2020 BUILDING DEPT.
2 02/10/2021 FIELD CHANGES
△
△
△
△

PLOT DATE: 4/8/2021

SIGNATURE
EDGAR ESPARZA
PHONE: 562.965.4771



5236 ELVIRA
LAGUNA WOODS, CA 92637

A4



ATTACHMENT 2 APPLICATION

Laguna Woods Village

MANOR # 5236 ELVIRA

☐ ULWM ☒ TLHM

Variance Request Form

SA 21573258

Model: <u>Villa Reposa</u>	Plan:	Date: <u>2/10/21</u>
Member Name: <u>Victoria Kalinsky</u>	Signature: <u>[Signature]</u>	
Phone: <u>[Redacted]</u>	Email: <u>[Redacted]</u>	
Contractor Name/Co: <u>AgB Home Remodeling</u>	Phone: <u>[Redacted]</u>	Address: <u>[Redacted]</u>

Description of Proposed Variance Request ONLY:

Install new METAL wrought IRON HANDRAIL (white or Black Finish)

In Driveway in front of Garage. TOTAL 17' TOTAL 19'-4"

17' x 3' Height 19'-4" LONG X 42" HIGH

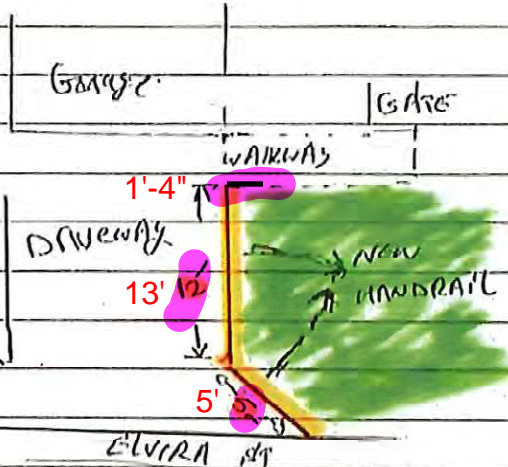
Dimensions of Proposed Variance Alterations ONLY:

TOTAL 17' x 3' Height

TOTAL 19'-4" LONG X 42" HIGH

NEW HANDRAIL

GRASS AREA (LANDSCAPING)



FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: 4/9/21 Check/ CC BY: au

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date: 4/23/21

Meetings Scheduled:

Third AC&S Committee: 5/24/21

United AC&S Committee: _____

Board Meeting: 6/15/21

☐ Denied ☐ Approved

☐ Tabled ☐ Other: _____

ATTACHMENT 3
PHOTOS



FRONT - STREET VIEW



LENGTH OF DRIVEWAY VIEW

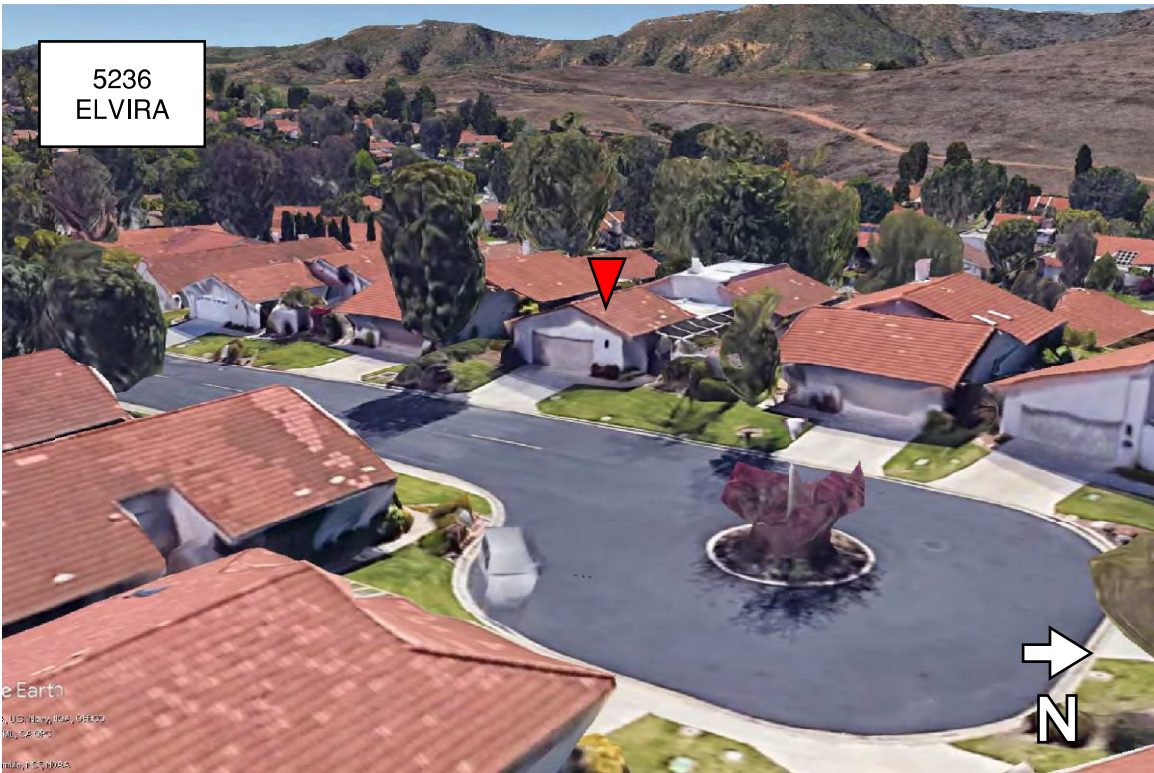
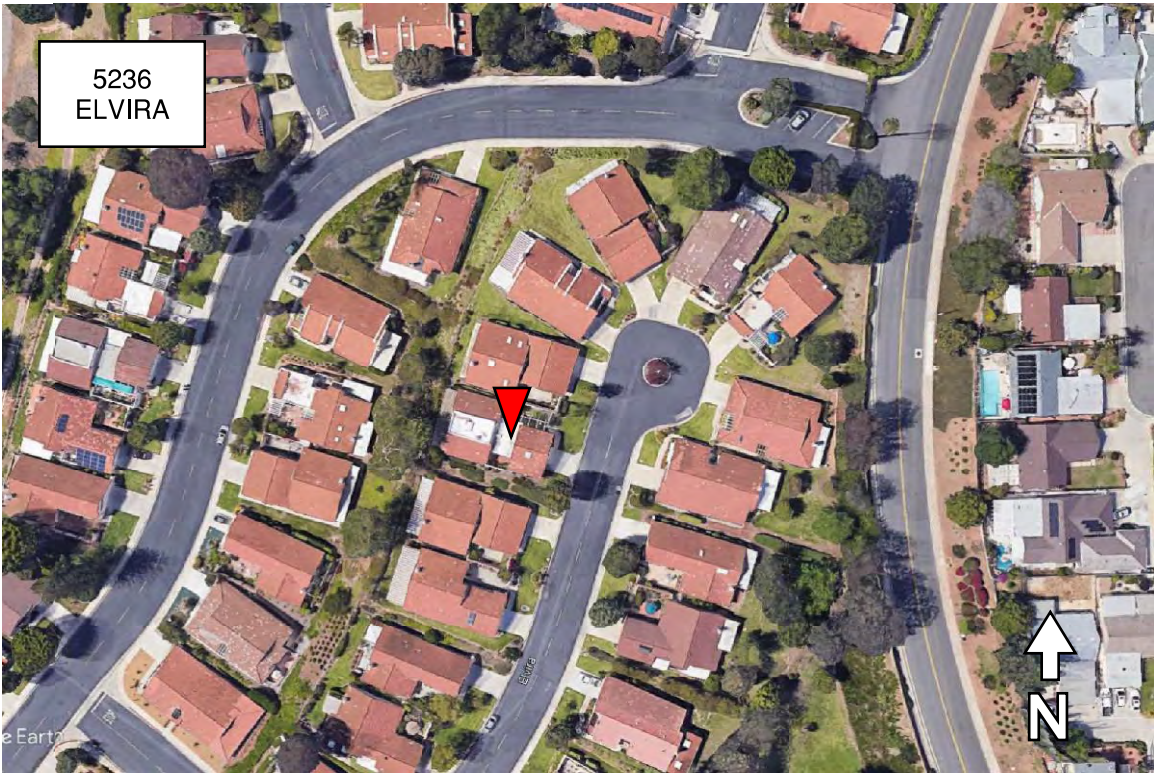


