



OPEN SESSION

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

**Monday December 27, 2021: 9:30AM - 11:30AM
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 – November 22, 2021 (PDF Page 3)
5. Chair's Remarks
6. Member Comments - (Items Not on the Agenda)
7. Division Manager 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, PDF Page 7)

Variance Requests:

- A. Variance Request – 5063 Avenida Del Sol (Villa Terraza, Plan C10RC_1) Master Bedroom Extension and Foyer Addition (PDF Page 9)
- B. Variance Request – 5071 Avenida Del Sol (Villa Terraza, Plan C10RC_1) Master Bedroom Extension and Foyer Addition (PDF Page 29)
- C. Variance Request – 5206 Avenida Despacio (Villa Reposo, Plan C11B_1) Master Bedroom Extension, Bedroom Extension, Third Bathroom Addition, Kitchen Relocation and Office Addition (PDF Page 47)
- D. Variance Request – 5555-A Rayo Del Sol (Casa Palma, 10R-13) Bedroom Addition on Existing Rear Private Garden (PDF Page 67)

Items for Discussion:

9. Staff Report - Water Heater Enclosure (Attachment 2, PDF Page 91)
10. ACM: Legal Involvement Progress & Dual Mutual Involvement – Update from Chairman
11. Staff Report – Alteration Fee Schedule (Attachment 3, PDF Page 115)



12. Staff Report - Policy for Requests for Handrails in Common Area (Attachment 4, PDF Page 125)

Items for Future Discussion & Agendas:

- Manor Alterations News Bulletin Topics

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting – January 24, 2022
15. Adjournment



OPEN MEETING

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

Monday, November 22 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, James Cook

DIRECTORS PRESENT:

COMMITTEE MEMBERS ABSENT:

ADVISORS PRESENT: Michael Plean, Michael Butler

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Gavin Fogg, Richard DeLaFuenta

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 October 25, 2021

The committee approved the meeting report by consensus.

5. Chair's Remarks

None.

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

None.

7. Manor Alterations Division Update

Mr. Doncost updated the current status of the Manor Alterations ("MA") office, the forward progress with training, and the effort to work cohesively.



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 stated that MA is trending in a positive direction with issuance of MC's, but is still behind on phones and emails. Advisor Plean inquired if any more staff was to be brought on, and when the new technology would be integrated. Mr. Doncost confirmed that staff was now full, and there was no way to predict when the technology would be fully integrated. He stated that once integrated, there would be more possibilities for tracking and analysis of data.

Advisor Plean inquired if the variance process could be shortened, in order to process permits quicker. Mr. Doncost highlighted the major time impact came from submissions lacking sufficient paperwork, and the need for approval from both ACSC and the Board.

Variance Requests:

- A. Variance Request – 5417 (San Marco, Plan C12C_2) Master Bedroom Addition, New Windows, Third Bathroom Addition, and Interior Remodel (PDF Page 9)

Staff Officer DeLaFuente summarized the variance request, the expansion of the bedroom, the addition of another bathroom, and the letter of support from neighbors. Chair Mutchnick asked clarifying questions regarding the courtyard and access points, which Mr. DeLaFuente explained. A motion to approve the variance was passed by consensus.

- B. Variance Request – 5560-A (Casa Lorenzo, Plan RC12) Kitchen Remodel with Structural Changes (PDF Page 31)

Mr. DeLaFuente summarized the variance request, highlighting the shared garage wall, that the City will deal with code compliance regarding plumbing and gas lines. After discussion ensued, a motion to approve the variance was passed by consensus.

Items for Discussion:

9. Staff Report - Water Heater Enclosure

Chair Mutchnick gave a physical description of the existing water heater enclosures and a summary of the efforts made until this point. Discussion ensued on the potential for updating existing structures, the capacity to grandfather in existing structures, and the potential costs for completing updates.

Director Frankel inquired if most water heaters were contained within the garage or outside, and Mr. Doncost confirmed that exterior water heaters fell within the exclusive-use common area. Discussion



ensued as to which material upgrades would be most efficient and cost-effective, ultimately deciding that Staff should provide a cost analysis of upgrades. The committee elected to call a motion to grant a temporary stay prohibiting new installations of water heater cabinets within common area. The motion passed. Then a motion was passed to have staff gather costs and pricing to create a new standard for water heater cabinets, inclusive of update occurring before a resale is completed, which would be reviewed by the ACSC before submitting to the Board for approval.

10. ACM: Legal Involvement Progress & Dual Mutual Involvement – Update from Chairman

Chair Mutchnick confirmed he had received no contact from the United ACSC relating to ACM.

11. Staff Report – Alternative Wood Flooring Materials

Mr. Doncost summarized the request made of staff to provide costs and guidance on sound transmission, and make recommendations on a composition or product that could be recommended to members. Mr. Doncost stated that staff had worked with a consultant who had previously provided recommendations within the community.

Discussion ensued regarding the potential issues with members who have already installed flooring not meeting new standards, if the existing structure of the buildings belied sound dampening efforts, or if underlayment was a solution. No motion was made.

12. Staff Report - Policy and Procedures for Requests for Handrails in Common Area

Chair Mutchnick highlighted the edits to be made within the policy, namely the removal of references to ADA, the inclusion of language clarifying the licensing of the handrail, and the potential for members to retain a handrail within a resale. Motion was passed to table the staff report and return it to the ACSC at the next meeting.

Items for Future Agendas:

- Manor Alterations News Bulletin
- Handrail Resolution

Concluding Business:

13. Committee Member Comments:

None.

14. Date of Next Meeting – December 27, 2021

15. Adjournment at 11:00 PM

X _____

Robert Mutchnick, Chair

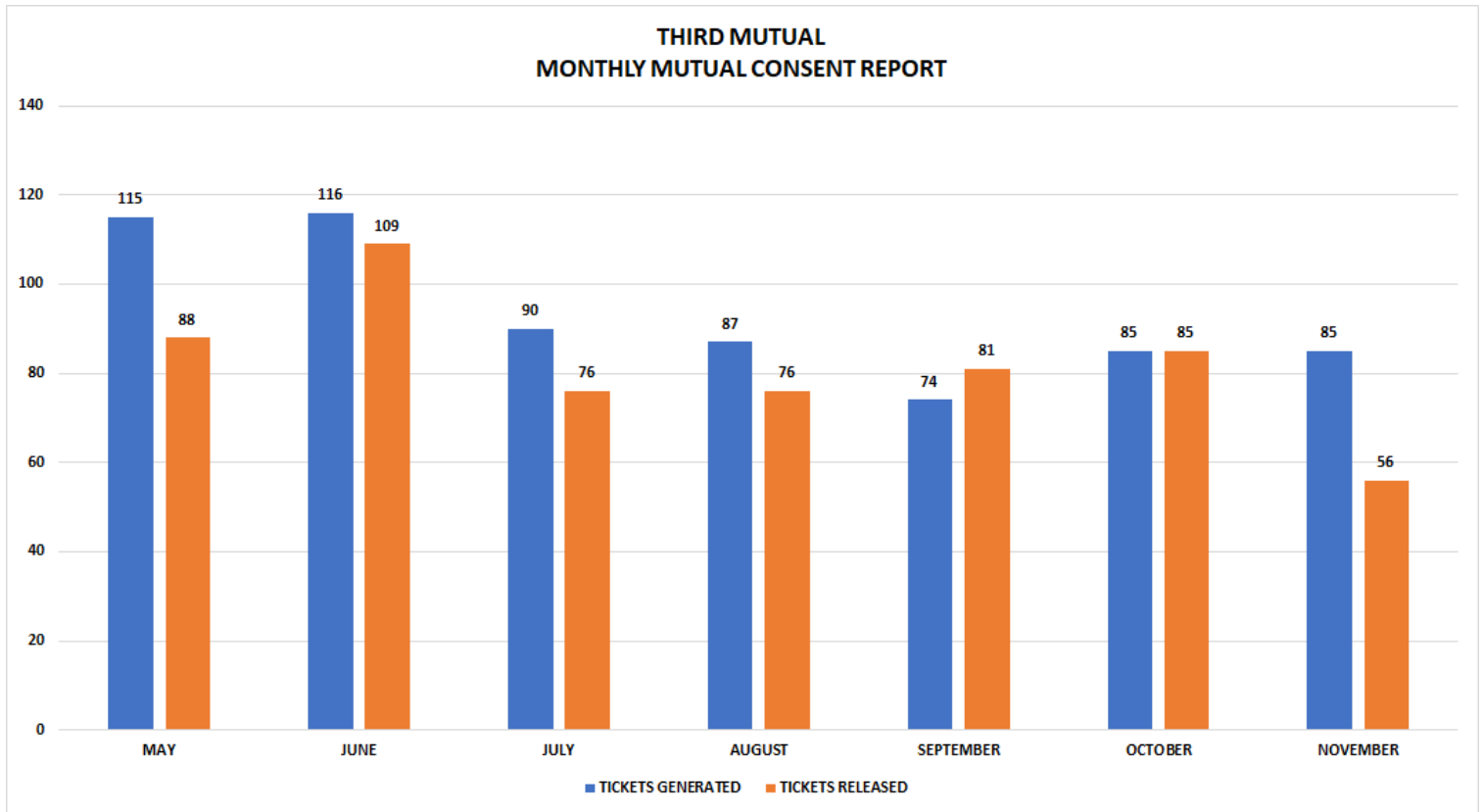
Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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**THIRD MUTUAL
MONTHLY MUTUAL CONSENT REPORT**



Average Numbers:

Phone in-take: received per day / responded to per day =

25 - 30 Received per day / 25 - 30 Responded per day

E-mail in-take: received per day / responded to per day =

50 – 60 Emails per day / 50 - 55 Responded per day

Counter Appointments: total for November/average per day =

53 In-Person Appointments in November/ 1 - 2 Appointments per day

Permit Release Timeline:

Class I Permits = 15 - 20 Business Days

Class II Permits = 15 - 20 Business Days

Class III Permits = 15 - 90 Business Days

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STAFF REPORT

DATE: December 27, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Steve Grogan of 5063 Avenida Del Sol (Villa Terraza, Plan C10RC_1) Master Bedroom Extension and Foyer Addition

RECOMMENDATION

Staff recommends the Third Architectural Control and Standards Committee approve the request for a master bedroom extension and a foyer addition with the conditions stated in Appendix A.

BACKGROUND

Mr. Steve Grogan of 5063 Avenida Del Sol, a Villa Terraza style manor, requests Board approval of a variance for a 5063 for a new laundry room in the garage and a master bathroom extension.

Due to there being no existing Standard plan for the proposed alterations, 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. Steve Grogan is proposing to add on to the master bedroom, extending the bedroom into the side patio and incorporating access to the garage through a laundry room.

Both the master bathroom extension and the new laundry room are extending into exclusive-use common area. Per current common area usage policy, no new alterations may be approved on the common area portion of land. Therefore the new additions shall be limited to the original construction exclusive-use common area limits (Appendix B). The fence shall remain as defined by the original construction exclusive-use common area limits (Appendix B).

The portion of the existing slabs to be occupied by the room additions shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. An overpour will not be allowed.

Structural drawings will be submitted for review prior to issuance of the Mutual Consents for Demolition and Alteration. Specifically, cutting of roof trusses to accommodate the addition will not be allowed. The existing trusses are to remain intact. See Conditions

of Approval item 13. Additionally, the structural tie-in of the bathroom extension and the laundry room shall be addressed on the structural drawings.

Additionally, no alterations shall be allowed beyond the original construction exclusive-use common area limitations per original tract map as shown in Appendix B. See Conditions of Approval items 14 and 15. Per the provided drawings, the extension is 14'-9" wide by 6'-8". The addition will also incorporate a new 5'x4' egress window to the side and a new 3'x4' window to the rear.

All walls to be demolished shall be verified to be non-bearing prior to demolition. Structural drawings and calculations shall be required for the remodel.

Currently, there are no Mutual Consents open for the manor.

Staff recommends approval from the Board regarding the variance request for the following reasons. Mr. Steve Grogan has submitted architectural drawings for the proposed alteration for review. As indicated on the plans, additions are contained by the original construction exclusive-use common area limits as shown in Appendix B. The remodel should not cause a significant change to existing drainage, landscaping, or similar issues related to common area maintenance.

As part of the remodel, the existing plumbing lines need to meet size and slope fall of current code to accommodate any additional loads from new appliances and fixtures.

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

A Neighbor Awareness Notice was sent to Units 5062, 5064, 5047, 5046, and 5045 on December 13, 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.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5063.

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

Appendix B: Tract Map

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 unit 5063, ("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 5063 for a new laundry room in the garage and a master bathroom extension, 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. 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.
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 5063 and all future Mutual members at 5063.
5. 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.

