



## **OPEN SESSION**

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

**Monday, April 26, 2021 – 11:00AM  
VIRTUAL MEETING**

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

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

### **NOTICE and AGENDA**

*This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Minutes – Monday March 29, 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 – Mrs. Mary Boehm of 3282-C (El Doble, 46) – Request to Retain Architectural Stone Veneer on Garage Wall
- B. Variance Request – Mr. Donald and Mrs. Sandra Schuman of 5271 Avenida Del Sol (Villa Serena, C12A\_1) - Request to install Architectural Stone Veneer on Garage Wall and Patio Columns

### **Items for Discussion:**

9. Asbestos Rules & Regulations Meeting Update
10. Manor Alterations News Bulletin Topic Suggestions (Attachment #2)
11. Permitless Alteration Proposal : Discussion Revisited

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

- Standard Details Update Cost Estimates



Concluding Business:

12. Committee Member Comments
13. Date of Next Meeting – May 24, 2021
14. Adjournment



**OPEN MEETING**

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

Monday, March 29, 2021 – 11:00 AM  
Laguna Woods Village Community Center (Zoom)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Steve Parson, Jon Frankel, Ralph Engdahl, Robert Mutchnick,  
Reza Karimi

**DIRECTORS PRESENT:**

**COMMITTEE MEMBERS ABSENT:**

**ADVISORS PRESENT:** Mike Plean

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

**1. Call to Order**

Chair Parsons called the meeting to order at 11:00am.

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Chair Parsons moved to accept the agenda, Director Karimi seconded.

**4. Approval of Meeting Report for February 22, 2021**

The committee approved the meeting report as presented.

**5. Chair's Remarks**

None.

**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 staff, with the onboarding of multiple staff, including a new inspector. Mr. Doncost further explained the conveyor belt system of processing requests; the backlog of inquiries has been eliminated and that phone calls are now being answered in real time.

Director Frankel inquired which mutual generates more submissions and Mr. Doncost confirmed the inquiries were evenly distributed between the mutual.

Advisor Plean provided comments on the Contractor News Bulletin, suggesting verbiage be tailored to Manor Alteration's timing and business hours.

### **Consent:**

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

### **Items for Discussion**

#### **8. Asbestos Rules & Regulations Meeting**

Mr. Doncost confirmed that Jeff Parker has made progress in engaging with his contact at AQMD, and while Cal OSHA would not be able to coordinate a presence at the same meeting, but it may be possible to coordinate a separate meeting.

#### **9. Contractor Newsletter**

Advisor Plean inquired about enclosed patios within the exterior common area and its inspection methodology. Mr. Doncost confirmed in an exclusive-use common area, members may tailor the space to their needs however MA does not review until the Resale Inspection. Chair Parsons confirmed that residents can consult the landscape manual available to all members.

Contractor performance was discussed, Mr. Doncost discussed the criteria for temporary and permanent suspension. Chair Parsons inquired as to their access into the community during suspensions. Mr. Doncost agree to pursue avenues regarding access via security pending an individual contractor's suspension status and to connect with M&C Committee regarding this proposition.

Director Mutchnick inquired if contractors are required to sign any documentation agreeing to conform to Laguna Woods Village rules and regulations. Mr. Doncost and Staff Officer Fogg confirmed that contractors are mandated to sign Mutual Consents permit paperwork stating that they follow Laguna Woods Village rules and regulations.

#### **10. Staff Hire Memo**

Mr. Doncost summarized the Staff Report and recent policy changes enacted with MA, including the presence at the Resident Services counter.





Advisor Plean inquired as to the process for maintaining updates on the website. Mr. Doncost confirmed that staff existed to update the website, but complicated analytics and specified processes were beyond the scope of in-house staff and existing programs.

Advisor Plean questioned if the Staff Report referenced the full salary and benefits cost, and if other staff within the VMS can be utilized to fill gaps within the needs of MA. Mr. Doncost explained the challenges that exist with transitioning between departments.

Director Mutchnick read a statement provided by Advisor Butler, and followed up with concerns regarding staffing costs dependent upon the needs of post-Covid/malware conditions. Mr. Doncost confirmed that if Third or United Mutual rejects the Staff Report, staffing will be affected. Chair Parsons asked for clarification regarding budgeting source for staff, and Mr. Doncost confirmed staff was budgeted from VMS.

Director Mutchnick proposed altering the Classification system utilized based on comments from the Third M&C and details regarding partition wall modifications.

#### **11. Permit SOP & Website Integration**

Mr. Doncost summarized the initiation of the permit log, confirmed its current state is uploaded manually every two weeks, but hopes to transition to a fully automated system.

#### **12. Permitless Proposal**

Director Mutchnick confirmed the Third M&C Committee rejected the six-month moratorium on Variance Requests, and Chair Parsons questioned the process of City Permits v. Mutual Consents. Mr. Doncost summarized the process for Mutual Consents, Permitless Alterations, and confirmed that the City of Laguna Woods carries mandates for permits separate from Laguna Woods Village.

Director Mutchnick expressed concern with the approval and processes for solar tubes/solar panels. Mr. Doncost noted the concern and proposed further discussion.

Chair Parsons inquired as to a summary of the damage inflicted by the malware attack. Mr. Doncost and Mr. Fogg summarized the extent of the lost information, the loss of software systems, and corruption of documents, the repair and reinstating of which is very labor intensive and time consuming.

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

- **Standard Details Update – Cost Estimates**

Chair Parsons inquired as the process of updating, and Mr. Doncost confirmed the overhaul of standard plans/details is a major undertaking that will require a large dedication of time.

Advisor Plean inquired when in-person meetings would occur; Chair Parsons confirmed this transition to in-person meetings would be set by Jeff Parker.



Advisor Plean inquired as to the generation of monthly permit charts that had previously been provided to the ACSC. Mr. Doncost and Mr. Fogg clarified that this report was generated using specific software and information that is currently unavailable (due to the malware). Chair Parsons reinforced the volume of data that was lost and the struggle of recovery.

**Concluding Business:**

**13. Committee Member Comments:**

None.

**14. Date of Next Meeting – April 26, 2021**

**15. Adjournment at 12:43 PM**

X \_\_\_\_\_

Steve Parsons, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



## **STAFF REPORT**

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**DATE:** April 26, 2021  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request  
Mrs. Mary Boehm of 3282-C (El Doble, 46)  
Request to Retain Architectural Stone Veneer on Garage Wall

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### **RECOMMENDATION**

Staff recommends the Board approve the request to retain the architectural stone veneer installed on the garage wall with the conditions stated in Appendix A.

### **BACKGROUND**

Mrs. Boehm of 3282-C San Amadeo, an El Doble style unit, are requesting Board approval of a variance to retain the architectural stone veneer installed on the garage wall as described in the submitted plans (see Attachment 1) and the Variance Request (see Attachment 2).