VIEW OF DRIVEWAY SLOPE



VIEW OF DRIVEWAY SLOPE

ATTACHMENT 4
AERIALS



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STAFF REPORT

DATE: July 26, 2021
FOR: Third Architectural Control and Standards Committee
SUBJECT: Variance Request:
Mr. Samad Hariri of 5555-A Rayo Del Sol (Casa Palma, 10R-13)
Bedroom Addition on Existing Rear Private Garden

RECOMMENDATION

Staff recommends the Board deny the request for a bedroom addition in the rear private garden, due to the deficiencies of the submitted drawings. Should the Board decide to approve the request, the approval will be conditioned per 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 bedroom 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 bedroom 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 bedroom. The conversion of the master bathroom to a Jack-and-Jill bathroom effectively removes the master suite from the unit.

Staff reviewed the submitted documentation and requested architectural drawings for clarification. The resident has indicated that the provided documents are sufficient, and that prior to the approval of the variance, the added expense of providing architectural drawings for a room addition is unwarranted.

Manor Alterations does not agree that the material is adequate to evaluate the variance properly. From the Variance Request Guidelines, the following items are pertinent:

- *The submitted proposal for a Variance Request must be **legible, clear and concise and should not require assumptions on the part of the reviewing agent.***
- *The plans must represent a **true replication** of both the existing floor plan and proposed floor plan modifications, scope of work, inclusive of specific dimensional details of each. The plans must identify the precise location of the proposed alteration and any related alterations/installations. For example, if the proposal is for a room expansion, the re- location of doors, if necessary, should be identified.*

The elevations and plans do not accurately reflect the architectural conditions. The description of the new walls not carrying any load, the amount of insulation to be contained within the walls, as well as the overall appearance of the drawings are inaccurate. Without properly drafted architectural plans, it is difficult to determine the extent of the finishes, volumes, profiles, and other construction components of the project.

Staff recommends denial of this request pending receipt of properly drafted architectural drawings. Should the Board find otherwise, and approve the variance with the current documentation, the approval will be conditioned per Appendix A, including requiring full architectural drawings for design review by Manor Alterations prior to Mutual Consent approval.

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 July 16, 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

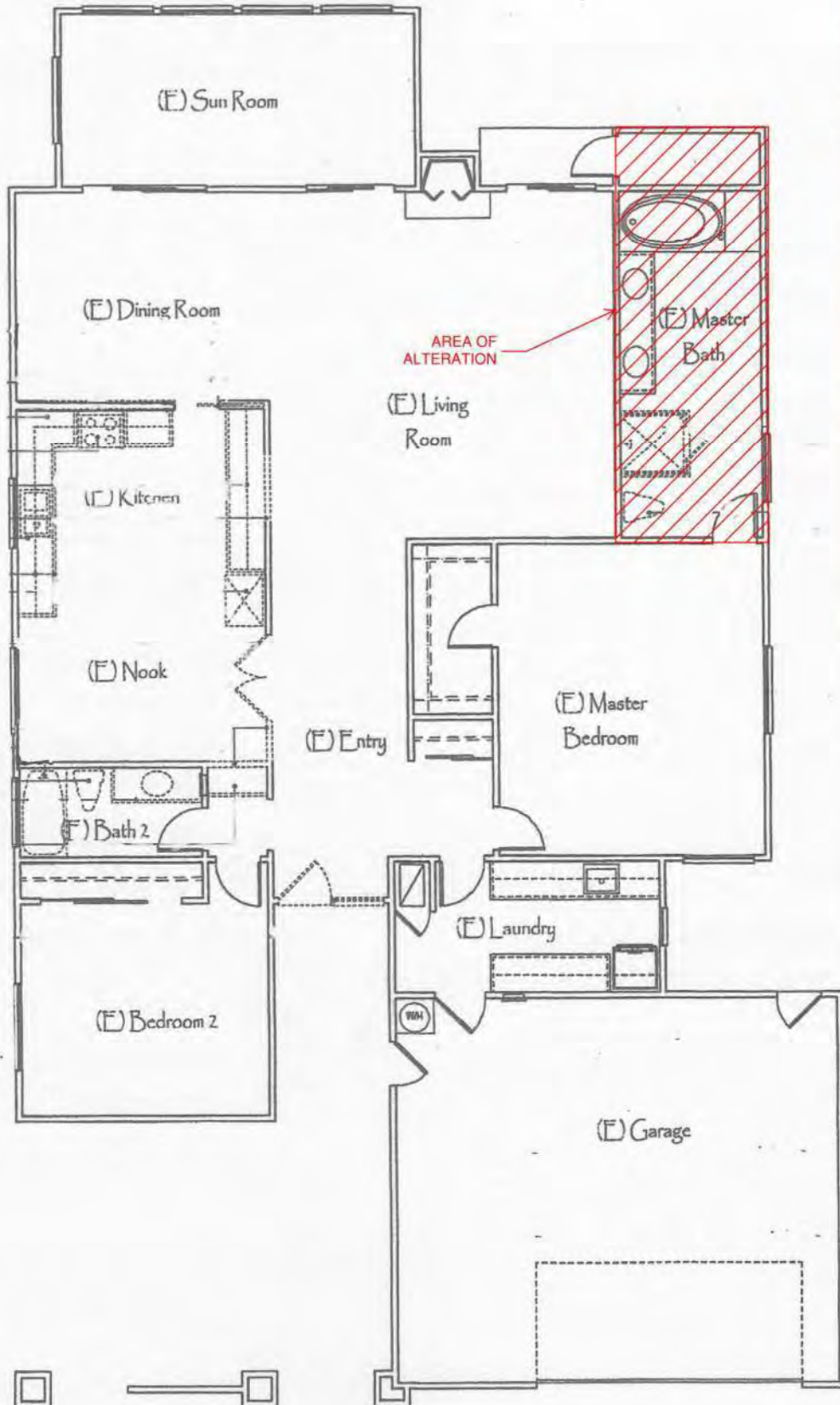
District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the 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.