6. 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.
7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
8. Member Owner's contractors and other invitees shall have business signage on vehicles and 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.
9. 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.
10. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
11. 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.
12. 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.

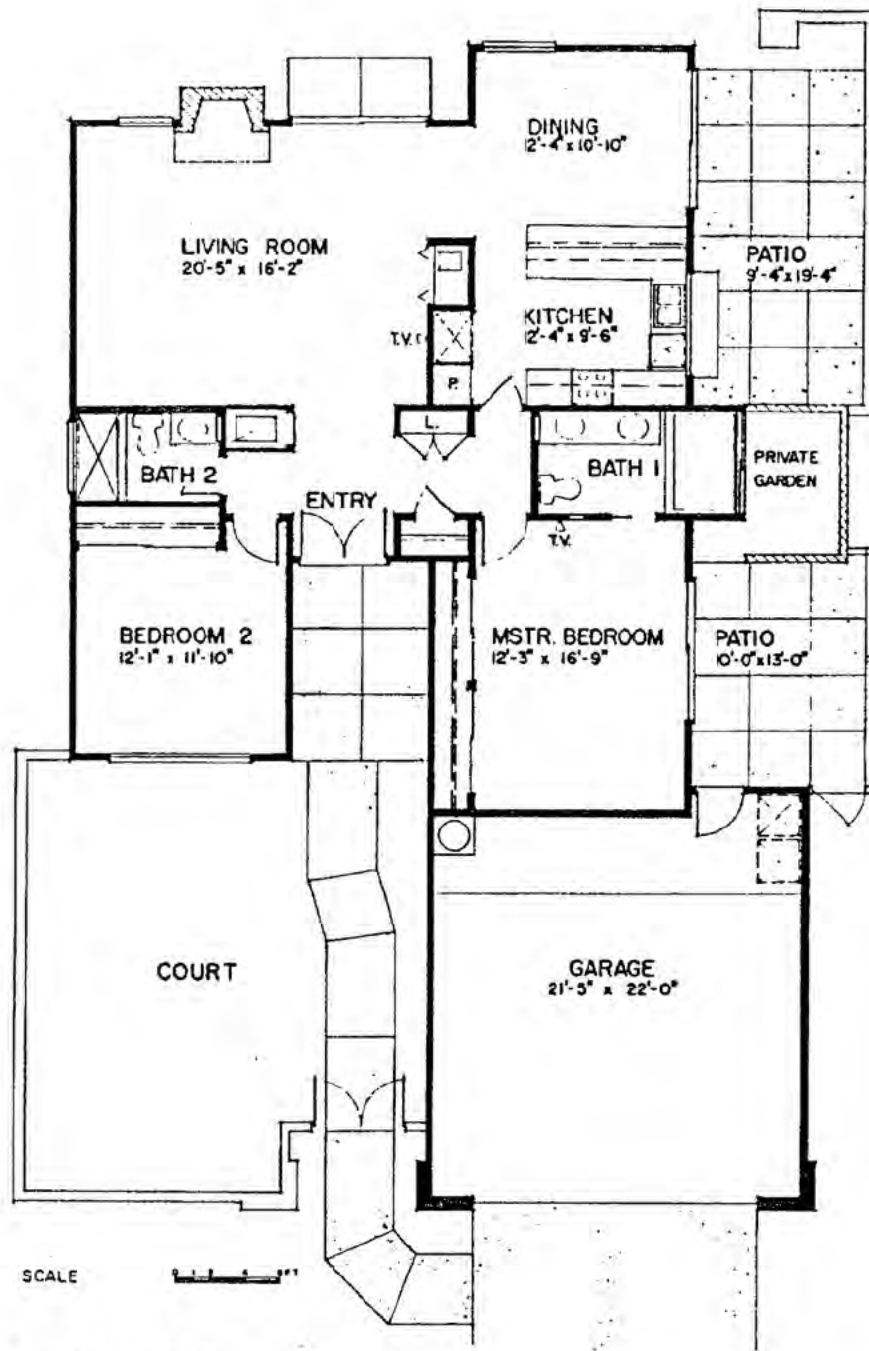
13. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
14. Prior to the Issuance of a Mutual Consent for Alternations, if required, the Manor Owner shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
15. 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.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner 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 Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
17. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
18. 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.

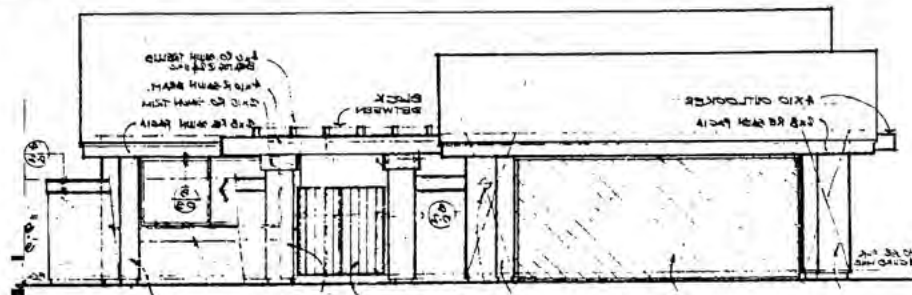
19. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
20. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
21. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
22. Paver install must be set in compacted subgrade.
23. 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.
24. 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.
25. 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.
26. 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.
27. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
28. 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.
29. 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.

30. 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.



FLOORPLAN C10RC



FRONT ELEVATION C10RC

Columbia/Villa Terraza(C10)

FLOOR PLAN NOTES

THESE ARE THE NAMES OF THE PEOPLE WHO WERE KILLED OR SERIOUSLY INJURED IN THE 1968-1970 U.S. AIRCRAFT CRASHES IN SOUTH VIETNAM. THE NAMES ARE LISTED BY AIRCRAFT TYPE AND BY DATE OF CRASH. THE NAMES ARE LISTED IN ALPHABETIC ORDER BY LAST NAME. THE NAMES ARE LISTED IN THE ORDER THEY APPEARED IN THE ORIGINAL REPORTS. THE NAMES ARE LISTED IN THE ORDER THEY APPEARED IN THE ORIGINAL REPORTS. THE NAMES ARE LISTED IN THE ORDER THEY APPEARED IN THE ORIGINAL REPORTS.

CONCRETE PLACEMENT

THE FOLLOWING ARE ARCHITECTURAL MINIMUM STANDARDS
ONLY. REFER TO PROJECT SOils REPORT AND STRUCTURAL
ENGINEERS DRAWINGS FOR NOTES AND MODIFICATION.
NOT SHOWN HERE.

CONCRETE SLABS

CONCRETE SLABS SHALL BE PLACED OVER A MINIMUM OF 1" CLEAN DUMP SAND OVER 6" PL. VISBLEEN OVER 1" CLEAN DUMP SAND.

CONCRETE STOPS

CONCRETE STEPS SHALL BE PROVIDED AT EACH ENTRY TO THE DOOR.
DOOR.
CONCRETE STEPS SHALL BE A MINIMUM OF 1-0' WIDE THAN THE DOOR.
IN EACH CASE
DOOR OPENING
DOOR THRESHOLD SHALL BE A MAX. OF 3-1/2" THICK.
DOOR THRESHOLD SHALL BE ATTACHED TO HOUSE IN 4 PLACES
AT 24" O.C. (MINIMUM)

CONCRETE POUCHES

CONCRETE PARCHES SHALL BE PROVIDED AT THE FRONT OR MAIN ENTRY DOOR.
PARCH DIMENSIONS ARE NOTED ON PLANS.
PARCH SHALL BE A MINIMUM OF 5'-0" THICK.
PARCH SHALL BE ATTACHED TO SUBS IN 4 ROWS
AT 24 O.C. (MINIMUM 2).
EXCEPTION, WOOD PARCHES, SEE PLAN.

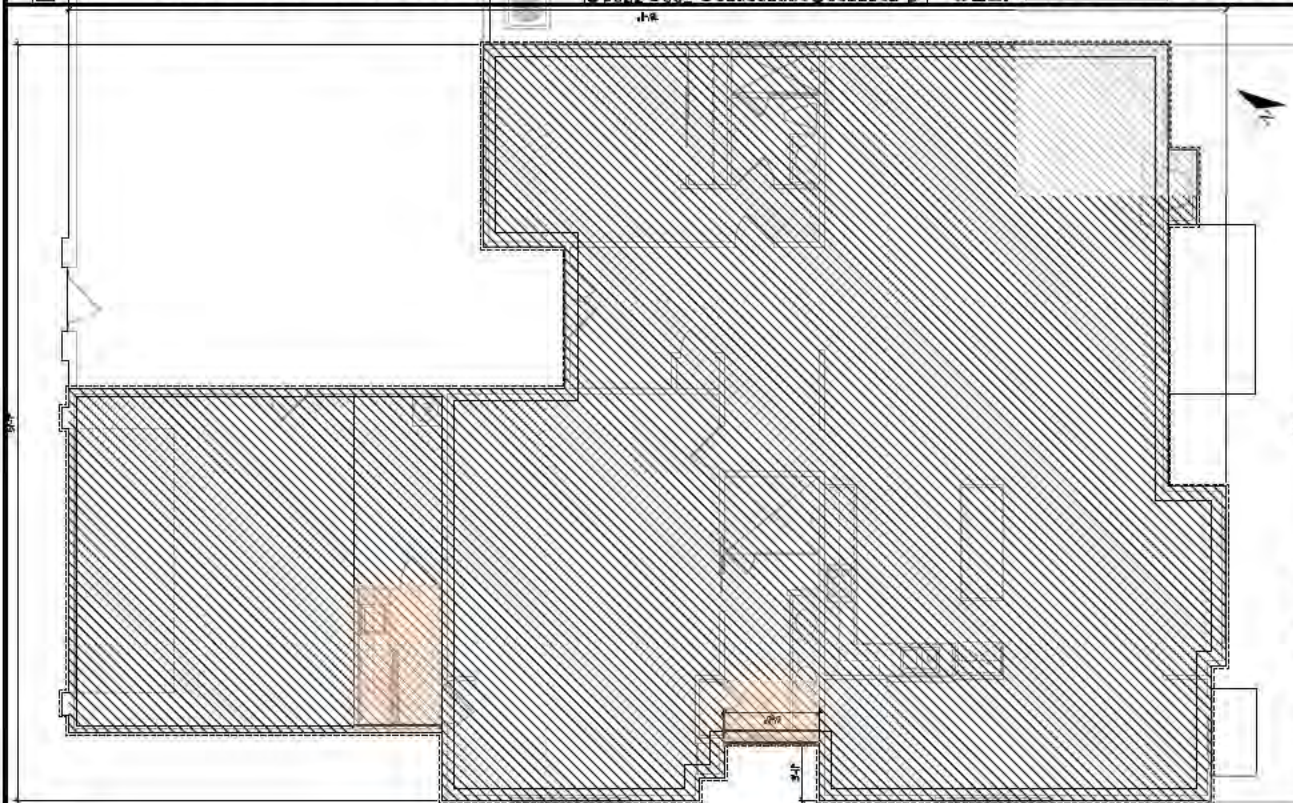
SQUARE FOOTAGE
EXISTING 80. FT.
PROPOSED ADDITION
TOTAL 80. FT.