On 01/19/21 a Notice of Corrections was issued by the Manor Alterations office for an exterior alteration without a permit. On 01/19/21, Staff found non-standard work to have been performed outside of the unit (stone veneer applied to exterior garage wall) without Mutual Consent. Staff issued a correction notice to return the wall to original condition, or to submit a variance to retain the stone veneer. On 02/22/21, staff received a variance application for the non-standard alterations.

Due to the proposed alteration not falling within any existing Mutual Standard or Policy, Staff requires approval by the Third Mutual Board to issue a Mutual Consent for the project.

The cost of the proposed alteration would be borne by the Member.

### **DISCUSSION**

Mrs. Boehm of 3282-C San Amadeo, an El Doble style unit, are requesting Board approval of a variance to retain the architectural stone veneer installed on the garage wall.

The stone veneer is visible to Manors 3283, 3284, and 3285 as well as all pedestrian and vehicular traffic on San Amadeo.

Third Laguna Hills Mutual Standard Section 12 - *Exterior Wall Attachments*, paragraph 2.5 states, *"Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios and atriums."* The subject stone veneer would face neighboring manors and passersby. However, staff is of the opinion the proposed stone veneer on the garage would not create a visual imbalance to the manor or surrounding area. Staff notes that a similar stone veneer alteration was approved at 3284-C in 2018, and has been approved by the Board at Manors 5074 in June 2007, 5283 in July 2007 and 5077 in October 2006.

There is currently one open Mutual Consent for a kitchen and bathroom remodel for standard (over-the-counter) alterations at Unit 3282-C. Notes indicate the project is In Progress, and waiting for final inspection.

No Neighbor Awareness Notices have been issued as work is already completed, and with approval, no further work will be involved.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3282-C

**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 of Work

Attachment 2: Variance Request, February 11, 2021

Attachment 3: Photos

Attachment 4: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. An Unauthorized Alteration fee of \$300 will be required to be paid along with the existing application for Mutual Consent as per existing Fee Schedule
2. No improvement shall be installed, constructed, modified or altered at unit **3282-C**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Member Owner or Owners ("Member Owner") 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 Unit Alterations has been granted at **3282-C** for **Architectural Stone Veneer**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
4. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **3282-C** and all future Mutual members at **3282-C**.
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. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
8. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be

submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

9. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
10. Prior to the issuance of a Mutual Consent for Unit 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 "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
11. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
12. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
13. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
14. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
15. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
16. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post

a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.

17. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
18. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
19. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
20. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
21. 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.
22. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.

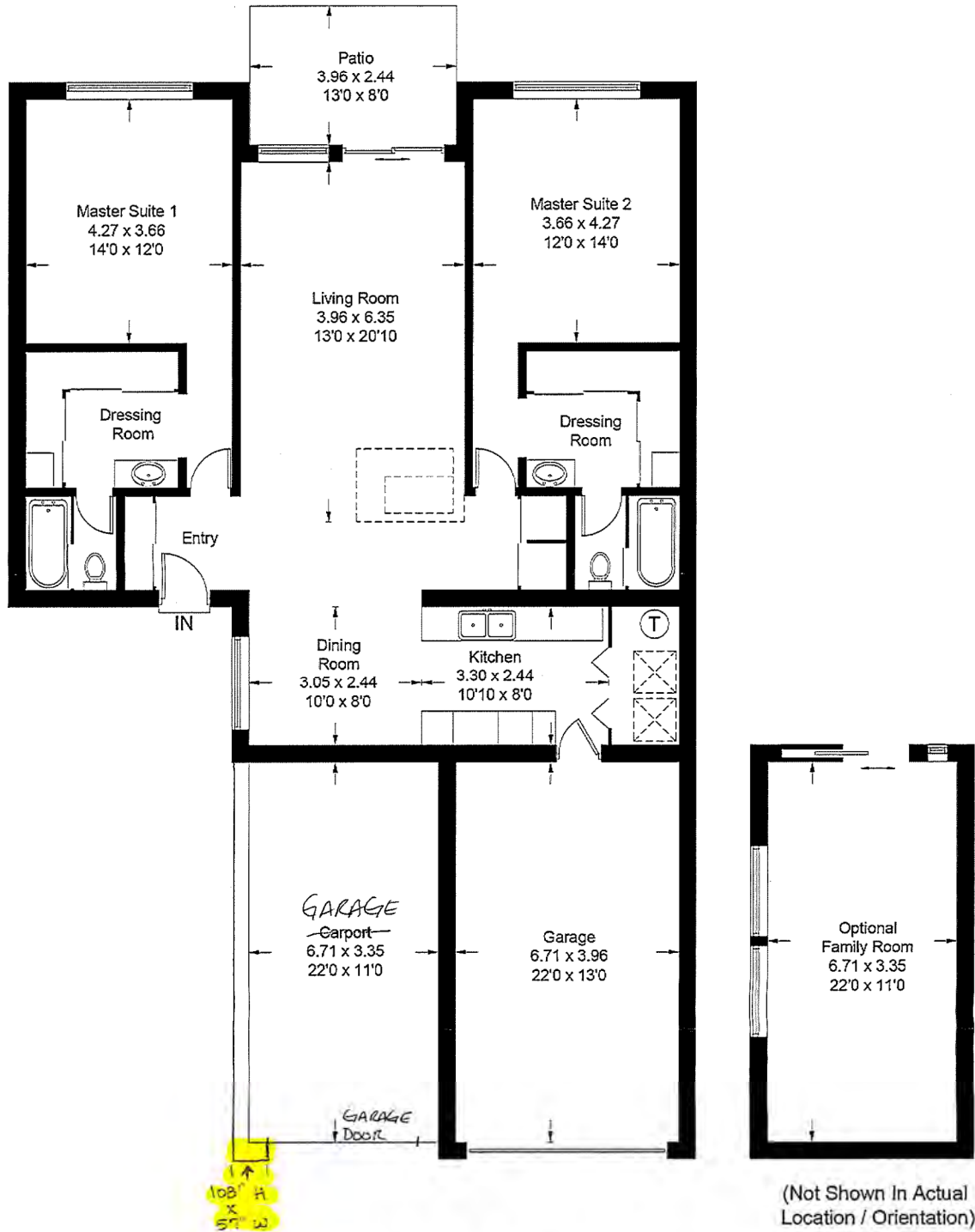
23. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
24. A dumpster is approved for placement at the location identified by Security 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.
25. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
26. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
27. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, 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 Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
28. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.



# ATTACHMENT 1

## El Doble

Approximate Gross Internal Area = 116.1 sq m / 1250 sq ft  
(Including Garage / Optional Family Room)



PAID  
VF

Laguna Woods Village

ATTACHMENT 2

MANOR # 3282 C

☐ ULWM

☐ TLHM

## Variance Request Form

SA \_\_\_\_\_

Model: EL DOBLE	Plan:	Date: 2-11-21
Member Name: MARY BOEHM	Signature: Mary Boehm	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co:	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) 3282 UNIT C SAN AMADEO, LAGUNA WOODS, CA 92637		

### Description of Proposed Variance Request ONLY:

FAUX STONE ATTACHED TO FRONT WALL NEXT TO GARAGE DOOR.