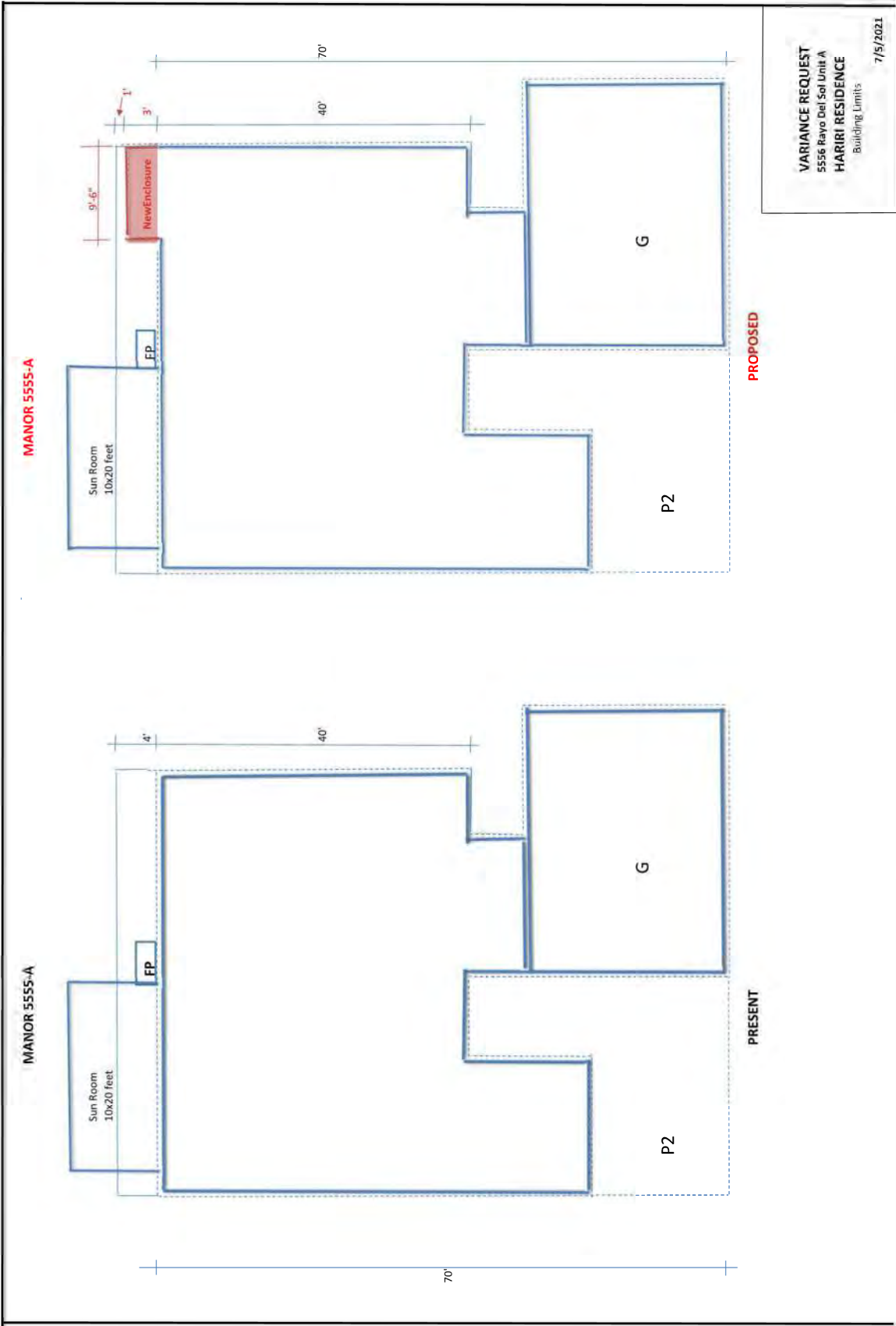
13. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, 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.

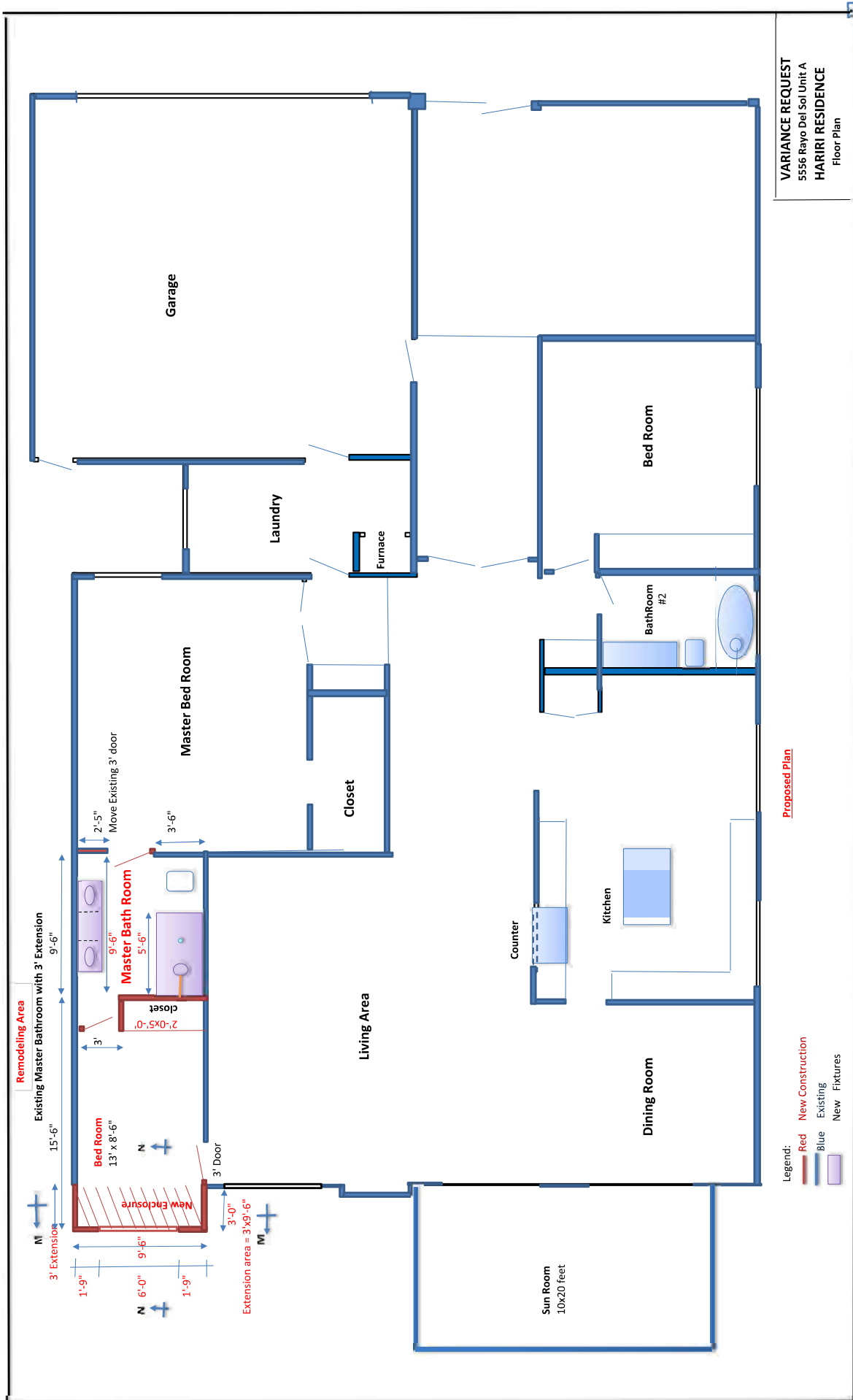
22. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
23. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only 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.