GENERAL PLAN NOTES

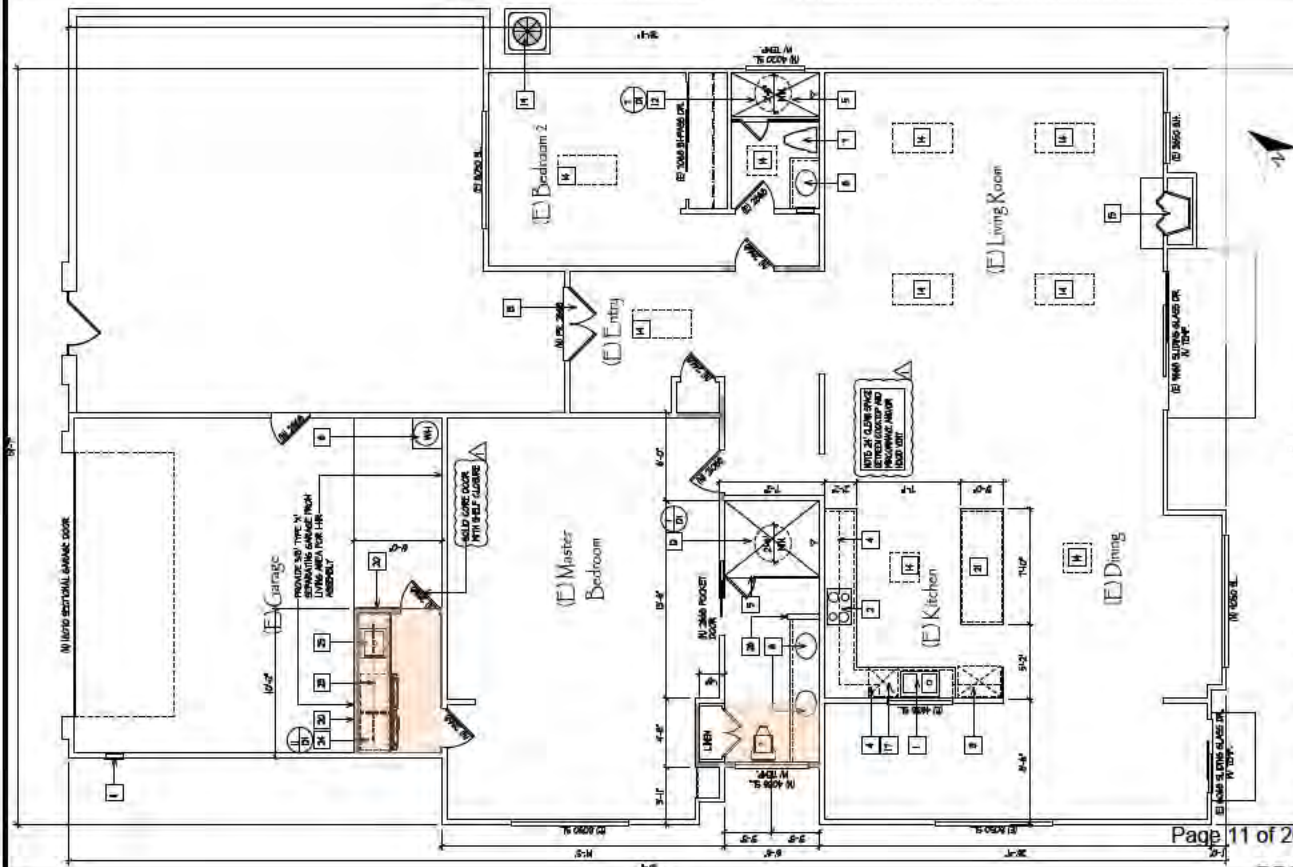
GENERAL PLAN NOTES

2001

FLOOR PLAN KEY	CEILING DROPPING CEILING	NOT PART OF SCOPE OF WORK	DROPPING CEILING	CEILING WALL TO EXISTING WALL TO REMAIN	NEW WALL

**PROPOSED SLAB PLAN**

SPAIN 1747-59



PROPOSED FLOOR PLAN

2011-01-23



UTILITY SYMBOLS

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ELECTRICAL NOTES

- the 1990s, the U.S. has been a major force in the development of the world's information infrastructure. The U.S. has been a major force in the development of the world's information infrastructure. The U.S. has been a major force in the development of the world's information infrastructure.

ROOF NOTES

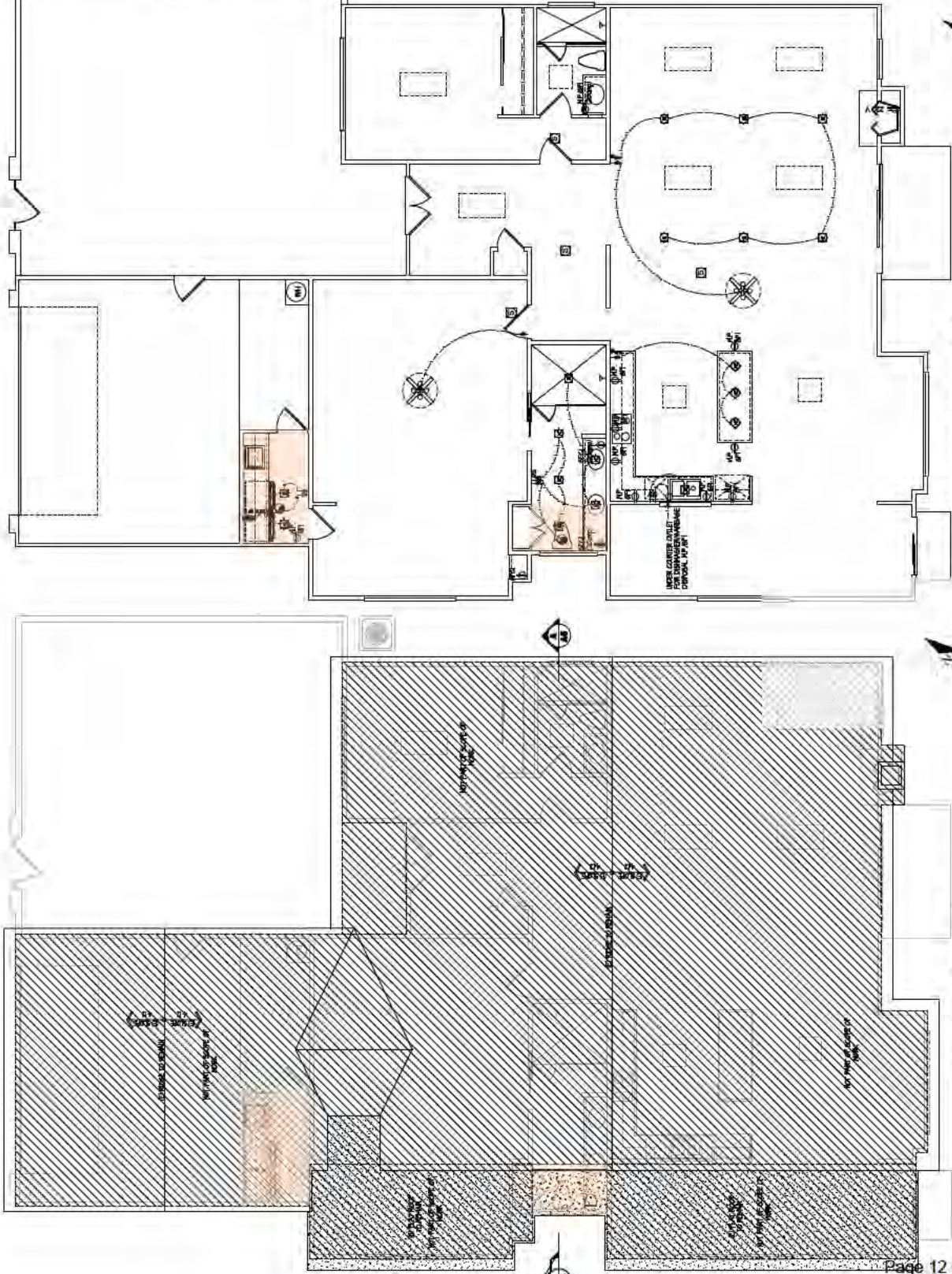
- ROOF SLOPES: 12:12
ROOF MATERIAL: BELL ON ASPHALT
ROOF COVERING: 1/4" MIN. THICK 1/2" 1200 R20
APPROXIMATE AREA: ROOF MATERIAL SHALL BE CLASS
INE RETURNED.

THE VENT CALCULATION

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PROPOSED UTILITY PLAN

PROPOSED ROOF PLAN



Laguna Woods Village



MANOR # 5063

☐ ULWM☒ TLHM

Variance Request Form

SA 21595921

Model: Villa Tereza	Plan:	Date: 07-01-2021
Member Name: Steve Grogan	Signature <u>Steve Grogan</u> <small>Steve Grogan (CA #2109 115500)</small>	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co: FHI Constructions Inc.	Phone: [REDACTED]	Email: [REDACTED]

Description of Proposed Variance Request ONLY:

Create a new laundry room with two separate entry doors and a new laundry sink in the room based on the City approved plan.

Extend out portion of Master bathroom into the sideyard by demolishing and reframing the walls, roofing and ceiling in the area based on the City approved plan.

Dimensions of Proposed Variance Alterations ONLY:

Laundry room: 10'-2" x 6'-0"

Extended Bathroom area: 6'-0" x 7'-8"

FOR OFFICE USE ONLY

RECEIVED BY: al DATE RECEIVED: 7/1/21 Check# _____ BY: _____

Alteration Variance Request	Complete Submittal Cut Off Date: <u>7-22-21</u>
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: _____	Meetings Scheduled: Third AC&S Committee: <u>8-23-21</u> United AC&S Committee: <u>9-</u> Board Meeting: <u>9-21-21</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

Steve Grogan
5063 Avenida Del Sol
Laguna Woods Village

Dear Board Members

I would like to request that this statement be attached and presented along with the variance request form that has been filed (July 1st, 2021) and will I presume will be looked at by the Third Mutual board members either this month or next. Obviously due to Covid I cannot be physically present in front of the board members to explain the reasons for our home variance request.

I would like to start by saying the following, and please bear with me if this statement appears somewhat lengthy but this variance request approval is very important to my wife and I.

My wife and I very much look forward to being a part of the Laguna Woods Village community. We have spent several years looking for a community that we would be happy living in and we both believe we have found it. We have friends who have lived in Laguna Woods for 20+ years and state that it was the best move they ever made. As an aside, we feel that in some ways we are already actively involved in the community, having just voted (yes) for the first time, concerning new insurance rate estimates involving Third Mutual homes.

In requesting approval of the variances for our home we would like to state what our intent was in purchasing the home. It was not to flip or remodel for any monetary gain. We plan on this being our home for the rest of our lives, for whatever time that may be. So you can understand why we want so much that our home is comfortable to live in.

Having previously served as a board member on an HOA I understand the importance of scrutinizing architectural change requests put forward by residents. We only approved such requests if we felt that it would not only improve the residence in question but also the neighborhood as a whole.

Our rational for requesting the variances to our home are as follows:

As far as the request for a laundry room within the unit, we got the idea from a home we visited in August 2019 in Laguna Woods Village. The home we later purchased was the exact same floor model that we had went into in August 2019 (5176 Calzado), with a door leading into a laundry room off of a master bedroom extension (which we also have) and an exit door from the laundry room into the garage. When we purchased our home we immediately remembered that home and thought let's do exactly the same thing as they had been allowed to do.

The other area of our home that we have requested a variance for includes a remodel of our master bathroom. When we first visited the home, we were a little concerned that the indented area on the side of our house where the master bathroom is presently located, has in our view, both privacy and security issues, which we feel should not be easily dismissed. After speaking to different residents in Laguna Woods we remain confused as to whether, the indented area on the side of our house is a common area managed by the Third Mutual, or it may be an area belonging to the unit itself, not part of the common area, or it could possibly be a common area that has been grandfathered in previously allowing for use by the homeowner. We believe that this variance approval will make the interior of the home a lot more functional with a larger master bathroom and at the same time make that side of the house cosmetically better in appearance with one straight wall the whole length, and also eliminating as we said before any privacy and security issues. If any board member would like to see the side area in question prior to their decision, please feel free to inspect it, or have somebody designated by you to do so.

In closing, my wife and I hope that the board will take into consideration everything that I have said here. I apologize for it being pretty lengthy but I hope that the board realizes that it would very disappointing and upsetting to us if the variance requests were denied. As I stated previously in this letter we still remain very confused, and have realized that we may need to seek out a person or entity that have some expertise in such things as this.

Yours Sincerely,
Steve Grogan











STAFF REPORT

DATE: December 27, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Carl Main and Ms. Teddy Main of 5071 Avenida Del Sol (Villa Terraza, Plan C10RC_1) Master Bedroom Extension and Foyer Addition

RECOMMENDATION

Staff Staff recommends the Third Architectural Control and Standards Committee approve the request for a master bedroom extension and a foyer addition with the conditions stated in Appendix A.

BACKGROUND

Mr. Carl Main and Ms. Teddy Main of 5071 Avenida Del Sol, a Villa Terraza style manor, request Board approval of a variance for a master bedroom extension and foyer addition.

Due to there being no existing Standard plan for the proposed alterations, 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. Carl Main and Ms. Teddy Main are proposing to add on to the master bedroom, extending the bedroom into the side patio and incorporating access to the garage through a storage room.

Additionally, the proposal includes relocating the front entry door and wall to enclose a portion of the covered patio as a new foyer.

Both the master bedroom extension and the new foyer are extending into exclusive-use common area. Per current common area usage policy, no new alterations may be approved on the common area portion of land. Therefore the new additions shall be limited to the original construction exclusive-use common area limits (Appendix B). The fence shall remain as defined by the original construction exclusive-use common area limits (Appendix B).

The portion of the existing patio slabs to be occupied by the room additions shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. Additionally, the master bedroom extension requires the removal of a significant portion of exterior wall at the side of the house. Per the provided drawings, the extension is 14'-9" wide by 6'-8".

The

addition will also incorporate a new 5'x4' egress window to the side and a new 3'x4' window to the rear.