\* ALTERATION HAS ALREADY BEEN BUILT AND I WISH TO RETAIN IT. \*

(WHEN I PULLED MY PERMITS I WAS TOLD BY JOHN REID AT ALTERATIONS I DIDN'T NEED TO PUT ON PERMIT SINCE SAME STONE (OVER) →

Dimensions of Proposed Variance Alterations ONLY: 57" (INCHES) WIDE BY 108" (INCHES) HIGH.

RECEIVED BY: Geo. C DATE RECEIVED: 2/22/21 Check# CC BY: [Signature]

### 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:

#### Meetings Scheduled:

Third AC&S Committee (TACSC): \_\_\_\_\_

United M&C Committee: \_\_\_\_\_

Board Meeting: \_\_\_\_\_

☐ Denied

☐ Approved

☐ Tabled

☐ Other \_\_\_\_\_

WAS APPROVED AND USED BY MY NEIGHBOR ACROSS THE STREET AT 3284<sup>th</sup> C. A PICTURE OF THAT UNIT IS INCLUDED WITH MY PICTURES.



ATTACHMENT 3



Front of Garage with Stacked Stone



Front of Garage with Stacked Stone





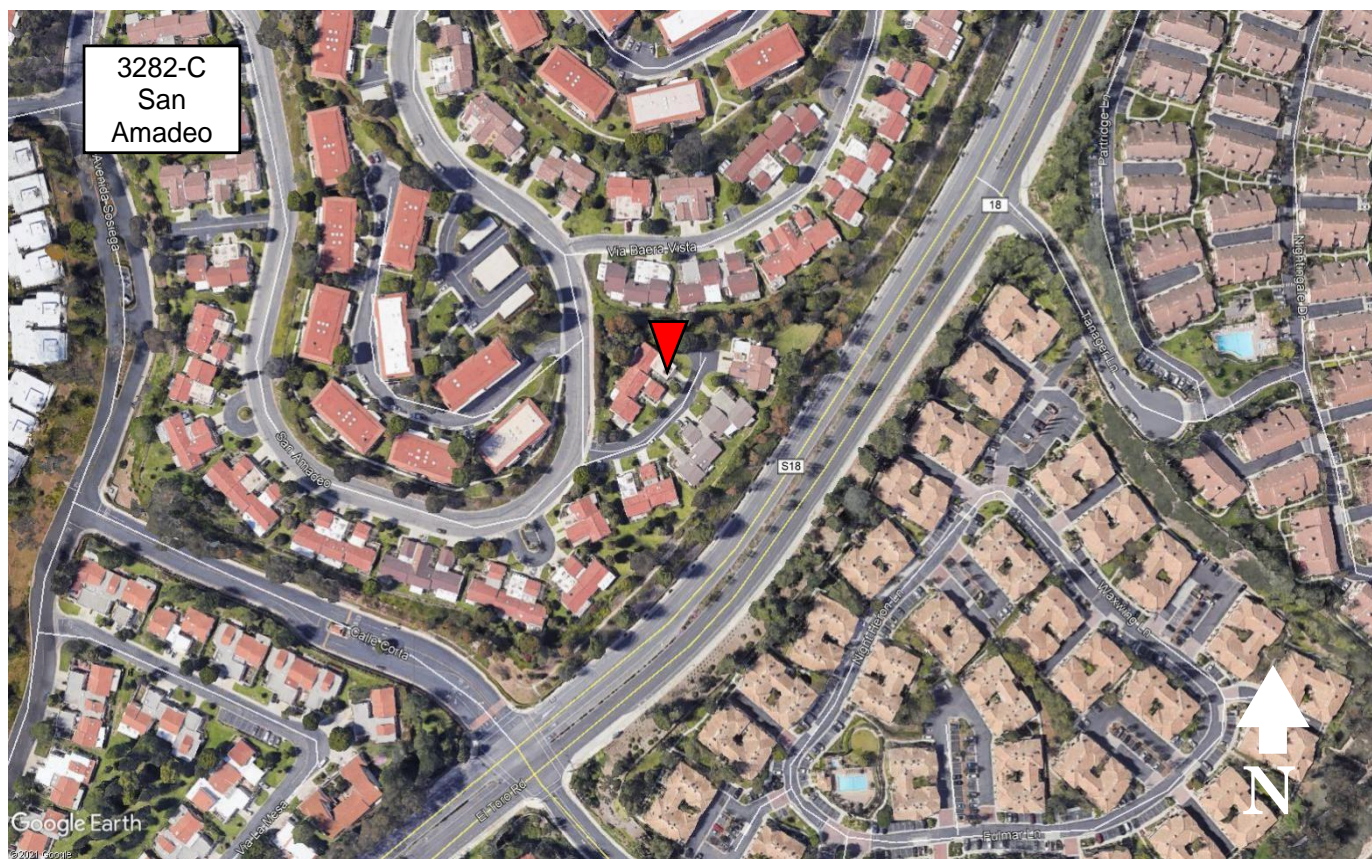
Front of Neighbor Unit with Stacked Stone - Across Street



Front of Neighbor Unit with Stacked Stone - Across Street



## ATTACHMENT 4







## STAFF REPORT

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**DATE:** April 26, 2021  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request  
Mr. Donald and Mrs. Sandra Schuman of 5271 Avenida Del Sol (Villa Serena, C12A\_1)  
Request to install Architectural Stone Veneer on Garage Wall and Patio Columns

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### **RECOMMENDATION**

Staff recommends the Board approve the request to install the architectural stone veneer installed on the garage wall and patio columns with the conditions stated in Appendix A.

### **BACKGROUND**

Mr. and Mrs. Schuman of 5271 Avenida Del Sol, a Villa Serena style unit, are requesting Board approval of a variance to apply architectural stone veneer installed on the garage wall and patio columns as described in the submitted plans (see Attachment 1) and the Variance Request (see Attachment 2).

Due to the proposed alteration not falling within any existing Mutual Standard or Policy, Staff requires approval by the Third Mutual Board to issue a Mutual Consent for the project.

The cost of the proposed alteration would be borne by the Member.

### **DISCUSSION**

Mr. and Mrs. Schuman of 5271 Avenida Del Sol, a Villa Serena style unit, are requesting Board approval of a variance to apply architectural stone veneer installed on the garage wall and patio columns.

The stone veneer is visible to Manors 5270, 5272, 5292, 5291, and 5290 as well as all pedestrian and vehicular traffic on Avenida del Sol.

Third Laguna Hills Mutual Standard Section 12 - *Exterior Wall Attachments*, paragraph 2.5 states, “Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios and atriums.” The subject stone veneer would face neighboring manors and passersby. However, staff is of the opinion the proposed stone veneer on the garage would not create a visual imbalance to the manor or

surrounding area. Staff notes that a similar stone veneer alteration was approved at 5202 in 2003, and has been approved by the Board at Manors 5074 in June 2007, 5283 in July 2007 and 5077 in October 2006.