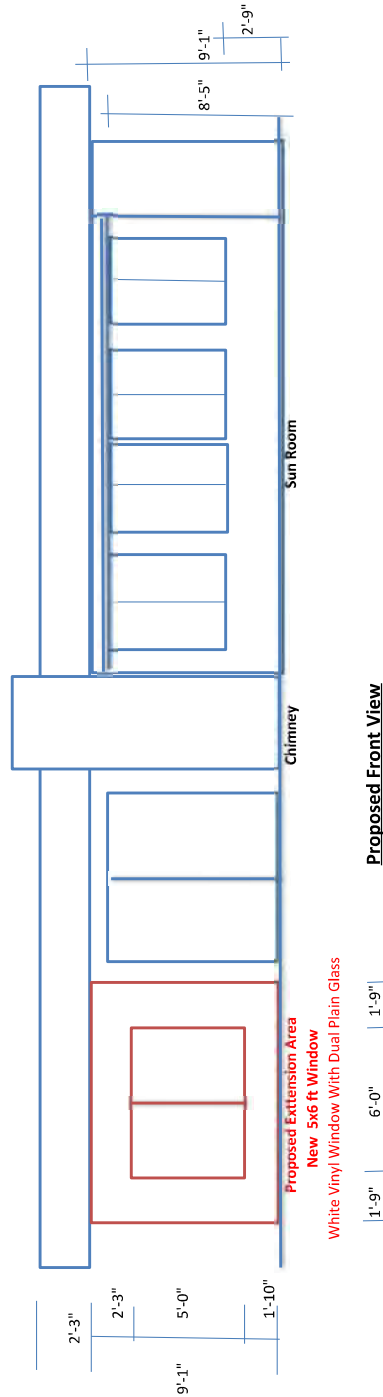
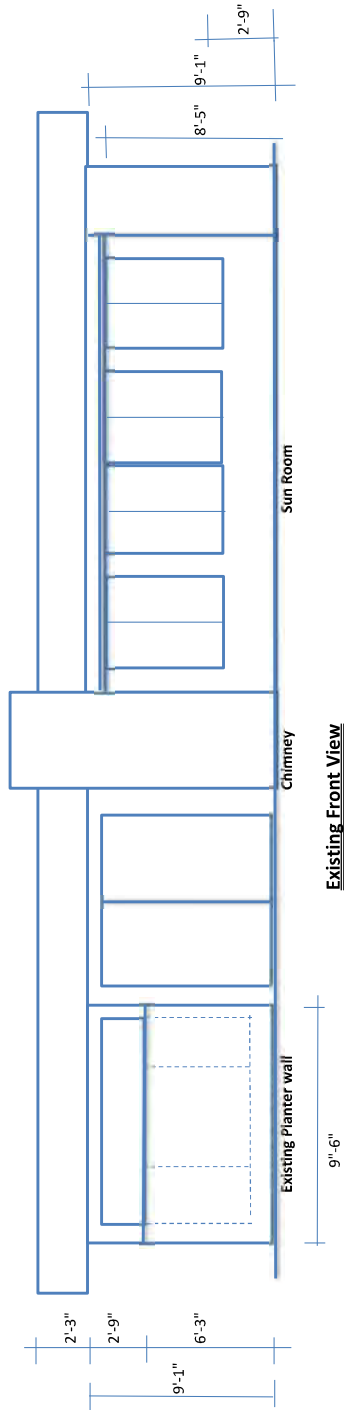
ATTACHMENT 1
SCOPE OF WORK



Existing 5555 A Floor Plan - CASA PALMA

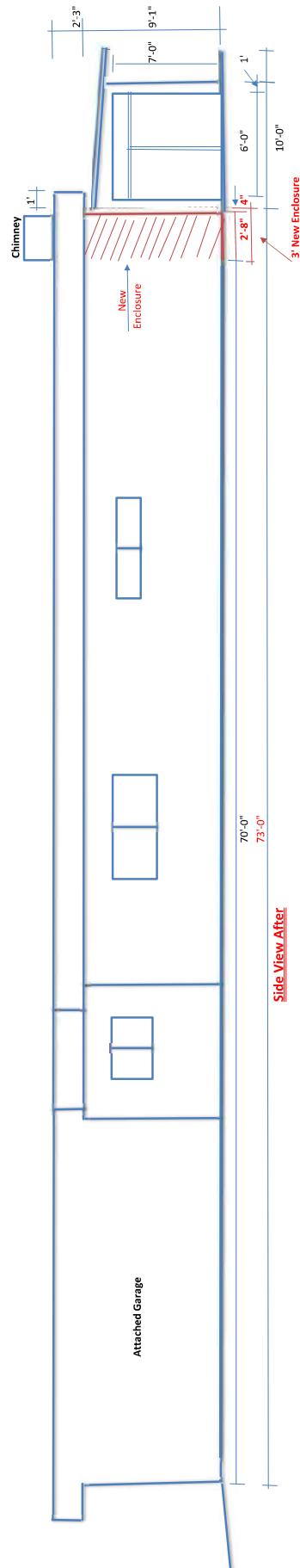
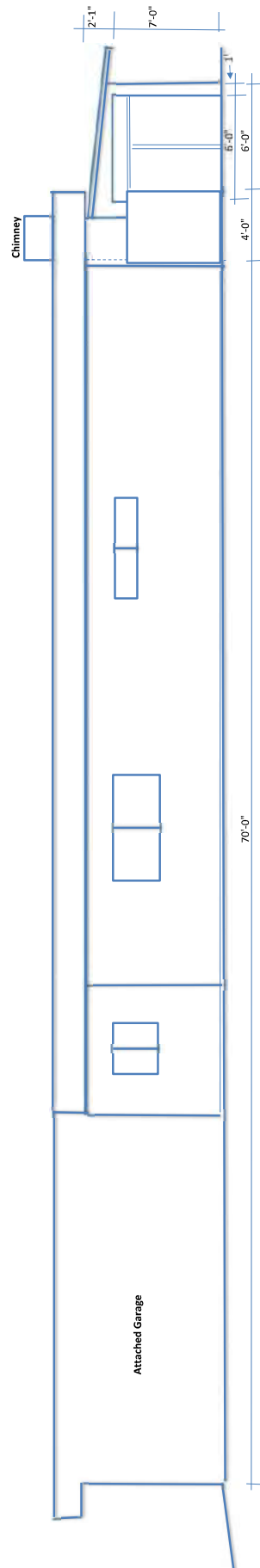






VARIANCE REQUEST
5556 Rayo Del Sol Unit A
HARIRI RESIDENCE
Front View

- Notes:
1. Exterior walls to be covered with Stacco matching the existing one on the walls.
 2. The overhang is carrying the roof load. The new extended section of the walls bear no load. No additional Roofing will be required.
 3. R-20 insulation to be used inside the walls for thermal protection.
 4. A new 5'x6' white vinyl double glazed double pane window with maximum thermal and heat insulation