Due to the significant rearrangement of rooms, all walls to be demolished shall be verified to be non-bearing prior to demolition. Structural drawings and calculations shall be required for the remodel.

Currently, there are no Mutual Consents open for the manor.

Staff recommends approval from the Board regarding the variance request for the following reasons. Mr. Carl Main and Ms. Teddy Main have submitted architectural drawings for the proposed alteration for review. As indicated on the plans, additions are contained by the original construction exclusive-use common area limits as shown in Appendix B. The remodel should not cause a significant change to existing drainage, landscaping, or similar issues related to common area maintenance.

Structural drawings will be submitted for review prior to issuance of the Mutual Consents for Demolition and Alteration. Specifically, cutting of roof trusses to accommodate the addition will not be allowed. The existing trusses are to remain intact. Additionally, the structural tie-in of the bedroom extension and the foyer addition shall be addressed on the structural drawings.

All walls to be demolished shall be verified to be non-bearing prior to demolition.

Cutting of roof trusses to accommodate any alteration is prohibited. The existing trusses are to remain intact. See Conditions of Approval item 13. The area of the existing patio slabs to be occupied by the additions shall be demolished and replaced with a new slab, footings and moisture barrier per current building code, to match the existing interior floor slab elevation. An overpour will not be allowed. Additionally, no alterations shall be allowed beyond the original construction exclusive-use common area limitations per original tract map as shown in Appendix B. See Conditions of Approval items 14 and 15.

As part of the larger remodel, the existing plumbing lines need to meet size and slope fall of current code to accommodate any additional loads from new appliances and fixtures.

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

A Neighbor Awareness Notice was sent to Units 5069, 5070, 5072, 5073, 5035, 5034 5033, and 5032 on December 3, 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.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5071.

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

Appendix B: Tract Map

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 unit **5071**, ("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 5071 for for a master bedroom extension and a foyer addition, 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. 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.
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 5071 and all future Mutual members at 5071.
5. 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.

6. 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.
7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
8. Member Owner's contractors and other invitees shall have business signage on vehicles and 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.
9. 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.
10. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
11. 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.
12. 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.

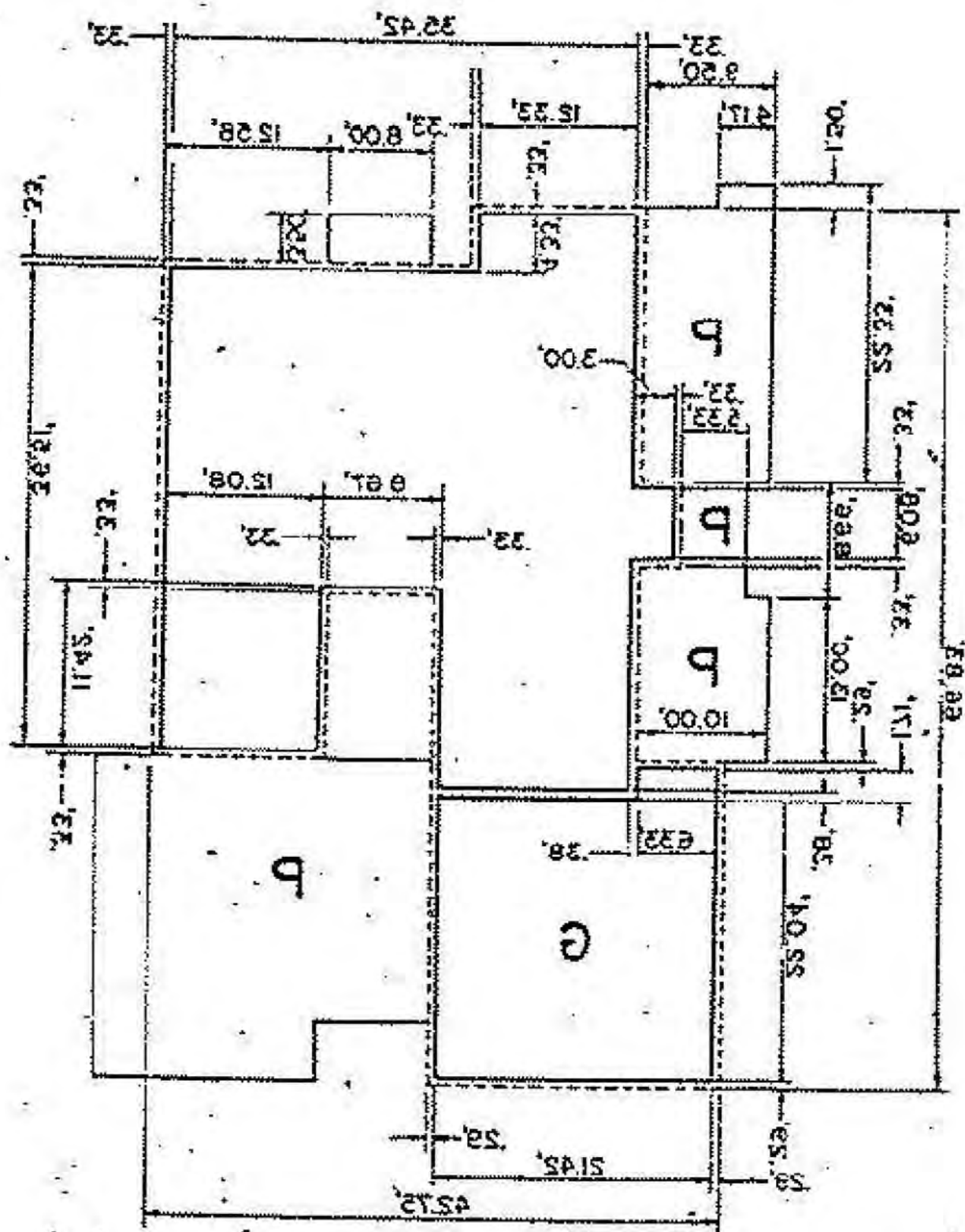
13. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
14. Prior to the Issuance of a Mutual Consent for Alternations, if required, the Manor Owner shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
15. 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.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner 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 Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
17. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
18. 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.

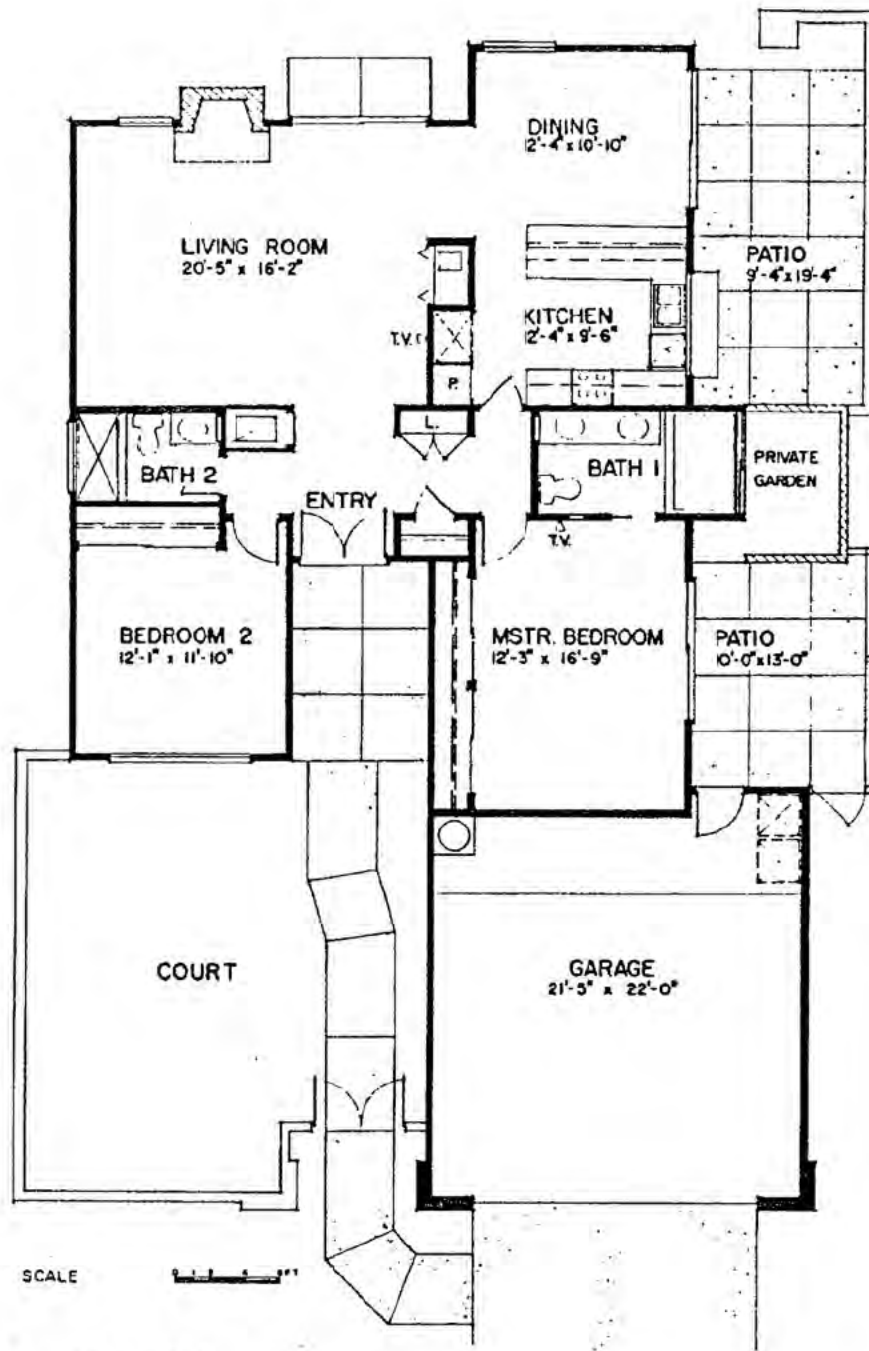
19. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
20. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
21. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
22. Paver install must be set in compacted subgrade.
23. 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.
24. 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.
25. 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.
26. 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.
27. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
28. 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.
29. 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.

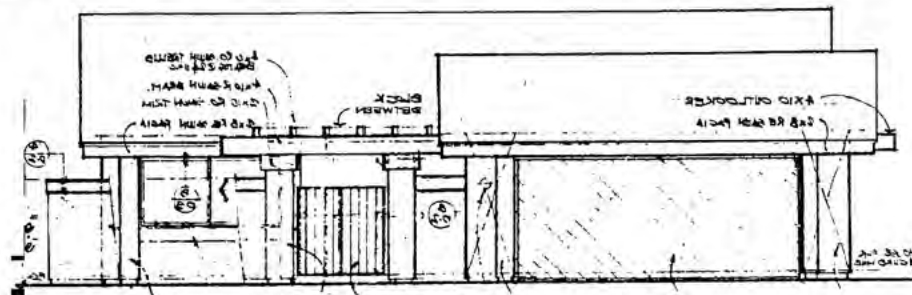
30. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
31. Due to the extent of the additions and renovation work, the entire building is to be painted color to match existing. Painting includes but is not limited to, stucco, eaves, soffit, perimeter walls, gates, and trim.
32. Pressure wash the existing roofing tiles in a further attempt to match the new tile additions.



PLAN C10RC



FLOORPLAN C10RC



FRONT ELEVATION C10RC

Columbia/Villa Terraza(C10)



Laguna Woods Village

MANOR # 5071

☐ ULWM☐ TLHM

Variance Request Form

SA

Model: COLUMBIA	Plan:	Date: 05-18-21
Member Name: MAIN CARL and TEDDY	Signature: CT Main	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co: WILSON ANGEL / DOCTOR REMODEL	Phone: [REDACTED]	Email: [REDACTED]

Description of Proposed Variance Request ONLY:

EXTENSION OF MASTER BEDROOM

98 SQ. FT. (98.38 ROUNDED TO THE NEAREST FOOT)

MANOR 5071

EXTENSION OF ENTRY 68 SQ FT

Dimensions of Proposed Variance Alterations ONLY:

6'-8" x 14'-9"

8'-0" x 8'-6"

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: _____ United AC&S Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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STAFF REPORT

DATE: December 27, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Mark Miller of 5206 Avenida Despacio (Villa Reposita, Plan C11B_1) Master Bedroom Extension, Bedroom Extension, Third Bathroom Addition, Kitchen Relocation and Office Addition

RECOMMENDATION

Staff recommends the Third Architectural Control and Standards Committee approve the request for a master bedroom extension, bedroom extension, 3rd bathroom addition and office addition with the conditions stated in Appendix A.