There are currently no open Mutual Consents at Unit 5271.

Neighbor Awareness Notices have been issued to Manors 5270, 5272, 5292, 5291, and 5290.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5271.

**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 of Work

Attachment 2: Variance Request, February 18, 2021

Attachment 3: Photos

Attachment 4: Map



## APPENDIX A

### CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

1. No improvement shall be installed, constructed, modified or altered at unit **5271**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Member Owner or Owners ("Member Owner") 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 Unit Alterations has been granted at **5271** for **Architectural Stone Veneer**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **5271** and all future Mutual members at **5271**.
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. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
7. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy

of the final permit must be submitted to the Division within two weeks.

8. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
9. Prior to the issuance of a Mutual Consent for Unit 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 "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
10. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
11. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
12. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
13. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
14. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
15. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit

Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.

16. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
17. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
18. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
19. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
20. 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.
21. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
22. It is mandatory that no waste or materials associated with the construction be dumped

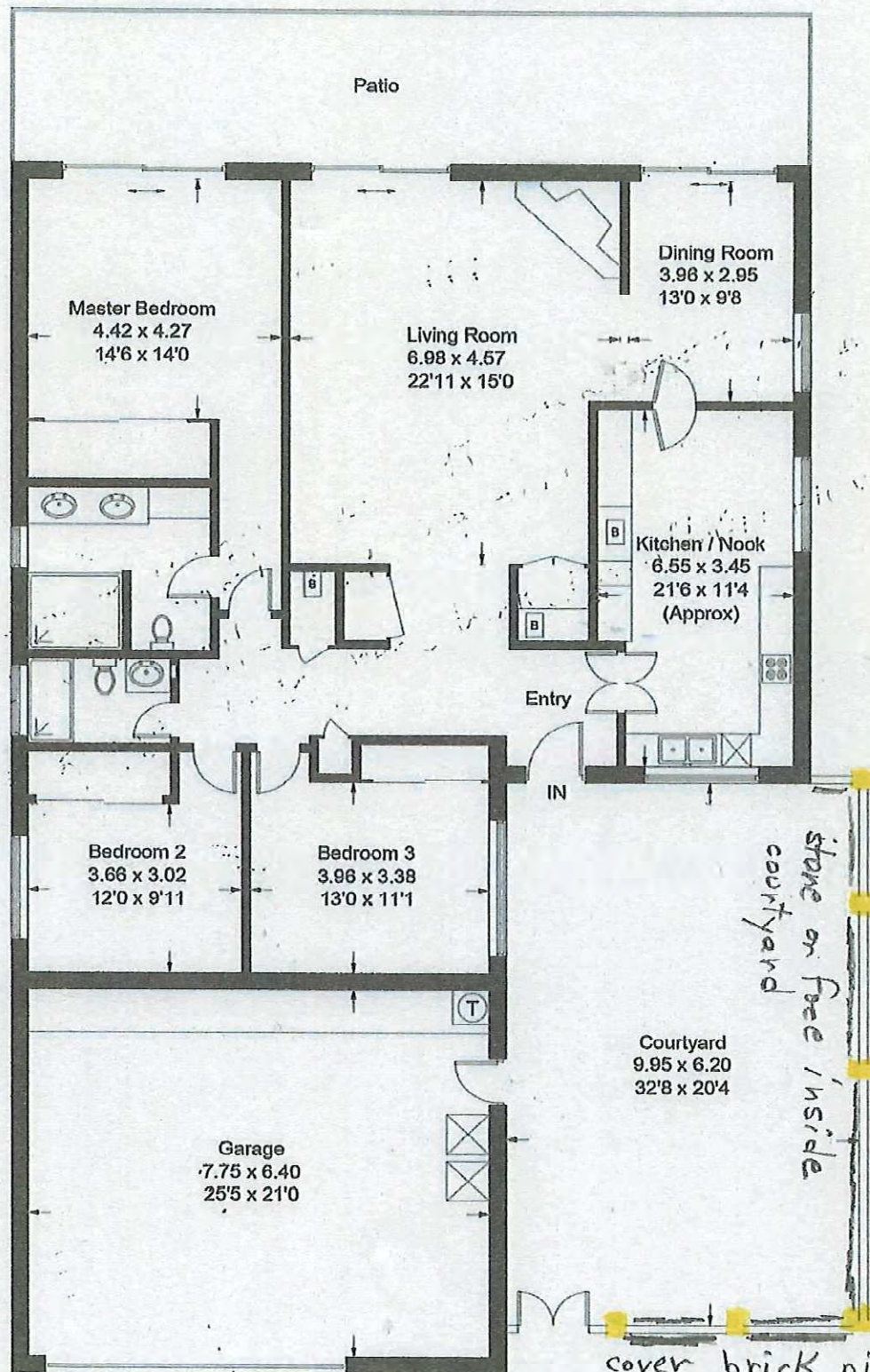
in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.

23. 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.
24. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
25. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
26. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, 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 Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
27. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.



## ATTACHMENT 3

Approximate Gross Internal Area = 149.7 sq m / 1612 sq ft  
(Including Garage)



look  
45  
1/4  
(c)