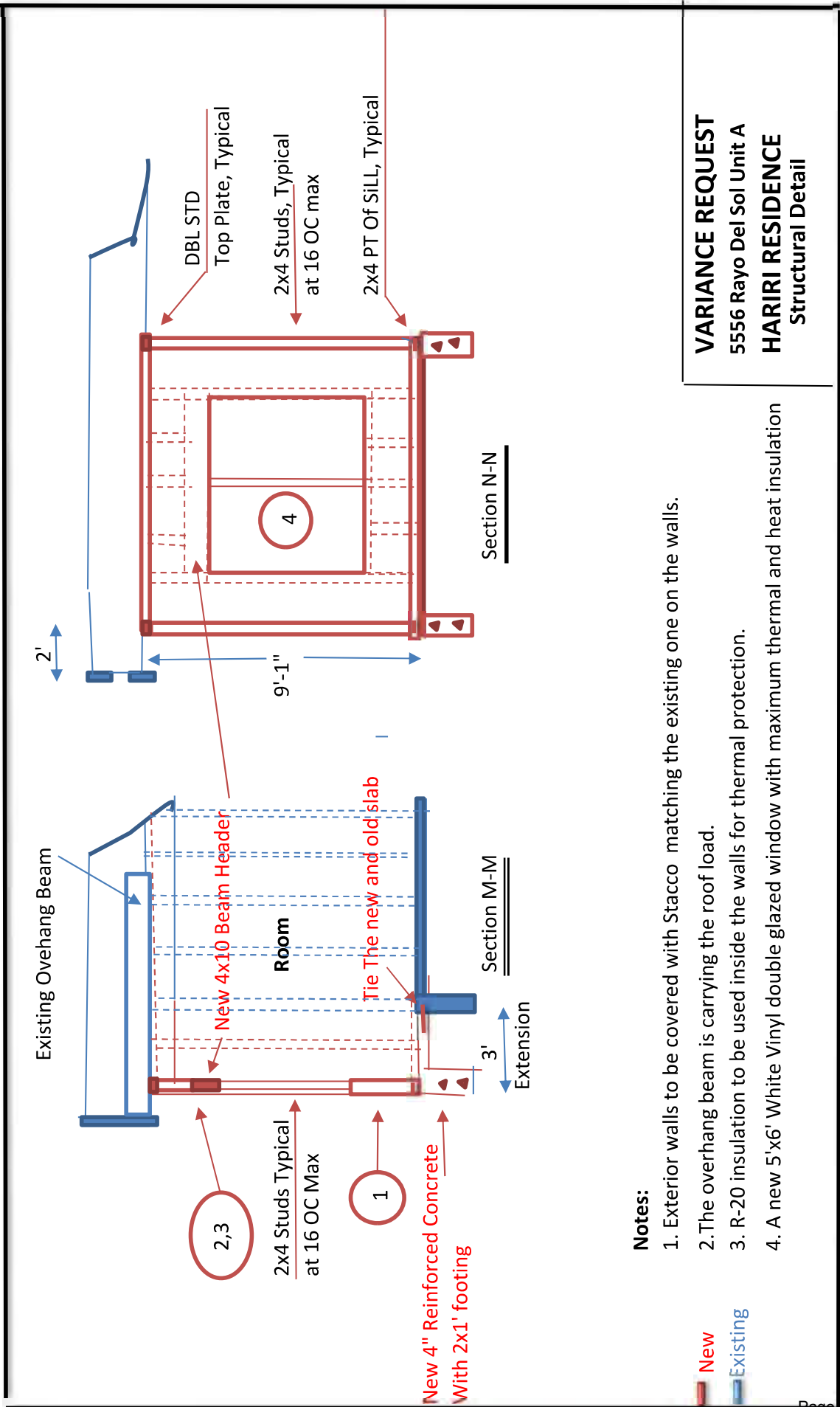


Legend:

Red New Construction

Blue Existing

5556 Rayo Del Sol Unit A
 HARIRI RESIDENCE
 Side Elevation





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>	Phone: [REDACTED]	E-mail: [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 bathroom 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 bathroom.

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 _____
--	---

ATTACHMENT 3
PHOTOS



FRONT - STREET VIEW



REAR PRIVATE GARDEN WALL AND PATIO



VIEW OF PRIVATE GARDEN WALL



VIEW TOWARD PRIVATE GARDEN AND SUN ROOM



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



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ATTACHMENT 1-
MONTHLY MUTUAL CONSENT REPORT

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 =
80– 95 Emails per day / 80 – 95 Responded per day
 Remote counter: total for March /average per day =
23 Appointments total for June / 0-3 Apts per day

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**

Mutual Consents Processed and released June 2021:

United – 75
 Third – 109
 Total – 184

Mutual Consent Tickets generated in June 2021:

United – 91
 Third – 116
 Total - 207

CURRENT STATUS OF TICKETS

United Mutual		Third Mutual		Total	
CLM	1	CLM	0	CLM	1
CM	15	CM	24	CM	39
CN	1	CN	1	CN	2
CXL	5	CXL	5	CXL	10
FW	2	FW	4	FW	6
MC	36	MC	49	MC	85
OH	13	OH	11	OH	24
PCP	7	PCP	9	PCP	16
POP	1	POP	1	POP	2
RQST	0	RQST	1	RQST	1
RV	10	RV	11	RV	21
Total	91	Total	116	Total	207

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

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STAFF REPORT

DATE: July 26, 2021
FOR: Third Architectural Control & Standards Committee
SUBJECT: Permit-Less Alterations Policy Third Mutual

RECOMMENDATION

Adopt proposed resolution 03-21-XX and the Component Replacement Permit-Less Alterations Policy (Attachment 1) to eliminate long wait times for review of like for like component replacements (“LFL”).

BACKGROUND

Manor Alterations is constantly seeking more efficient processes to minimize the need for staff and better serve the Members. This like for like component notification (“LFL”) process allows for a more efficient notification of component replacements with a website-based system. This greatly reduces the amount of time staff will spend on processing Mutual Consents. This system has had success in the United Mutual with the processing of approximately 15 to 20 automatic notifications every month. That number appears to be growing as a result of more publication of the availability of this Policy in the Village Breeze and Manor Alterations News Bulletin.

These LFL replacements do not involve modifications to existing plumbing, mechanical, or electrical connections beyond the wall surface. Implementing these LFL notifications would accelerate the procedure by: 1) Reducing the amount of processing time and work volume to Manor Alterations; 2) Eliminate Member wait time for approval to proceed with the replacements; and 3) Allow for a Grand-Fathering of past non-permitted alteration if filed within 6 months of the Resolution approval with the Board.

The shareholder would be allowed to easily submit a simple form with pictures (which will be assembled by Manor Alterations and the ACSC committee in the near future). The form would be submitted to Manor Alterations with photographic date to be archived into the database for their manor. The Member would not need to provide any further information or be granted any approval for the completed work. No other interaction or inspection from Manor Alterations staff would be necessary. An automatic reply of the submittal would be sent to the shareholder as validation of the submittal.

DISCUSSION

This process places the responsibility of documentation and determination of the like for like (“LFL”) replacement on the Member, which in turn reduces the need for Manor Alterations staff to review and approve permits of this component replacement category.

In following this format, Manor Alterations will no longer provide verification of the following:

Third Laguna Woods Mutual

Component Replacement Permit-Less Alterations Resolution

July 7, 2021

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- Contractor insurance and certificates of insurance naming both mutuals, VMS, and Golden Rain Foundation for general liability, worker's compensation, and automobile liability insurance. This will be solely at the discretion and responsibility of the Member. The Member will be required to sign the waiver on the Form acknowledging Members' responsibility for these items.
- No permits from the City of Laguna Woods are required for the items listed in the Policy.
- The Member will determine the LFL compliance.

FINANCIAL ANALYSIS

Since the effort to now only log in data to the Manor Alterations software and no other review is required, a substantial savings in staff hours would be realized. The review of similar type mutual consents has been estimated and compared to the cost of data entry only, as shown in Attachment 3. The cost savings of \$13,140 is the projected savings for 180 yearly LFL notifications in lieu of a Mutual Consent review.

Prepared By: Robbi Doncost - MA Manager

Reviewed By: Gavin Fogg - MA Supervisor
Guy West – Maintenance and Construction Director

Committee Routing: Third Architectural Control & Standards Committee

ATTACHMENT(S)

Attachment 1 – Proposed Component Replacement Permit-less Alteration Policy & Resolution
03-21-XX

Attachment 2 – Financial Analysis

Third Laguna Woods Mutual

Component Replacement Permit-Less Alterations Resolution

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Attachment 1 – Proposed Component Replacement Permit-Less Alteration Policy

The Third Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are Permit-Less like for like (“LFL”) replacements of existing components. The purpose of the Permit-Less process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a mutual consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The Mutual requires notification of the LFL replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the Mutual from liability. The Member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the Permit-Less Policy will not require a City of Laguna Woods permit(s). This does not allow any replacements where asbestos containing materials could be released such, as but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any approval of work that would require a Variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors’ manors as a result of this LFL replacement.

Category I: Replace items that have already received Alteration approval and are currently installed:

LFL replacement of items that have already been previously approved and permitted as Alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy are not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: The below list depicts items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent/permit or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for documentation purposes.