BACKGROUND

Mr. Mark Miller of 5206 Avenida Despacio, a Villa Reposita style manor, requests Board approval of a variance for a master bedroom extension, bedroom extension, 3rd bathroom addition and office addition.

Due to there being no existing Standard plan for the proposed alterations, 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. Mark Miller is proposing to remodel the existing kitchen, removing non-bearing walls, adding a third bathroom, extending a master bedroom addition into the back patio, extending the bedroom into the side patio, adding a third bathroom, relocating the kitchen, adding an office in the front patio and adding additional windows, as part of a larger remodel project.

The kitchen remodel portion of the variance requires the removal of a bearing wall and the addition of a clerestory window in the remodeled living area. The new kitchen, living, and dining room area will create a more open floorplan.

The master bedroom extension portion of the variance requires the removal of the existing patio enclosure. The enclosure sits on a patio slab which was previously extended into common area. Per current common area usage policy, no new alterations may be approved on the common area portion of land and at the time of removal of the patio enclosure, the non-compliant full-width patio slab and the patio wall at the rear of the house shall be returned to the original exclusive-use common area limits (Appendix B).

The portion of the existing patio slab to be occupied by the room addition shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. Additionally, the master bedroom extension requires the removal of a significant portion of exterior wall at the rear of the house. Per the provided drawings, the extension is 13'-5" wide by the full original 6' patio depth, therefore remaining on the original exclusive-use common area patio dimensions. The addition will also incorporate a new 9'x4' egress window to the rear and a new 5'x6'8" french door opening onto the new patio slab.

As part of the remodel, a third bathroom is to be incorporated within the unit. Per the provided plans, a second master suite is to be created by adding a new bathroom at the current Kitchen area and the bedroom will be expanded to occupy the side patio area. The existing patio slab to be occupied by the room addition shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. The existing master bath and closet will be remodeled.

An office space will be added occupying part of the front patio area. The office will have a new sliding door onto the front patio. Again, the portion of the existing patio slab to be occupied by the room addition shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. The existing 2nd bathroom will be remodeled into a powder room with access to the new office.

Due to the significant rearrangement of rooms, all walls to be demolished shall be verified to be non-bearing prior to demolition. Structural drawings and calculations shall be required for the remodel

Currently, there are no Mutual Consents open for the manor.

Staff recommends approval from the Board regarding the variance request for the following reasons. Mr. Mark Miller has submitted architectural drawings for the proposed alteration for review. As indicated on the plans, additions are contained by the original construction exclusive-use common area limits as shown in Appendix B. The remodel should not cause a significant change to existing drainage, landscaping, or similar issues related to common area maintenance.

Structural drawings will be submitted for review prior to issuance of the Mutual Consents for Demolition and Alteration. Specifically, cutting of roof trusses to accommodate the addition of skylights will not be allowed. The existing trusses are to remain intact. Additionally, the structural tie-in of the bedroom extension shall be addressed on the structural drawings.

All walls to be demolished shall be verified to be non-bearing prior to demolition.

Cutting of roof trusses to accommodate any alteration is prohibited. The existing trusses are to remain intact. See Conditions of Approval item 13.

The bedroom and office additions shall be contained by the limits of the original construction exclusive-use common area limits. The area of the existing patio slabs to be occupied by the additions shall be demolished and replaced with a new slab, footings

and moisture barrier per current building code, to match the existing interior floor slab elevation. An overpour will not be allowed. Additionally, the rear patio slab shall be returned to the original construction exclusive-use common area limitations per original tract map as shown in Appendix B. See Conditions of Approval items 14 and 15.

The existing plumbing lines need to meet size and slope fall of current code to accommodate any additional loads from new appliances and fixtures.

Due to the extent of the additions and renovation work, the entire building is to be painted color to match existing. Painting includes but is not limited to, stucco, eaves, soffit, perimeter walls, gates, and trim. Pressure wash the existing roofing tiles in a further attempt to match the new tile additions. The remaining Entry Patio area (not expanded upon) to be refurbished.

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

A Neighbor Awareness Notice was sent to Units 5244, 5245, 5246, 5247, 5202, 5203, 5204, 5205, and 5207 on December 1, 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.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5206.

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

Appendix B: Tract Map

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 unit 5206, ("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 5206 for a master bedroom extension, bedroom extension, 3rd bathroom addition and office addition, 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. 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.
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 5206 and all future Mutual members at 5206.
5. 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.

6. 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.
7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
8. Member Owner's contractors and other invitees shall have business signage on vehicles and 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.
9. 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.
10. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
11. 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.
12. 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.

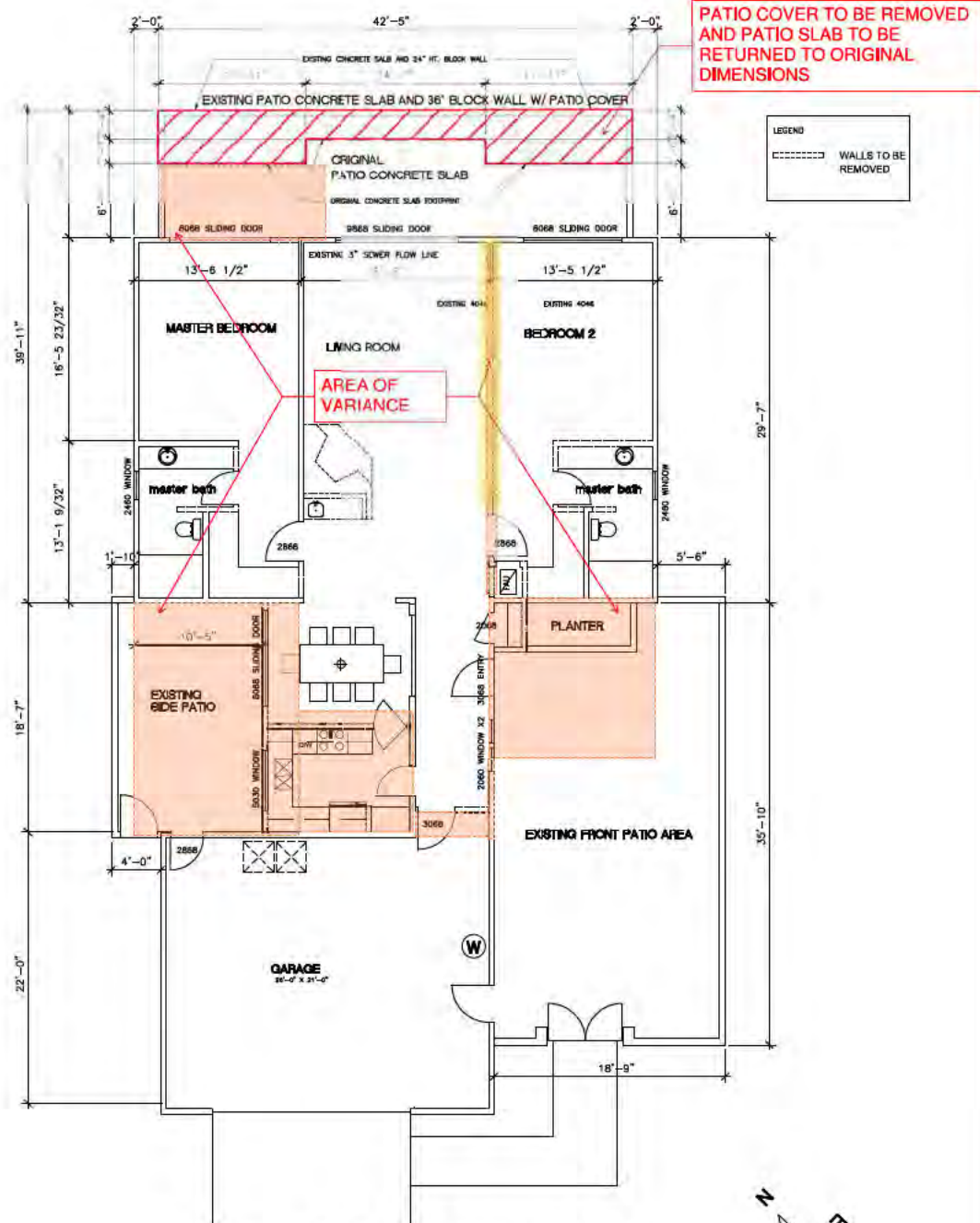
13. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
14. Prior to the Issuance of a Mutual Consent for Alternations, if required, the Manor Owner shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
15. 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.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner 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 Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
17. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
18. 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.

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. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
21. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
22. Paver install must be set in compacted subgrade.
23. 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.
24. 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.
25. 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.
26. 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.
27. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
28. 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.
29. 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.

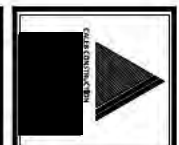
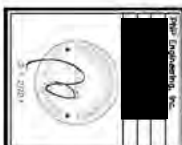
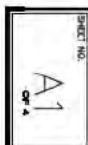
30. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
31. Due to the extent of the additions and renovation work, the entire building is to be painted color to match existing. Painting includes but is not limited to, stucco, eaves, soffit, perimeter walls, gates, and trim.
32. Pressure wash the existing roofing tiles in a further attempt to match the new tile additions.
33. The remaining Entry Patio area (not expanded upon) to be refurbished and finished with tile material.

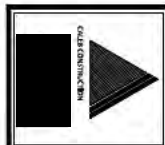
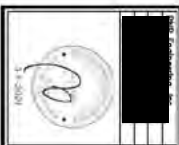
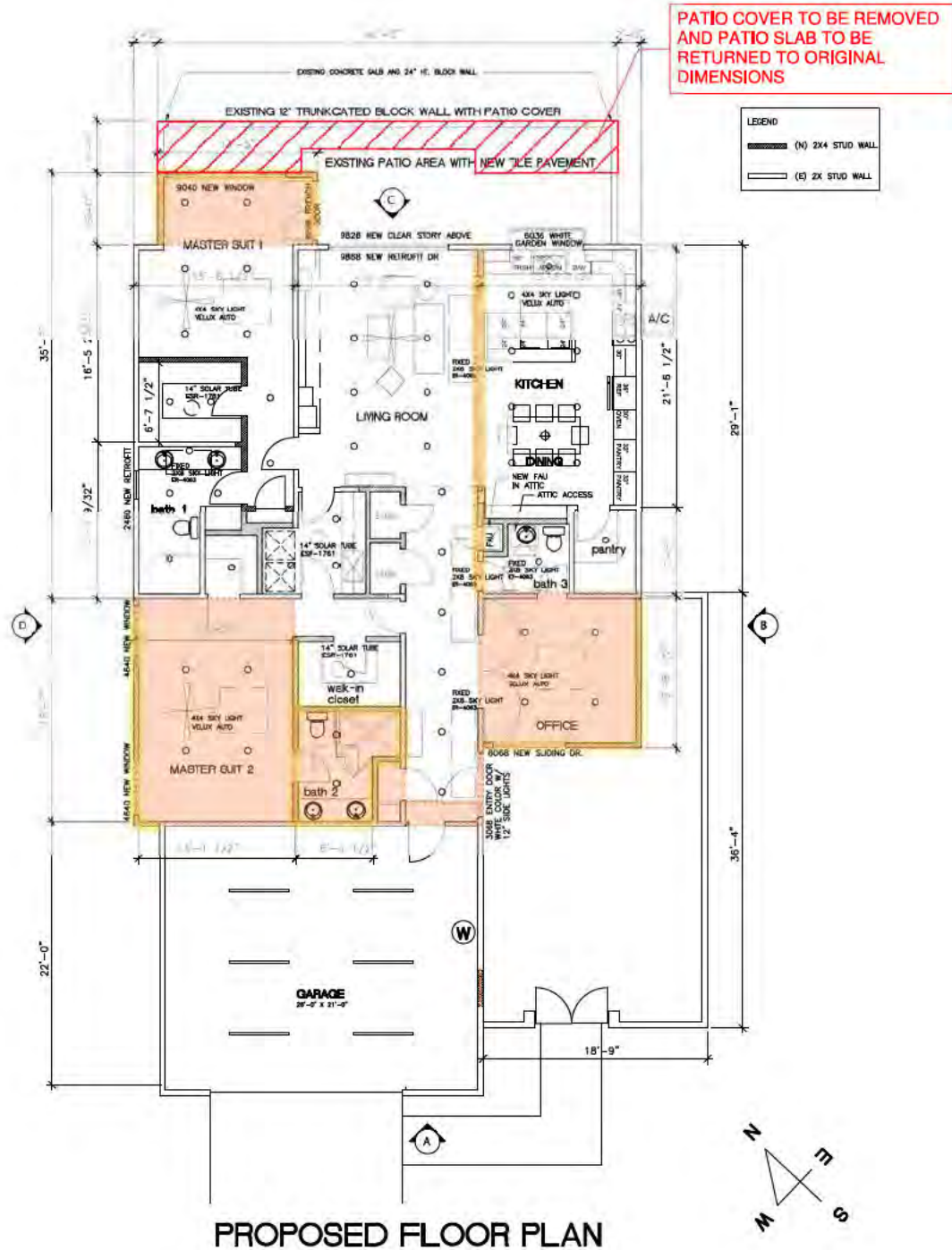