stone or face inside courtyard

leave existing brick cap on top of pillar only

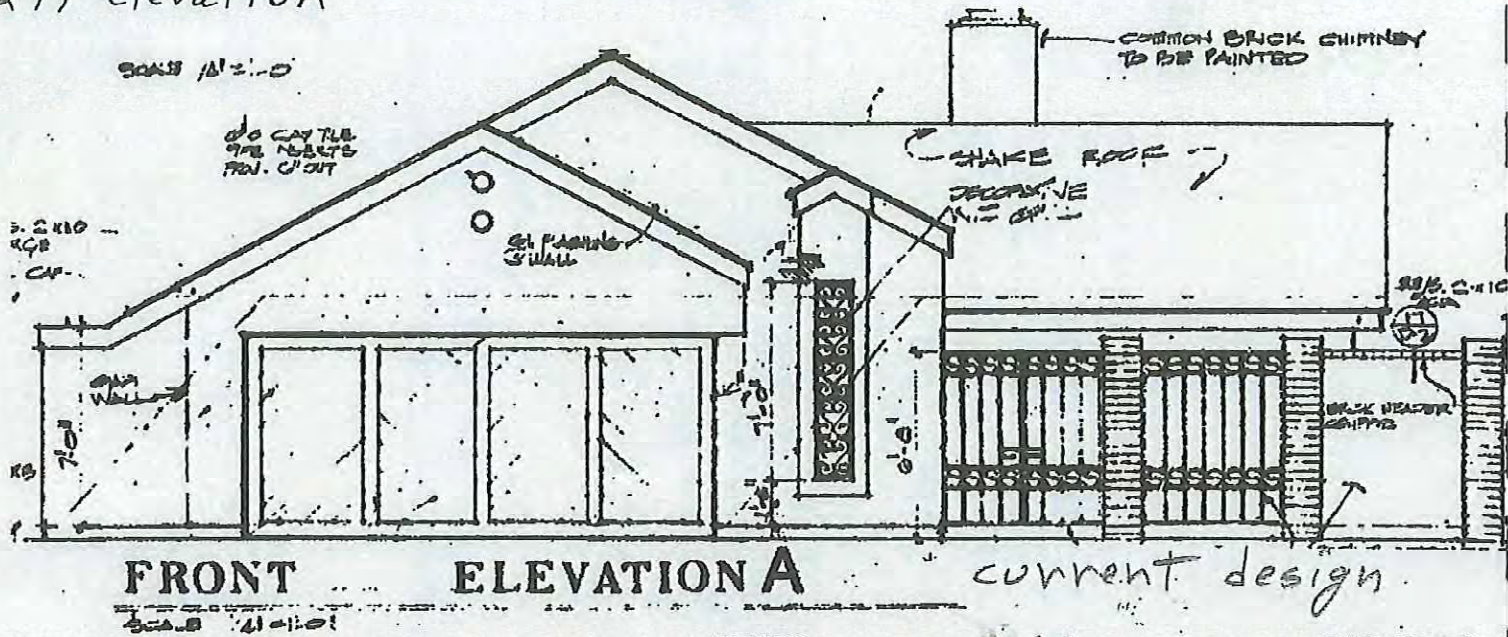
cover brick pillars

Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367256)