These items are to replace an existing component. Not to install a new component that did not previously exist:

- Alteration Refrigerators
- Alteration Stoves/oven
- Alteration Microwaves
- Alteration Dishwasher
- Alteration faucets, sinks, garbage disposals

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Component Replacement Permit-Less Alterations Resolution

July 7, 2021

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- Alteration Kitchen Counter-tops (including backsplash)
- Alteration Kitchen Cabinet Doors (and fronts)
- Alteration Light fixtures
- Alteration Ceiling fans
- Alteration Shower enclosures/shower-tub doors (not re-tile of shower)
- Alteration Bathroom Toilets
- Alteration Bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners
- Alteration Central air and split system type air conditioners/heat pumps

Category II: For Component replacement in (original) Unaltered areas.

LFL replacement of items in unaltered manors for the only those items listed below for the LFL. This is the removal of the existing component, and installation of the replacement. No change of existing electrical, plumbing, structure, walls is allowed. Absolutely, no cutting into walls, demolition, or cutting into wall studs. Plumbing replacements will only allow the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All Mutual owned appliances (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibility.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven
- Microwaves
- Dishwashers
- Kitchen Counter-tops (including backsplash) and sinks and faucets
- Kitchen Cabinet Doors (and fronts)
- Bath faucets, counter tops, vanities and sinks
- Shower enclosures/shower-tub doors (not re-tile of shower)
- Light Fixtures
- Bathroom Toilets
- Bathroom Vanities

Category III: (All Manors) Decorative and functional changes as noted below will not require any notification to the Mutual as they do not disturb Mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, Blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.
- Closet doors
- Shelving attached to walls for books, Knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Change out of indoor carpeting to new indoor carpeting

Component Replacement Permit-Less Alterations Resolution

July 7, 2021

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- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 03-10-188 Interior Flooring Policy can be added without need for Third Board approval and permitting.
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (fixture must be existing)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Grand-Fathering: The member will be allowed to entitle a previously undocumented (non-permitted) alteration as noted in Categories I, II, and III if the manor owner submits the Permit-Less Form within 6 months of the approved Board resolution for the Component Replacement Permit-less Alteration Policy.

Deployment: In order to make a Permit-Less notification, the Member, is required to send an email to a dedicated Manor Alterations mailbox. The email shall contain the manor number and letter in the email subject line. Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on the Laguna Woods Village website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.

**Attachment 1 – Proposed Component Replacement Permit-less Alteration Policy
(continued)**

RESOLUTION 03-21-XX

COMPONENT REPLACEMENT PERMIT-LESS ALTERATION POLICY

WHEREAS, the Third Architectural Controls and Standard Committee recognizes the need to provide a more streamlined approach to some of the Member alterations that are like for like replacements of existing components; and

WHEREAS, the purpose of the Component Replacement Permit-Less Alteration Policy is to allow the Member to submit a notification form (with waiver) on the LWV website that instantaneously notifies Manor Alterations of the like for like replacement (“LFL”) of existing alteration components without the need for a mutual consent burden; and

NOW THEREFORE, BE IT RESOLVED, on August 17, 2021, the Third Board of Directors hereby approves the Component Replacement Permit-Less Alterations Policy as attached to these minutes; 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.

Attachment 2 – Financial Analysis

Like For Like Permit-Less Financial Analysis

DIVISION 925

February 4, 2021

Analyze the work to accomplish the mutual consent approval verses the Permit Less work

Cost Comparison

Economical Impact

Economic Impact				Present	Resolution		
				MA		Permit Less	
<u>Counter Staff Added</u>	<u>Rate/Hr.</u>	<u>Hrs. Spent</u>	<u>Cost</u>		<u>Hrs. Spent</u>	<u>MA Cost</u>	<u>Notes</u>
Sr. Op Specialist	28.85	0.50	\$ 14.42		0.50	\$ 14.42	1) Rate/Hr.
Counter Operational Specialist	28.85	1.50	\$ 43.27		1.00	\$ 28.85	
<u>Phone Staff Added</u>		0.50	\$ 0.50				
Phone Operational Specialist	28.85	1.50	\$ 43.27				
			\$ 0.50				
<u>Inspector Review</u>							
Inspector (United)	28.85	0.50	\$ 14.42				
		4.50	\$ 116.38		1.50	\$ 43.27	
<u>Total Work Allocation</u>		9.00	<u>\$ 116.38</u>		3.00	<u>\$ 43.27</u>	2) Ratio of time.
				Present MA Cost	Permit Less MA Cost		
Estimate of 2020 Replacement MC's / Year		X Requests 40	\$ 4,655.38		X Requests 53		3) Estimated amt.
Estimated 2021 Like For Like Replacements / Year		53	\$ 6,168.38		53	\$ 2,293.27	
				Present MA Cost	Permit Less MA Cost		

Conclusion:

The total projected cost to manage Like For Like replacements is approximately 37.02% of the current cost to MA operations:

Notes

- 1) Rate/Hr. is provided by VMS accounting for MA Division assignments
- 2) The ratio of time saved is 3 hrs./10hrs. Yielding .3 for a 70% savings.
- 3) Estimated amt. of MC prior requests 2020 and new Permit Less requests 2021

This financial analysis was based on 53 Permit-Less notifications. The latest numbers from United indicate at least 15 Permit-Less notifications per month or 15 X 12 months = 180 notifications.

If the present MA cost / MC Application is \$116.38, and the Permit-Less Cost / Notification is \$43.27. Then the cost savings for 180 notifications would save: \$13,140 / year.

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FREQUENTLY ASKED QUESTIONS MANOR ALTERATIONS

LEGEND

ACM – Asbestos containing materials

CAC – Certified asbestos consultant

Cal/OSHA – Division of Occupational Safety & Health/DOSH

MA – Manor Alterations or HOA Permitting Division

MC – Mutual consent, HOA permit or permit

O&M – Operations and maintenance

Owner – Manor owner, member or shareholder

SCAQMD/SCSCAQMD/AQMD – South Coast Air Quality Management District

1. Can we use the manor owner's past asbestos testing results?

If you are the current owner who performed the testing, and you have the CAC report, you may use those report results as long as conditions remain consistent with the prior findings. Contact the CAC to confirm the prior report is still valid.

2. Why doesn't Manor Alterations have our asbestos testing results from years ago?

MA does not, as a rule, archive member reporting. Test result reports are specific to the member who owned the manor at the time of the report. In some instances, documents that MA did archive were destroyed in the malware attack in 2020. Past archived reports may exist, but not all reports are still applicable. If ownership has changed, past reports are no longer valid.

3. Can a member assume a manor contains asbestos and *not* undergo testing and just have it abated?

Members can assume all the material to be demolished contains asbestos. The 100-square-foot rule is to be clarified by SCAQMD in the near future; currently, there is no minimum square footage of removal allowed by certified accredited workmen.

4. Why do I need an abatement contract if the asbestos point count is less than 1%?

The less than 1% count applies only to SCAQMD rules. If the material count is greater than 0.1%, you still must have the work done by certified accredited workmen. Cal/OSHA worker protection rules that govern conditions for workers and containment and regulated abatement procedures are still mandatory. CalOSHA's requirement is that material is classified as asbestos-containing if the count is greater than 0.1%.

5. What amount of square footage can undergo abatement using only an operations and maintenance (O&M) worker?

AQMD has not provided a definitive answer as of yet. Debris must fit into a single waste bag to the halfway mark. Generally, CACs agree this accounts for no more than 9 square



feet, but this is not a specified measurement from AQMD or Cal/OSHA. A 16-hour O&M certified accredited worker only pertains to minimal disturbance of ACM to perform operations and maintenance, e.g. minor cuts for performing a plumbing repair, or screwing a bracket to hang a wall mounted heater. Visit [osha.gov/sites/default/files/publications/osh3096.pdf](https://www.osha.gov/sites/default/files/publications/osh3096.pdf) for more information.