SCOPE OF WORK; VARIANCE

ROOM EXTENSION AT MASTER BEDROOM BY REAR PATIO: 75 SQFT; 6' X 12'-6"
 ROOM ADDITION OF MASTER SUIT #2 AT SIDE PATIO: 195 SQFT; 10'-5" X 18'-7"
 ROOM ADDITION OF OFFICE AT FRONT PATIO: 150 SQFT; 12'-10" X 12'-0"
 INSTALLATION OF NEW 3RD BATHROOM (POWDER ROOM) IN HALLWAY
 MODIFICATION OF LIVING ROOM WALL ADJACENT TO BEDROOM#2: WALL OPENING OF 18 FEET

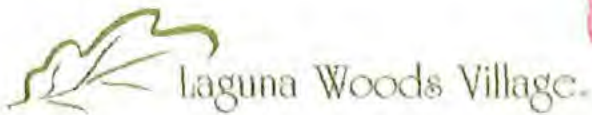
LEGAL DESCRIPTION:
 8808 AVENIDA DESPACIO LAGUNA WOODS CA
 OCCUPANCY IN
 CONSTRUCTION TYPE TYPE 5







PDF Page 58



PAID
an

MANOR # 5206

☐ ULWM

☒ TLHM

Variance Request Form

SA 21573413

Model: Via Reposa	Plan:	Date: 1/12/2021
Member Name: Mark Miller	Signature <i>Mark Miller</i>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: Caleb Construction Inc	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) [REDACTED]		

Description of Proposed Variance Request ONLY:

- * Room Extension at master bedroom by rear patio area
- * Room Addition of master suit #2 at side patio area
- * Room Addition of office at front patio area
- * Installation of new 3rd bathroom (powder room) in hallway
- * Modification of Living Room Wall adjacent to Bedroom#2;
wall opening of 18 feet

Dimensions of Proposed Variance Alterations ONLY:

1. Master bedroom Extension ; 6' x 12'-6"
2. Master suit #2 Addition ; 10'-5" x 18'-7"
3. Office Addition ; 12'-10" x 12'

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: 4/1/21 Check# _____ BY: _____

Alteration Variance Request	Complete Submittal Cut Off Date: <u>4/23/21</u>
Check Items Received: <ul style="list-style-type: none"><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: _____	Meetings Scheduled: Third AC&S Committee (TACSC): <u>5/24/21</u> United M&C Committee: _____ Board Meeting: <u>6/15/21</u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

















STAFF REPORT

DATE: December 27, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request (Appeal):
Mr. Samad Hariri of 5555-A Rayo Del Sol (Casa Palma, 10R-13)
Bedroom Addition on Existing Rear Private Garden

RECOMMENDATION (APPEAL)

Staff recommends the Third Architectural Control and Standards Committee approve the request for a bedroom addition in the rear private garden, based on the revised drawings as submitted. Should the Board decide to approve the request, the approval will be conditioned per Appendix A of the original report.

BACKGROUND (APPEAL)

An appeal was made by Mr. Hariri of 5555-A Rayo Del Sol to a previous ACSC determination of denial of a request to add a bedroom to the unit by extending the existing bathroom area into the rear private garden. Upon review of revised drawings (Attachment 1) submitted to Manor Alterations by the applicant, Staff found the sufficient reasoning to overturn their previous determination and recommend approval to the Board for a bedroom addition in the rear private garden at 5555-A Rayo Del Sol.

Prepared By: Richard de la Fuente, Alterations Inspector II
Reviewed By: Gavin Fogg, Inspections Supervisor
Robbi Doncost, Manor Alterations Manager

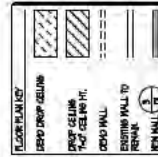
ATTACHMENT(S)

Attachment A1: Revised Scope Drawings
Attachment A2: Original Staff Report to ACSC

FLOOR PLAN NOTES

- | | |
|----|--------------------|
| 1 | DOE, JIM HENRIKSON |
| 2 | DOE, JIM HENRIKSON |
| 3 | DOE, JIM HENRIKSON |
| 4 | DOE, JIM HENRIKSON |
| 5 | DOE, JIM HENRIKSON |
| 6 | DOE, JIM HENRIKSON |
| 7 | DOE, JIM HENRIKSON |
| 8 | DOE, JIM HENRIKSON |
| 9 | DOE, JIM HENRIKSON |
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| 19 | DOE, JIM HENRIKSON |
| 20 | DOE, JIM HENRIKSON |

PLUMBING NOTES

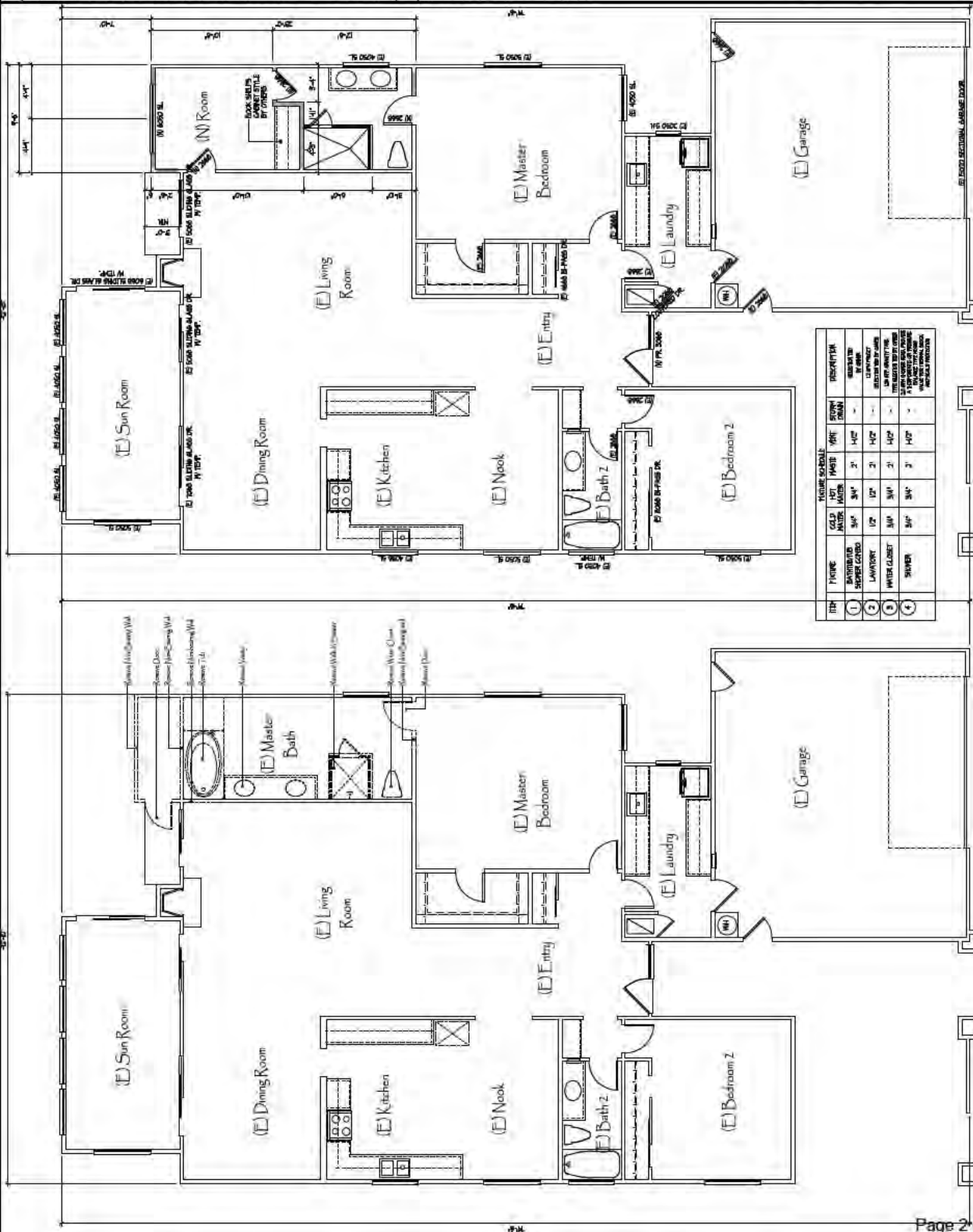
[illegible] SMOKE DETECTOR VARIO APPROVED, CEILING MOUNTED ILLU
MINATE WITH PHOTO-RESISTOR AND INTRINSICALLY SAFE

Sq. Footage

Existing 2,180 sq. ft.

Existing 2,100 sq. ft.
Propose Addition 29 sq. ft.

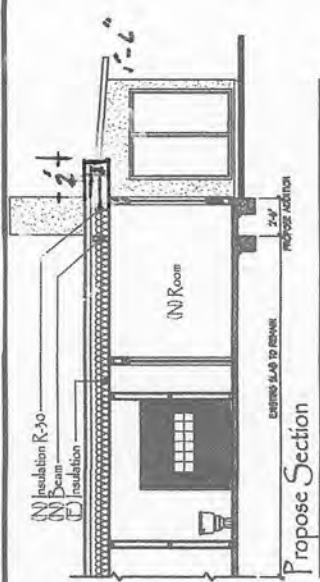
Total Sq. Ft. 2,209 sq. ft.



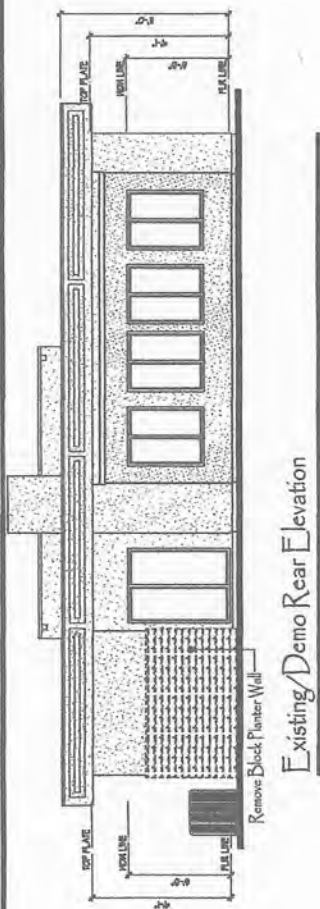
		TIMING SCHEDULE					DESCRIPTION
ITEM	FUNCTION	COLD WATER	HOT WATER	MISC	SHOW	STAIN	
1	BATHING	3/4"	3/4"	2"	1/4"	-	SHOWER TUB
2	LAUNDRY	1/2"	1/2"	2"	1/4"	-	WASHER DRYER
3	WATER CLOSET	3/4"	3/4"	2"	1/4"	-	TOILET
4	SHOWER	-	3/4"	2"	1/4"	-	SHOWER

Propose Floor Plan

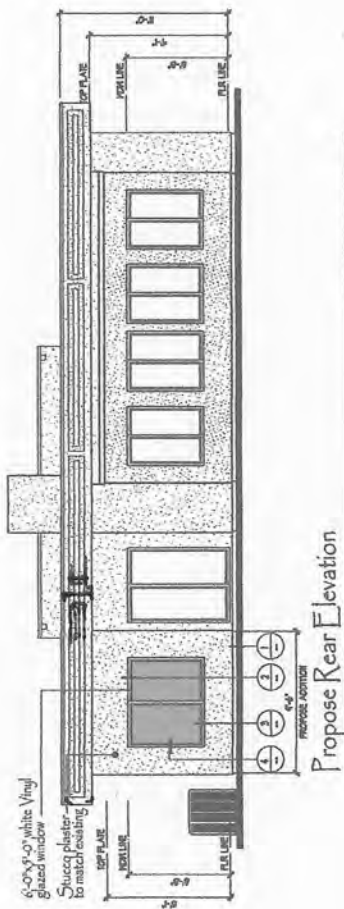
Existing/Demo Floor Plan



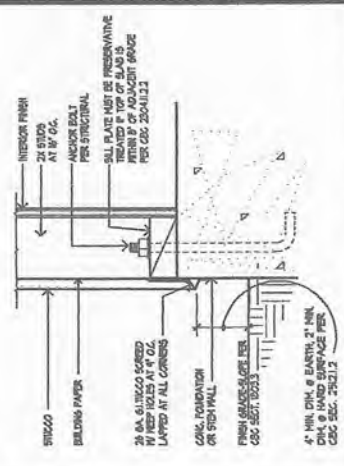
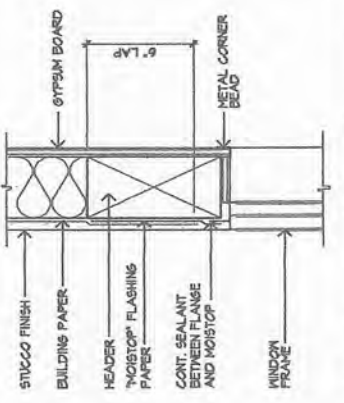
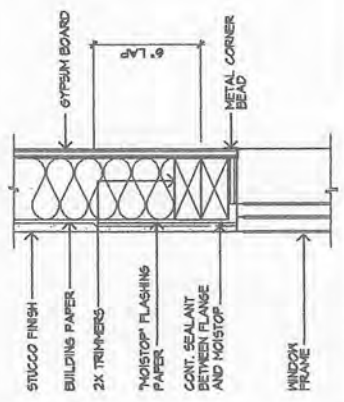
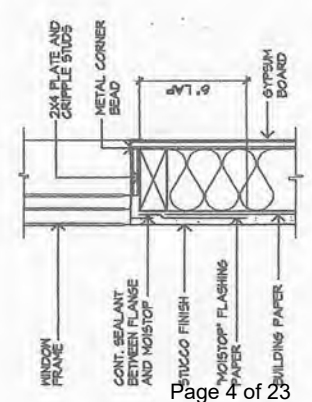
Propose Section