proximate, - stone on face  
of brick - existing  
brick on top



527/ elevation



existing front elevation

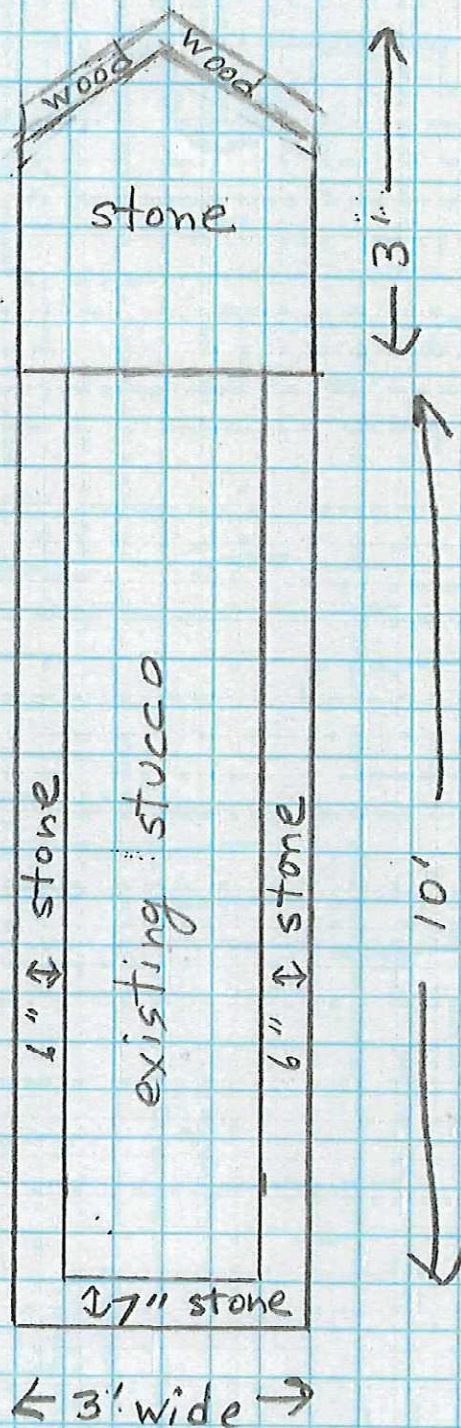


**FRONT ELEVATION**

# San Marco/Villa Serena(C12)

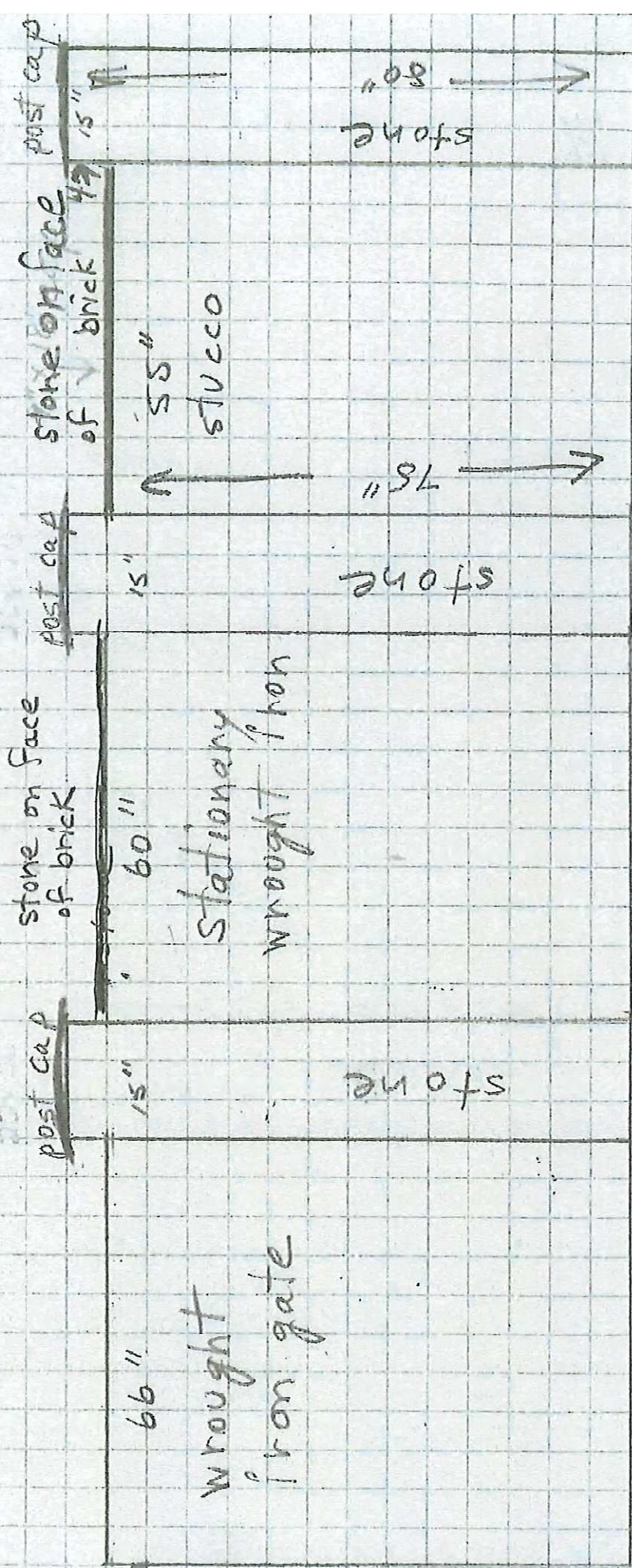


5271 Avenida Del Sol



stone to wrap  
around inside +  
outside





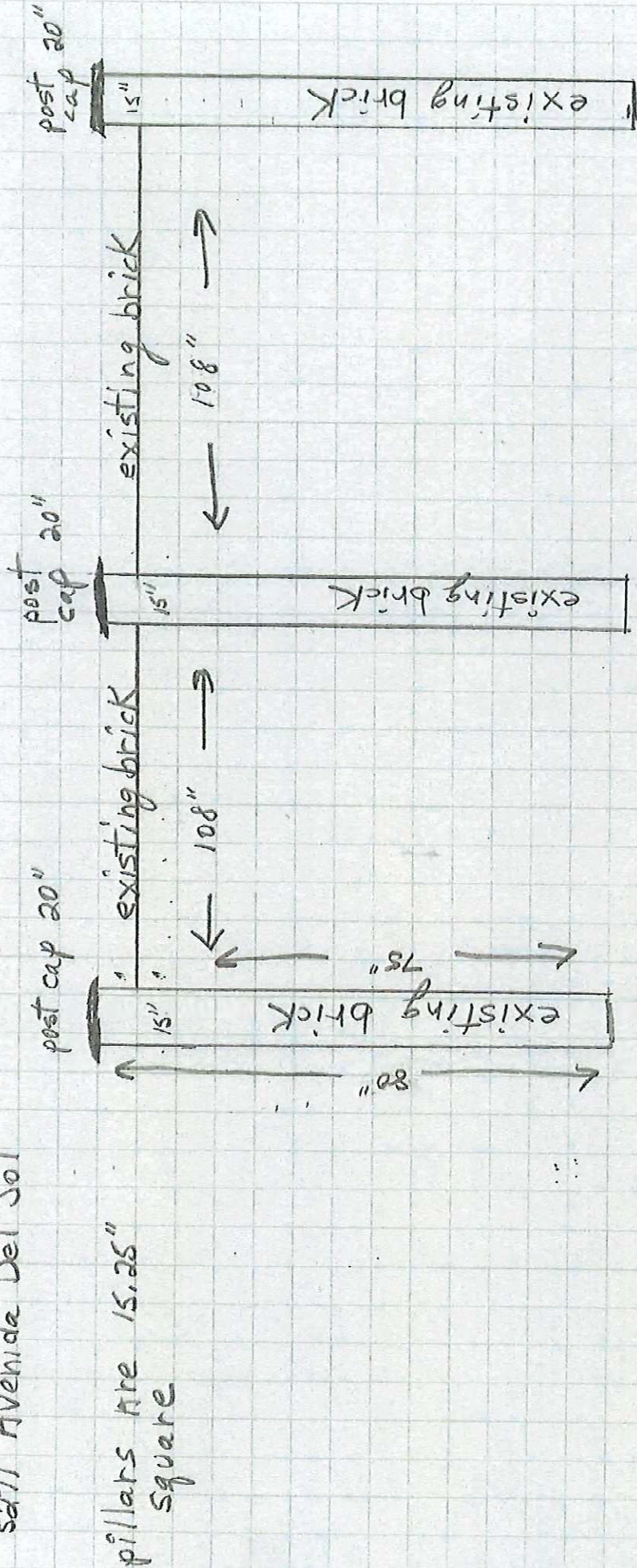
front elevation 5271 Avenida Del Sol

pillars 15.25" square stone on all sides  
 wall to top of brick 75"

post cap 20" x 20"



5271 Avenida Del Sol



elevation facing side  
yard of 5270

only change is a post cap  
on each brick pillar





Laguna Woods Villa

ATTACHMENT 2

MANOR # 5271

☐ ULWM☒ TLHM

## Variance Request Form

SA \_\_\_\_\_

Model: <u>Villa Serena</u>	Plan: <u>Elevation A</u>	Date: <u>February 18, 2021</u>
Member Name: <u>Sandra Schuman</u>	Signature: <u>Sandra Schuman</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Artco Tile</u>	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) <u>5271 Avenida Del Sol Laguna Woods</u>		

