



**OPEN MEETING**

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

Monday, April 25 2022: 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, James Cook, Craig Wayne

**DIRECTORS PRESENT:** Mark Laws

**COMMITTEE MEMBERS ABSENT:** Michael Plean

**ADVISORS PRESENT:** Michael Butler

**STAFF PRESENT:** Robbi Doncost, Lauryn Fox, Gavin Fogg, Bart Mejia, Manuel Gomez, Richard DeLaFuente

**1. Call to Order**

Chair Mutchnick called the meeting to order at 9:30 AM.

**2. Acknowledgement of Media**

Zoom recording.

**3. Approval of Agenda**

Agenda was approved by consensus.

**4. Approval of Meeting Report for March 28, 2022**

Meeting Report was approved by consensus.

**5. Chair's Remarks**

Chair Mutchnick explained that Director Plean was unable to attend due to medical reasons.

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

None.

**7. Manor Alterations Division Update**

Staff Officer Bart Mejia had minor updates for technology and permit processing, but stated more detailed updates would be given in a later section of the meeting.

**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. Mejia discussed the efforts of Manor Alterations to streamline the processing and approval of Mutual Consents. He discussed the efforts of the Tech Team to update the website abilities.

Director Laws inquired about the length of time for approvals, if there were parameters for shrinking the approval timeline, and what the target was for improvements. Mrs. Fox explained the average approval time, how the timelines were driven, and where the largest time delays occurred.

### **Variance Requests:**

- A. 5191 Duenas (Villa Serena, Plan C12RB\_1) Room Addition in Exclusive Use Common Area and Laundry Room in the Garage

Mr. Mejia introduced the Variance, and Director Cook requested an edit to the Staff Report to reflect the ACSC approval as opposed to the Board. Chair Mutchnick stated he visited the proposed manor in person to better understand the layout. Mr. DeLaFuente answered questions regarding the overall depth of the planter v the extension. Discussion ensued regarding the final layout approval. The variance was approved by consensus.

- B. 5379-C Avenida Sosiega (Cabrillo, Plan RP203A) Cathedral Ceiling

Mr. Mejia introduced the Variance, and Mr. DeLaFuente clarified the intent to maintain the existing roof line. Advisor Butler discussed the requirements for a recordable CAUA, and potentially adding this clarification into the General Conditions of the variance. Discussion ensued between the committee to balance occupancy agreements, like-for-like changes, policy requirements, and timeline of approvals. The variance was approved by consensus with the mandate that the additional general condition was added and the verbiage edited.

### **Items for Discussion:**

9. Update on Technology
  - A. Automated Reminders
  - B. Live Permit Status Links
  - C. Analytics Improvements

Mrs. Fox summarized the different technological updates coming to Manor Alterations, and how the efforts of these updates will streamline the approval process. Mrs. Fox confirmed that per the committee's requests, efforts have been made to increase communications with residents after they begin to lapse in providing documents. There was also effort made to give residents more access to real-time updates.

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

- Variance Request Report



- Contractor Violation Policy: Revisions Post-Board Meeting
- Handrail Policy: Evolution into Ambulatory Aide Policy
- Alteration Fee Schedule
- CAUA: Resolution from 2018 – Revisited for Discussion

**Concluding Business:**

**10. Committee Member Comments**

None.

**11. Date of Next Meeting – May 23, 2022**

**12. Adjournment at 10:03 AM**

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Robert Mutchnick, Chair

Bart Mejia, Staff Officer

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