6. What jobs can be performed without contractor testing?

Mounting devices to a wall that do not disturb or release ACMs are allowed without a demolition or city permit. However, any work that cuts into the wall to install an outlet, run wiring, etc., requires testing and proper abatement with a mutual consent permit. A city demolition permit also may be required. Anything more than minor O&M but less than 100 square feet can be performed using a 40-hour certified asbestos worker—e.g., less than 100 square feet of drywall cuts in a ceiling for canned lights or removing vinyl tile in a small bathroom. Note: Each layer of ACM material is counted per square foot, e.g., 4 square feet of black mastic and vinyl tile on top is equal to 8 total square feet of ACM.

7. May I “mud over” my popcorn ceilings?

Yes, with proper MC approval. Providing a joint compound over the existing “popcorn” ceiling is permitted with a demolition MC and testing to show if the ceiling is negative or positive for asbestos. This will determine if a certified asbestos professional must perform the work.

8. What is encapsulation of ACM material?

Encapsulation is the process of covering ACM surfaces to sufficiently stop the release of asbestos material into the air; e.g., painting an ACM wall will encapsulate it from releasing asbestos material into the air.

9. Do ceiling fans need a demo permit *and* an alteration permit? Or can a mutual consent suffice with the O&M worker license attached?

If the fan is mounted to the ceiling, it must be surface mounted with WireMold or similar type hardware that does not penetrate the drywall ceiling. The screws that are used to fasten it to the ceiling must not hit any of the heating elements that may be located in the ceiling. All popcorn ceilings in LWV carry heating elements that were the sole source of heat when the manors were constructed. Electronic Devices to detect the location of heating coils, studs and pipes must be used to avoid hitting the heating coils. The heating element grid is small and any damage to one element strand damages the entire heating source. A single screw or nail may cause that damage. The ceiling fan itself must be supported by one of the ceiling joist beams, and not be hung from the drywall (gypsum board). WireMold or similar type hardware should be used to protect the electrical wiring used to carry the power the ceiling fan to an electrical outlet plug in the wall. A permit is needed for any hole in the ceiling or into the walls. In the above



case, where the fan and the wires are surface mounted, the precautions are taken to protect the heating source, and the fan is plugged into an existing outlet, then no permit is required.

10. Do I need a permit to install electrical outlets?

Yes, that work may be performed under O&M worker accreditation.

11. For microwave installation, is there a separate electrical permit needed for a designated circuit?

Members can change out any appliance if they replace the existing appliance with one that is similar to the ampere rating of the original and no other change in electrical is required. If a new dedicated circuit is needed, then both MA and city permits for code compliance are required.

12. Do I need a permit to replace a toilet? What about sinks, faucets and shower heads?

You may change out any of these items without a MC as long as no wall plumbing or finishes are disturbed. Shower stem valves also can be changed as long as no finishes are disturbed.

13. Do I need a permit for a video doorbell or security camera?

Yes, a MC and a variance are required, as these items are attached to the mutual exterior building.

14. May I paint the interior of my unit?

Yes. Permits are not required to paint the inside of your manor.

15. May I install a screen door on my front door?

Yes, screen door installation is allowed without a permit, including security screen doors.

16. Do I need a permit for a mail slot in my front or garage door?

No, but this change will classify these doors as “alteration doors”, meaning they are no longer maintained by the HOA.

17. Do I need a permit to install a peep hole in my front door?

No. A peep hole can be installed in a front door without a permit.

18. Do I need a permit to install large appliances such as a dishwasher, microwave, garbage disposal from Manor Alterations?

In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, a MC is required.



19. Do I need a demo permit or an alterations permit (or both) to replace kitchen and bathroom cupboards, vanities and countertops?

In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, a MC is required.

20. Do I need a permit to replace a glass shower enclosure and door?

In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, a MC is required.

21. Do I need a permit to re-tile my shower/bath enclosure?

No, as long as black mastic, or backer board is disturbed. The ceramic tile should be tested for ACMs. If any of these materials are ACM containing, then a demolition and new permit for installation is required.

22. May I get my garage condensation panels repaired or replaced?

Carport condensation panels are no longer allowed as an addition—you may repair them if possible. Replacement panels are not permitted.

23. May I install tile on my patio or replace the tile that is already there?

The patio is classified as common area—no improvements are allowed without a variance. At present, tile installations and changeouts are prohibited. A variance moratorium in United exists until October 9, 2021.

24. May I paint or stain my garage floor/patio?

No. The garage floor is classified as common area—no improvements are allowed without a variance. At present, painting is prohibited. A variance moratorium in United exists until October 9, 2021.

25. HVAC changeouts Part A: Do I need a city permit for like-for-like HVAC changeout? (The new city rule allows members to decide whether there is a change in amperage.)

In United, a like-for-like alteration/permitless alteration is available. The amperage and all connections must remain the same. Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, a MC is required.

26. HVAC changeouts Part B: May I just remove my old packaged terminal air conditioner? What is required?

In United, like-for-like wall heat pump replacements are allowed via the permitless alteration process. In Third, a MC is required.



27. My water heater is totally nonfunctional. May I replace it and get the permit afterward?

Unfortunately, no. The MA permit is available usually in one day. Both a MC and a city permit are required; the city wants to see that MA has approved the application work first.

28. Member has already replaced the heater/AC/water heater because it wasn't working. Do they have to pay the \$300 penalty?

In United, a simple notification of the changeout is allowed without penalty. In Third, a MC permit must precede the actual replacement or the penalty is assessed.

29. What qualifies a permit to be expedited?

In general, no permits are expedited as they are processed on a first-come, first-serve basis in an effort to be fair to everyone in the Village. Some permits require more extensive search and review, or may require a variance therefore a much longer review and process are needed. Some utilitarian-based permits such as a simple water heater replacement, or A/C replacement, may be issued within a day due to urgency as well as comfort, and health considerations.

30. Are permits needed to change out flooring?

No permit is required if you can remove the existing flooring without disturbing the original black mastic, and vinyl flooring. MA suggests you lift the carpet and see if it was placed on the vinyl tile or over black mastic. If the original black mastic and vinyl flooring are disturbed, then CAC testing, and a demolition permit is required from MA and the City. See the following resolutions: Third Mutual - Interior Hard Surface Flooring, Resolution 03-10-188; United Mutual - Interior Flooring Policy, Resolution 01-18-115.

31. If I do have to get a demo permit to remove the carpet over the vinyl tiles, why do I need an alteration permit to install new flooring?

A MC permit is required to install new flooring for sound considerations. Sound considerations must be reviewed as part of a no disturbance standard. See the following resolutions: Third Mutual - Interior Hard Surface Flooring, Resolution 03-10-188; United Mutual - Interior Flooring Policy, Resolution 01-18-115.

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CONTRACTOR PENALTY POLICY

Contractors hired by Shareholders, at times, violate current Mutual rules and regulations. There is currently no standard policy to address offenders or repeat offenders of existing and future established rules and regulations. This Contractor Penalty Policy ("Policy") would strive to penalize those offending contractors to the benefit of the Shareholders, Mutual, and Staff.

Manor Alterations ("MA") would be the representative acting on behalf of the agent (VMS, Inc.) for the mutual ("United"). This Policy will classify the noticing, level of violation severity, penalties, ramifications of disciplinary actions, and remedies relating to the offenses. MA would use the Policy criteria listed herein, to evaluate the contractors' behavior, and administer notices and penalties to the Shareholder Contractors based upon this Policy.