## Description of Proposed Variance Request ONLY:

install stone over red brick on front elevation  
and interior courtyard

## Dimensions of Proposed Variance Alterations ONLY:

see attached drawings

## FOR OFFICE USE ONLY

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

## 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:

## Meetings Scheduled:

Third AC&amp;S Committee (TACSC): \_\_\_\_\_

United M&amp;C Committee: \_\_\_\_\_

Board Meeting: \_\_\_\_\_

☐ Denied☐ Approved☐ Tabled☐ Other \_\_\_\_\_



ATTACHMENT 3



Front of Garage with Brick Columns at Patio

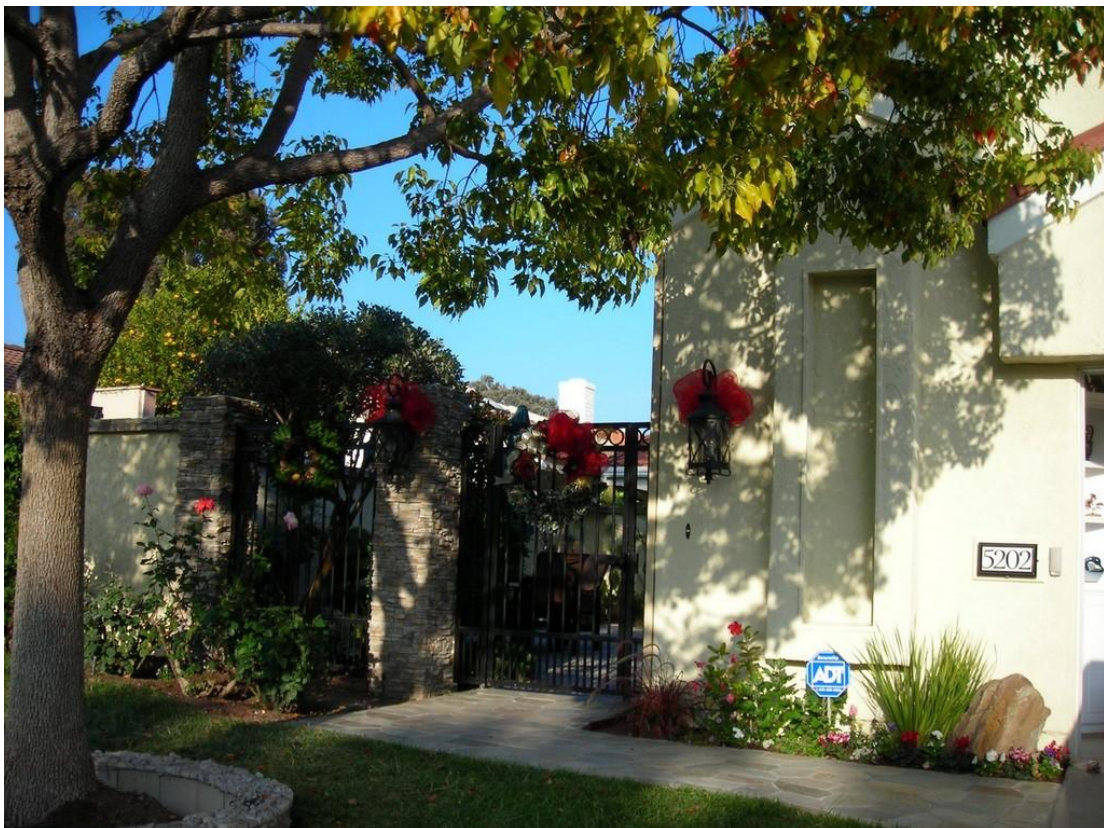


Front Corner of Patio Wall



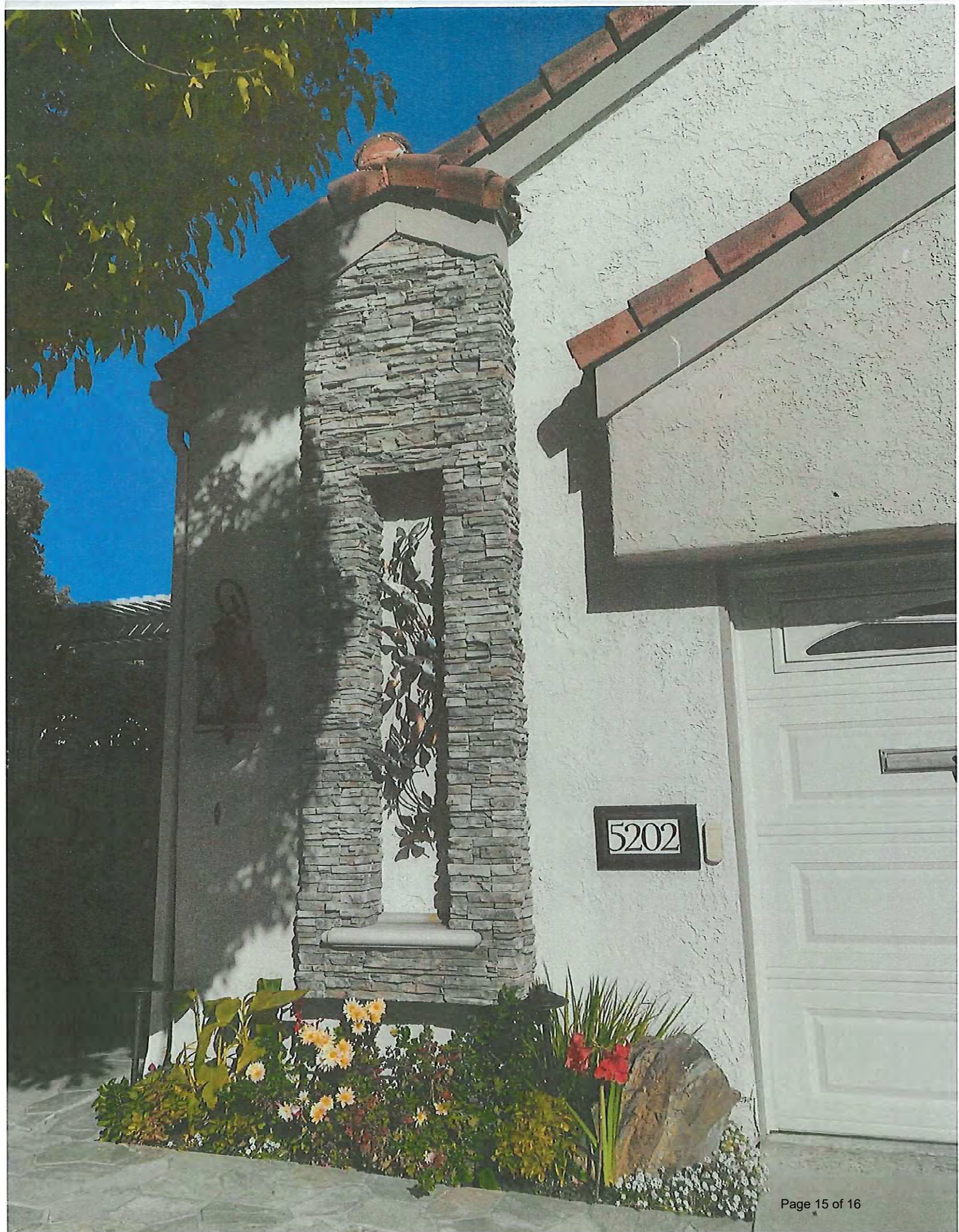


Front of Neighbor Unit 5202 with Stacked Stone



Front of Neighbor Unit 5202 with Stacked Stone







ATTACHMENT 4





**Average Numbers:**

Phone in-take: received per day / responded to per day =  
25 – 35 Received per day / 22 – 32 Responded per day  
E-mail in-take: received per day / responded to per day =  
55 – 75 Emails per day / 60 – 65 Responded per day  
Remote counter: total for March /average per day =  
6 Appointments total for March only / 0-3 Appts 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 March 2021:**

United - 99  
Third - 121  
Total - 220

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

United - 115  
Third - 153  
Total - 268

TOTAL		THIRD MUTUAL		UNITED MUTUAL	
CM	36	CM	20	CM	16
CN	2	CN	1	CN	1
FW	10	FW	5	FW	5
MC	136	MC	86	MC	50
PCP	26	PCP	9	PCP	17
OH	23	OH	15	OH	8
CLM	2	CLM	0	CLM	2
CXL	4	CXL	2	CXL	2
R	2	R	0	R	2
RQST	4	RQST	4	RQST	0
POP	3	POP	3	POP	0
REV	1	REV	1	REV	0
RV	19	RV	7	RV	12
Total	268	Total	153	Total	115

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	Cancelled	Cancelled by Member/Staff – for Errors only. Member cancel is considered completed for staff due to the time spend working the ticket.	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, Common Area Usage Agreement or Demo final documents 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	Revisions to plans/scope of work have been requested by MA	Applicant
RV	Being Revised	Non technical documents requested by MA (e.g. COLI, Signatures)	Applicant

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# Manor Alterations News

**Please read all three sections of the news bulletin  
(Realtors, Members and Contractors).  
Each section contains helpful information that  
may apply to your area of expertise.**

## Realtors

- Nonapproved alterations can delay closings. We recommend calling for a first inspection as soon as possible to identify any permits required as a result of unauthorized alterations.
- Sellers will be notified of any mandatory corrections and deficiencies, and are responsible for correcting all occurrences.

## Members

- Alterations or demolition may not begin unless a permit has been approved. Minor changes, such as painting, installing bookshelves or wall décor, are examples of alterations that do not require a permit.
- United Mutual members can take advantage of the new permitless alteration process via the Laguna Woods Village website. Alterations that are “like-for-like” and require no demolition may qualify for this new policy. [Review the category description here](#) to confirm whether your proposed alteration qualifies.

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or [alterations@vmsinc.org](mailto:alterations@vmsinc.org) if you have questions about what alterations require a permit.