Existing/Demo Rear Elevation



Propose Rear Elevation



1
2
3
4
GILL DETAIL
EXTERIOR PLASTER SCHEDULE
WINDOW HEAD
WINDOW JAMB

A3

MR. & MRS. SAMAD HARIRI
5555-A RAYO DEL SOL
LAGUNA WOODS, CA 92637



DATE: 11/25/2012
SIGNATURE: [Signature]

design
PDRAR ESPARZA



STAFF REPORT

DATE: July 26, 2021
FOR: 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

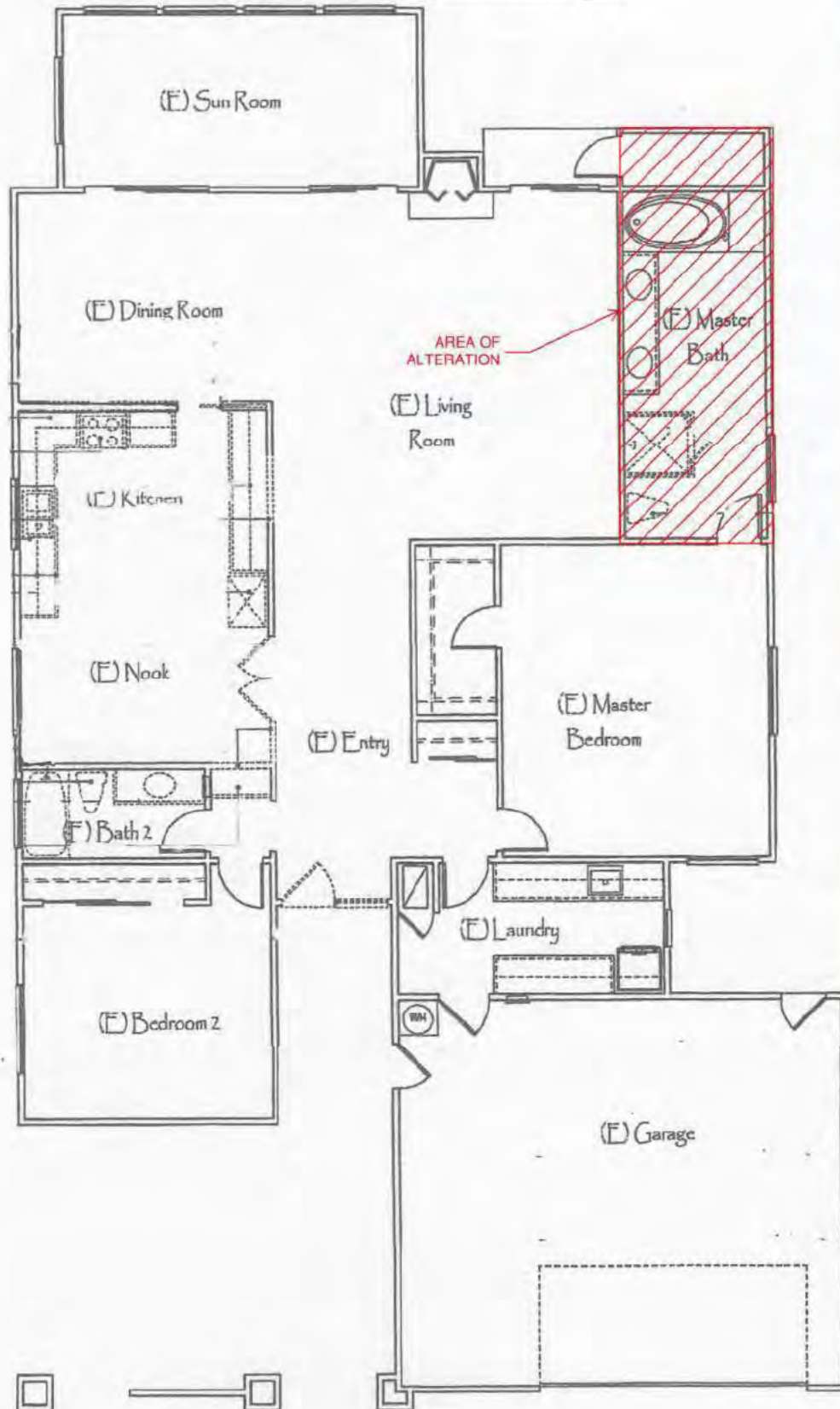
1. This approval does not change the number of Mutual recognized bedrooms or the original maximum permitted occupancy of the unit.
2. No improvement shall be installed, constructed, modified or altered at **5555-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual 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.

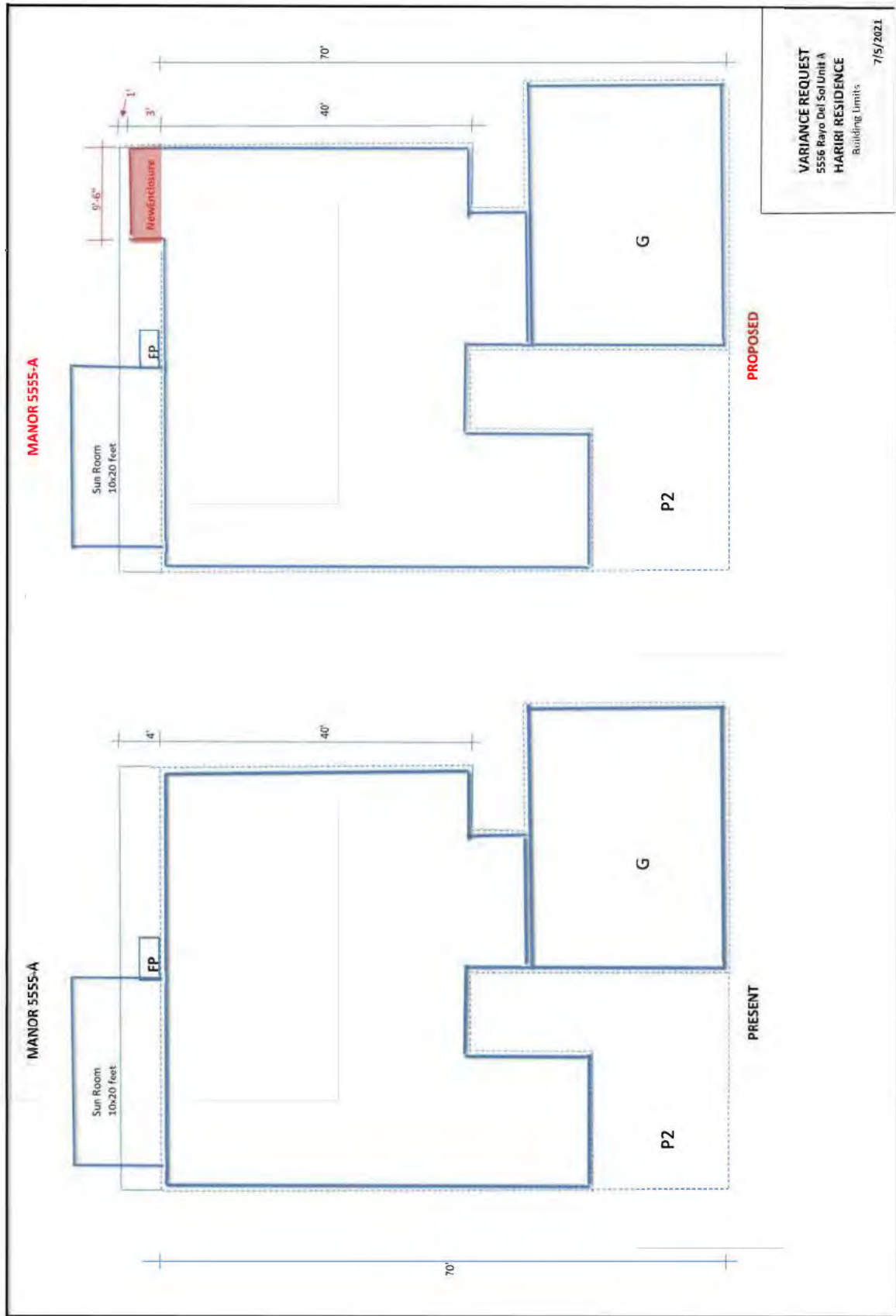
8. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Shareholder may hire a C-39 Licensed Contractor of his/her own choice 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.