The circumstances for providing a Notice of Violation ("Notice") and the issuance of Violation penalties would be based upon the severity of the offense listed in two violation categories as defined below:

Moderate Violation

1. Any violation of the attached Exhibit "A" – Conditions Rules & Obligations.

Severe Violations

1. Any violation by a contractor performing demolition, or initiating renovation work without all appropriate governmental, and Manor Alterations Division ("MA") approvals inclusive of Mutual Consents issued by MA, and City approvals, and
2. Any Contractor performing work contrary to the work specifically noted on the Mutual Consent issued by MA for the following:
 - a. Performing any structural removal, including but not limited to, the widening the opening of a doorway or window, removal or modification of a structural building element (inclusive of columns, bearing walls, shear walls, foundation systems, exterior mutual owned walls, any work that would have required a Variance approval from the Board, lapse of any insurance coverage so disclosed by the Contactor on the mutual standard Certificate of Liability Insurance or "COLI".)
 - b. Performing any work that is beyond the scope of work as defined by the addition of a renovation scope. i.e. installing a larger quantity of materials than listed on an approved Mutual Consent, amending the parameters, layout, or dimensions of an approved renovation, or utilizing differing materials than the components listed on the approved Mutual Consent.
3. A condition of Mutual Consent ("MC") issuance for specific demolition or improvement work where the Contractor has expanded the dimensional area of that Previously issued MC permitted work without further authorization. Any unauthorized asbestos release contrary to City code, or SCAQMD regulations, or

4. The reluctance to complete the approved scope of work of the Mutual Consent within 90 calendar days of permit issuance, or such reasonable time for the work so described on the Mutual Consent, exempting therefrom, any reasonable extension of time for Force Majeure conditions affecting the timely completion of the work.

Manor Alterations shall be assigned the responsibility to provide the following actions:

1. Substantiate the violations with Notices, notes, and photos keeping archive files to document the violation events and transmitting the violation material to both the contractor and manor owner,
2. Maintain a log of violations and penalties recording at a minimum the contractor's name, address, detail the violation, and include other pertinent information of the event,
3. Notify in writing the manor Shareholder and contractor of all violations and potential for future penalties,
4. Issuance of all Notices of Violations are to be posted on the manor with a description of the items included in the Notice,

Penalties for Contractor Violations

See also the Contractor Penalty Matrix below.

1. Moderate First Violations – Contractor and Owner to be notified of the First Violation. All subsequent Moderate Violations are then considered Severe Violations,
2. Severe Violations – If the first violation is a Severe First Violation (or a 2nd Moderate Violation) a 30-day suspension of all contractor activities is invoked. Under special circumstances in item 3 below shall the Contractor be allowed to continue work. See Contractor Penalty Matrix for further penalties After the 2nd Violation, the Contractor will no longer be allowed to do work within the Mutual. Only after Board approval would the Contractor be reinstated, and allowed to perform contracting work again. Thereafter, any violation would result in permanent suspension from the Mutual.
 - a. The Shareholder is responsible for any supplemental cost to mitigate the actions of their Contractor that might be attributable to the consequences of a damage such including but not limited to, remediation of emergency asbestos clean-up and mitigation, damage to Mutual property, and fines established by governmental agencies.
3. Upon issuance of a Notice of Severe Violation, the Contractor shall not be allowed to submit any new applications and existing applications will be refused and/or the contractor will not be allowed to perform any further work in the mutual. However, the Shareholder shall be allowed, under special circumstances, to continue to use the offending contractor to finish the existing contract at the discretion of Manor Alterations.

Contractor Penalty Matrix

Contractor Penalty Matrix

Moderate Offense

<u>1st Violation</u>	Notice Only
<u>2nd Violation</u>	Notice & Escalation to Severe Offense. Penalty Assessed

Severe Offense

<u>1st Violation</u>	Notice & 30 Day Suspension
<u>2nd Violation</u>	Notice of Termination
<u>3rd Violation</u>	Permanent Termination

Regardless of the Penalty listed above, Contractor and Member maybe subject to damages if it is determined that the Mutual incurs a cost to remedy damage to mutual property.

Contractor's Dispute Remedy

The Contractor's right to dispute the Violation / Penalty shall be as follows:

1. The Contractor has the right to dispute the Violation Notice issued by MA by providing a written request for a hearing ("Hearing Request") to Manor Alterations at the emails of Alterations@vmsinc.org and copy to the MA Supervisor and MA Manager within 7 calendar days of the issuance of the Violation Notice to Contractor by posting at the manor and electronic email to Contractor and Shareholder.
2. Said Hearing Request will be heard by the mutual ACSC at its then next appropriate hearing date.
3. Should the Contractor make a Hearing Request, all conditions of the violation including the suspension will remain in effect until the ACSC provides a final determination.

Exhibit “A” – Construction Rules & Obligations

Both Shareholder and Contractor shall abide by these Construction Rules & Obligations. The Contractor may be held responsible for cost and violation penalties as a result of not complying with these Exhibit “A” Construction Rules & Obligations during the course of working in Laguna Village Woods. Contractor agrees to comply with all rules and regulations, and violation provision as stated in the Contractor Penalty Policy dated July 15, 2021.

1. Mutual Consent Approvals: No improvement shall be installed, constructed, modified or altered at any manor (“Property”) within the **United Laguna Woods Mutual** (“Mutual”) without obtaining the proper demolition and new improvement permits in the forms of Mutual Consent(s) for Alterations 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”) and the United Board. In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholder (“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.
2. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property’s Shareholder and all future Mutual Shareholders. Contractor may be held responsible to repair Mutual property damaged in the course of its work.
3. 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.
5. 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 SCAQMD (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 approved within the prescribed timeframe, and a copy of the final permit must be submitted to the Division.
6. Shareholder hereby consents to and grants to the Mutual, Manor Alterations, 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.
7. Subject to the Contractor Penalty Policy, Shareholder and contractor 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.

8. Shareholder and Contractor are responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.

9. 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.

10. 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>.

11. 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.

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

13. 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.

14. 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.

15. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.

16. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.

17. The Mutual Consent for Alterations is expected to be completed within Ninety (90) Calendar days after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. An extension for a maximum of an additional ninety (90) calendar days may be granted at the request of the Shareholder prior to expiration and at the discretion of the Division. The Contractor shall not perform any work beyond this six-month period unless authorized by the Division.

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

21. Mutual 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.



MOST COMMON CONTRACTOR VIOLATIONS

1. Began work without MC and disturbed ACM – 8 occurrences
2. Unauthorized demo/construction – 4 occurrences
3. Unauthorized water heater installation – 1 occurrence
4. Installation of washer/dryer without noting work in MC scope – 1 occurrence

VIOLATING CONTRACTORS

1. Coastal Risk Management – 4 violations
2. Miller & Sons – 3 violations
3. Caleb Construction – 2 violations



Current Alteration Fee Schedule

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.

Unauthorized Alteration Fee	\$300
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (Standard, Less than 54")	Yes
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences (Less than 84") and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Variance Processing Fee	\$150
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Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (New Installation through Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer (New Installation)	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$750 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700



Proposed Alteration Fee Schedule A + B

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.

Unauthorized Alteration Fee	\$350
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (Standard, Less than 54")	Yes
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences (Less than 84") and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Variance Processing Fee	\$662
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Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (New Installation through Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer (New Installation)	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

Permit Fee Legend - Proposed Revision A			
Valuation	Current Fee	Percentage	Proposed Fee
Less than \$750	\$50	40%	\$70
\$750 to \$2,000	\$77	40%	\$108
\$2,001 to \$4,000	\$168	40%	\$235
\$4,001 to \$6,000	\$280	40%	\$392
\$6,001 to \$8,000	\$392	40%	\$549
\$8,001 to \$10,000	\$504	40%	\$706
Above \$10,000	\$700	40%	\$980

Permit Fee Legend - Proposed Revision B		
Valuation	Cost	Fee
Up to \$750	10%	\$75
\$1,000	10%	\$100
\$2,500	10%	\$250
\$3,250	10%	\$325
\$4,750	10%	\$475
\$6,000	10%	\$600
\$10,000	10%	\$1,000

*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

* Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.