Permit Classifications I, II and III are intended to more efficiently classify the complexity of the permit for Manor Alterations internal inspector processing. Do not confuse them with the United permitless alterations system that uses a I, II, III categorization for like-for-like replacements. Future news bulletins will provide more information on both systems.

## Contractors

Members and contractors may be unaware of the process for performing alterations within Laguna Woods Village. View the steps below and a link to the newly revised permit forms.

### Demolition Application

1. Complete the mutual consent for demolition application.
2. Complete mutual consent for demolition checklist.
3. Provide the scope and floor plan that corresponds to your unit/manor.  
Manor Alterations will determine if structural drawings will be required.
4. Provide certificate of liability.

5. Provide either an asbestos report or an abatement contract.
6. Email complete submission to initiate the processing of your documents.

Once your completed permit is approved, Manor Alterations will contact applicants directly for payment.

[Click here to view/download the alteration document package.](#)

### **Mutual Consent Application**

1. Complete the mutual consent application.
2. Review the standards for alterations for your proposed alteration. If a proposed alteration does not follow the standard provided, a variance request will be required in advance of alterations.
3. Provide the scope and floor plan that corresponds to your unit/manor.
4. Provide certificate of liability.
5. Email complete submission to initiate the processing of your documents.

Once your completed permit is approved, Manor Alterations will contact applicants directly for payment.

[Click here to view/download the demolition package.](#)

## **About Asbestos**

Laguna Woods Village advocates that contractors follow all governmental compliance in demolition and building construction. Asbestos-containing materials (ACM) have been found in various building components throughout the Village. One area of clarification is the allowance of certain testing procedures allowed in the mutual buildings. The Village allows and accepts all governing agency testing protocols inclusive of the polarized light microscopy (PLM) point count. Manor Alterations offers the following material for the convenience to the contractor for information:

1. [Cal/OSHA CCR, Title 8, Section 1529 Summary Guidelines: Laguna Woods Village](#)
2. [SCAQMD Rule 1403 Summary Guidelines: Laguna Woods Village](#)

Contractors are advised that the above documents are not intended to be the sole source or a complete listing of all documents that may apply to the testing, identification, handling and mitigation of ACM in the Village. Contractors are solely responsible to comply with all governing agency requirements.

- If contractors have additional questions about asbestos and/or abatement, the AQMD website is a great resource.
- AQMD provides ongoing publications and newsletters with their updates in regulations, educational materials, outreach and support,

along with other updates.

### Survey Report Requirements

- <https://www.aqmd.gov/home/rules-compliance/compliance/asbestos-demolition-removal/survey>

### FAQ

- <https://www.aqmd.gov/docs/default-source/compliance/Asbestos-Demolition-/1403-frequently-asked-questions.pdf?sfvrsn=47>

### Publications and Newsletters

- <http://www.aqmd.gov/home/research/publications>
- <http://www.aqmd.gov/sign-up>

## Permit Status Log

Please [click here](#) to view the permit status log, which is updated every two weeks. If you cannot locate your manor, please contact Manor Alterations directly with questions.

To download this content for print, [click here](#).

Laguna Woods Village Community Center | 24351 El Toro Road | Laguna Woods, CA 92637

### Unsubscribe

This message was sent to [lauryl.varnum@vmsinc.org](mailto:lauryl.varnum@vmsinc.org) from [villagenews@lagunawoodsvillage.com](mailto:villagenews@lagunawoodsvillage.com)

Laguna Woods Village  
Village Management Services, Inc.  
Laguna Woods Village Community Center 24351 El Toro Road  
Laguna Woods, CA 92637

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April 15, 2021

## MANOR ALTERATIONS NEWS

Please read all three sections of the news bulletin  
(Contractors, Realtors and Members).  
Each section contains helpful information that  
may apply to your area of expertise.

### Contractors

#### COLI Changes

Laguna Woods has adjusted their insurance requirements. Please review our [completed sample form](#) to confirm insurance requirements for working within Laguna Wood Village.

#### Contractor Rules & Regulations

While working in Laguna Woods Village, all contractors must follow the written rules and regulations, including policies regarding temporary containers, work hours, abatement and alteration standards.

Any deviation from the approved alteration submitted, violation of policy or initiation of an alteration/demolition before receiving an approved permit will result in fines and a potential ban from the community.

#### Stop Unauthorized Work Violations!

1. First violation of unauthorized work by a contractor: Written warning
2. Second violation of unauthorized work by a contractor: 30-day suspension
3. Third violation of unauthorized work by a contractor: 90-day suspension
4. Fourth violation of unauthorized work by a contractor: Indefinite suspension pending board approval to reinstate permission to work within Laguna Woods Village

If you have questions about rules and regulations, Manor Alterations can provide documentation regarding these parameters.

### Realtors

The vast majority of alterations fall under a standard umbrella of options. These include replacing windows, installing a storage cabinet, updating kitchen cabinets, etc. Standards are listed on the Laguna Woods website for reference, or click the links below.

- [Third architectural standards](#)
- [United architectural standards](#)

1. Complete a variance request form.
2. Provide a scope of work, including marked as-built plans, photos and specs of any proposed alterations.
3. Complete and submit both a mutual consent and demolition application.
4. Completed submissions will be reviewed by Manor Alterations.
5. Manor Alterations will perform an internal review, including site inspections, neighbor awareness notices and conditions of approval, and provide a report to the mutual's Architectural Control & Standards Committee for review.
6. The committee will review the report, neighbor comments and comments made by the member submitting the variance.
7. If the committee approves the variance, it will be submitted to the board for final approval.
8. If approved, the member will be able to complete the alteration and close out the mutual consent.

9.

## Members

Finding a good contractor can be difficult. Visit Manor Alterations at [lagunawoodsvillage.com](http://lagunawoodsvillage.com) for a list of approved contractors or [click here](#).

### Additional Resources

- [Click here](#) to verify a contractor's license
- [Click here](#) for tips and tricks for hiring a contractor within a senior living community
- [Click here](#) for access to guides and articles from the Contractor State License Board

Below are a few important points to consider before entering into a contract with a licensed contractor. The following are suggestions only; members uncomfortable in the contractor selection process are advised to seek other professional advice.

- Confirm the contractor holds mutual-required insurance
- Review in detail the contract and scope of work. Ask for clarification if necessary.
- Ensure the contract contains specific dates of commencement of work and completion.
- Ensure the contract amount relates exactly to the scope of work or services to be performed.
- List those items the contractor is excluding from the work, such as material purchases.
- Confirm the contractor will obtain the proper permit with the HOA and the city as required to fulfill the entire contract scope of work.

- Ask for references for previous work done in the Village and locally. Be sure to call the references and ask questions.

•

## Permit Status Log

Please [click here](#) to view the permit status log, which is updated every two weeks. If you cannot locate your manor, please contact Manor Alterations directly with questions.

## Contact Us

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or [alterations@vmsinc.org](mailto:alterations@vmsinc.org) with questions.