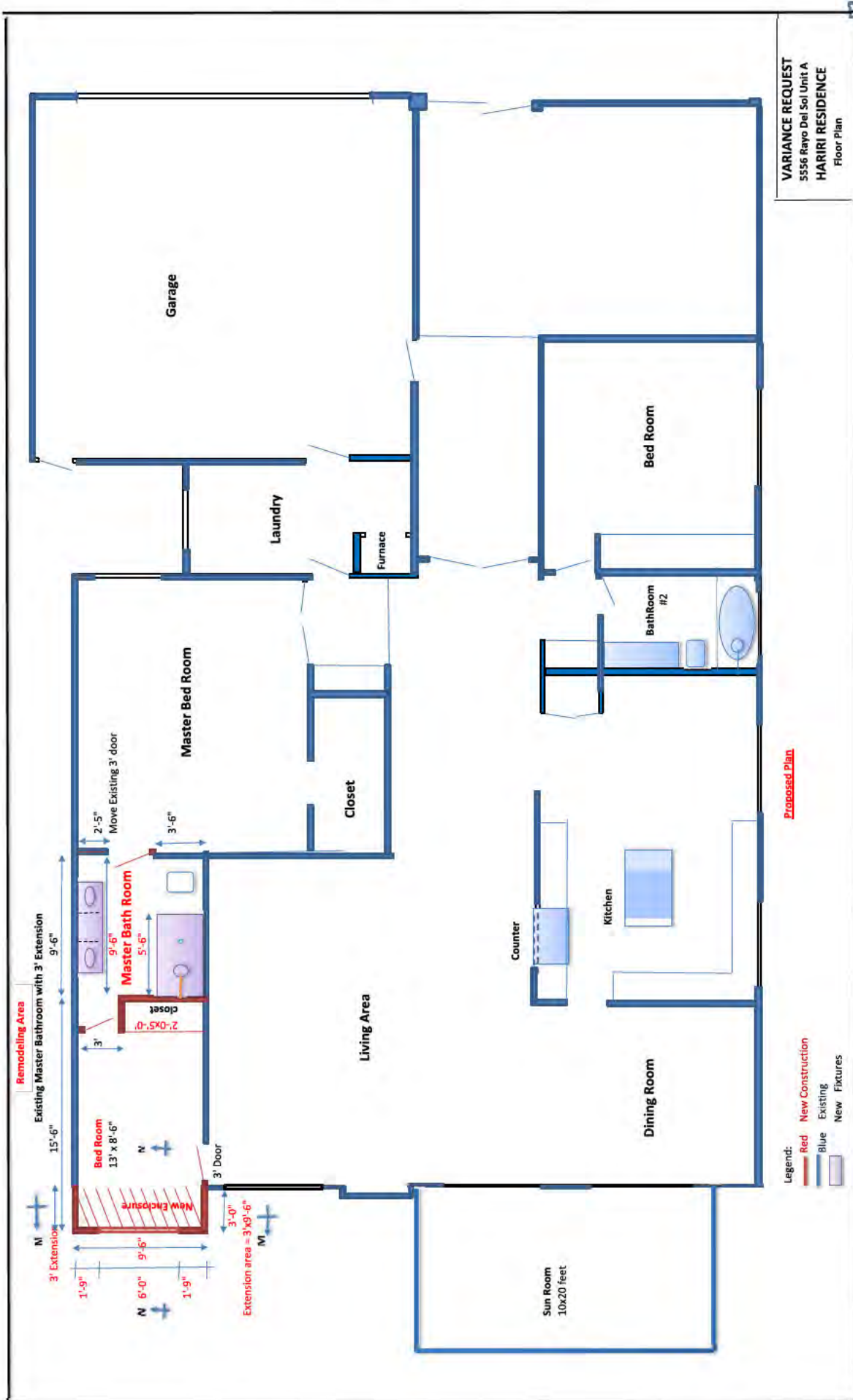
13. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, 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.
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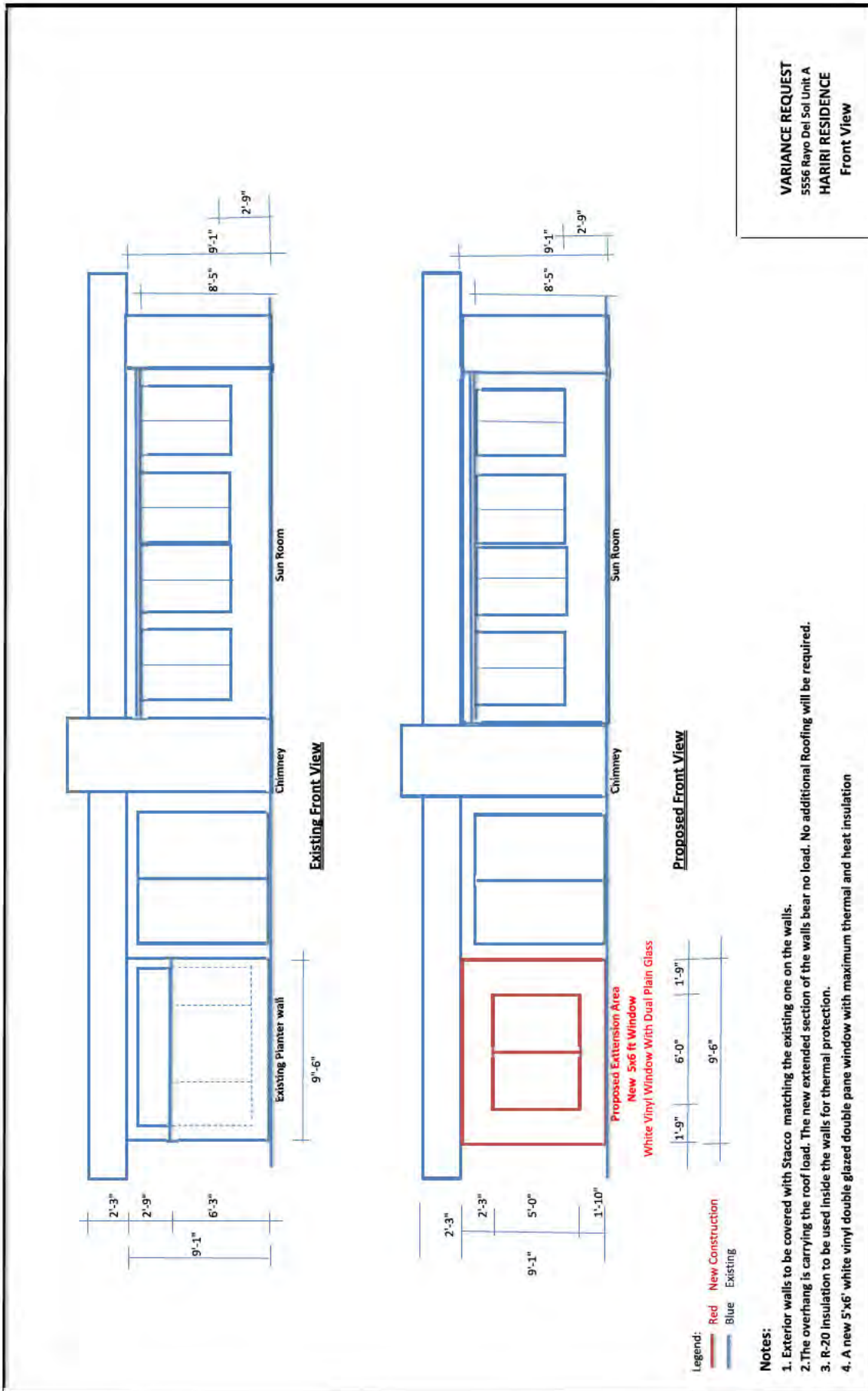
22. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
23. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only 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.

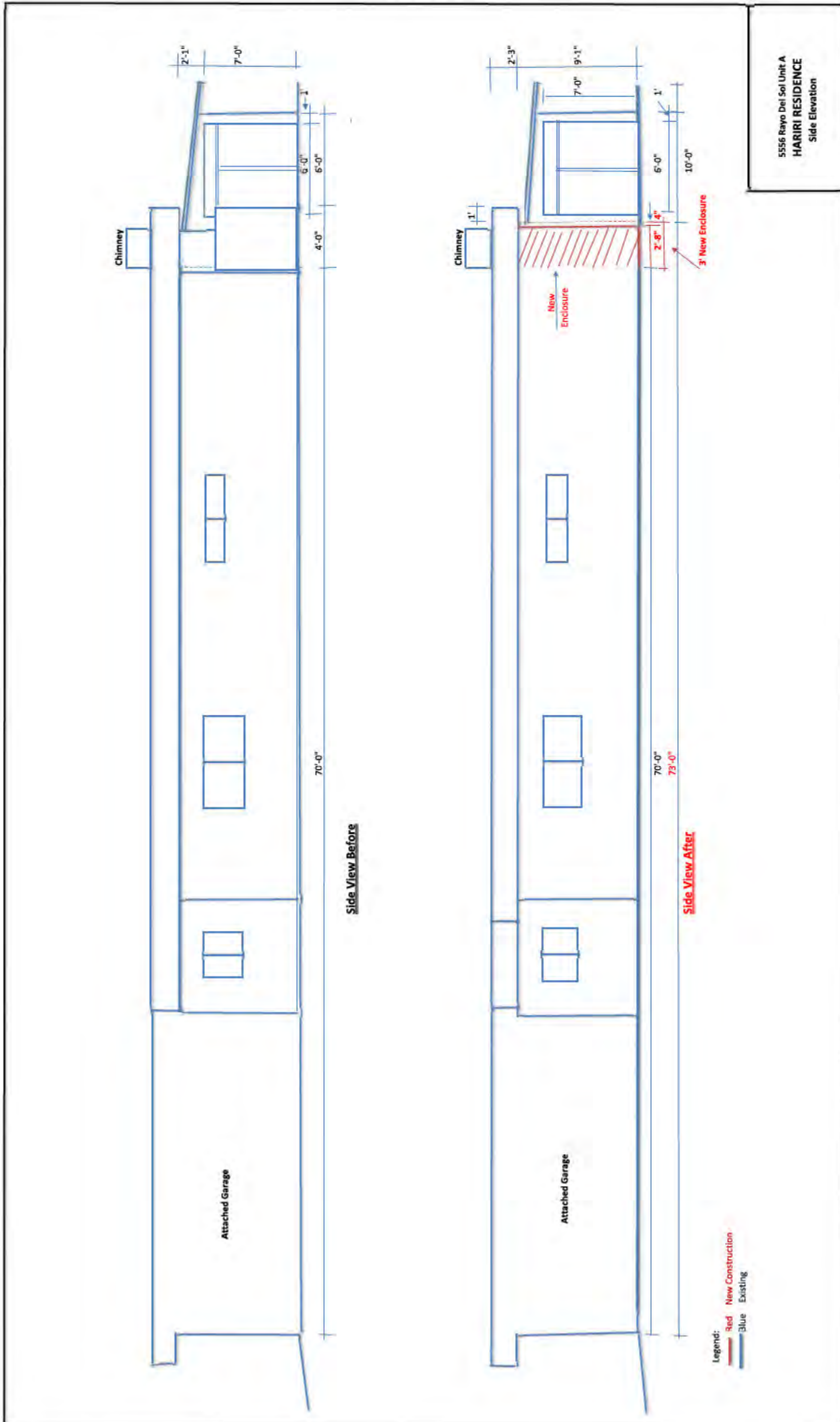
**ATTACHMENT 1
SCOPE OF WORK**

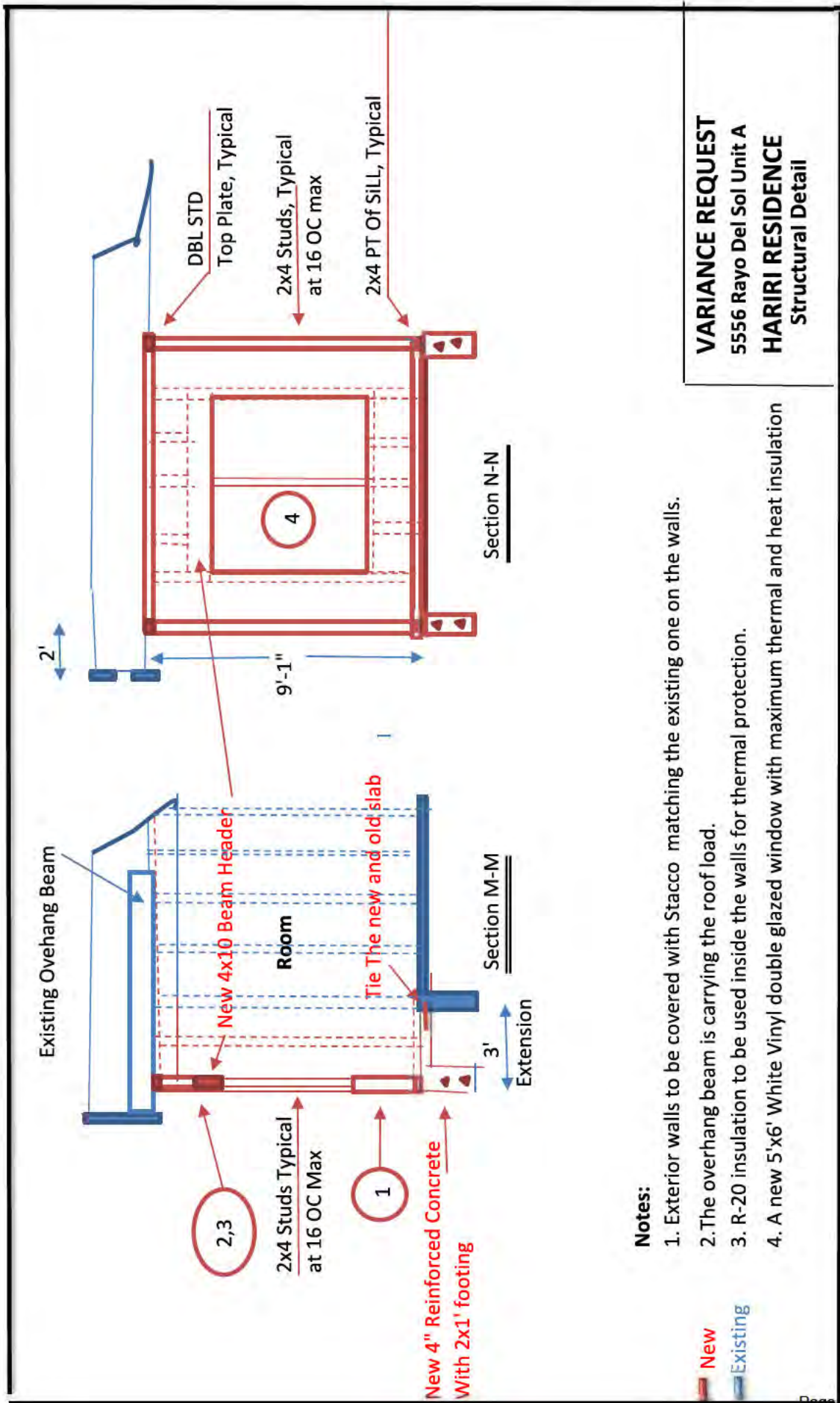
Existing 3355 A Floor Plan - CASA PALMA











Notes:

1. Exterior walls to be covered with Stacco matching the existing one on the walls.
2. The overhang beam is carrying the roof load.
3. R-20 insulation to be used inside the walls for thermal protection.
4. A new 5'x6' White Vinyl double glazed window with maximum thermal and heat insulation

VARIANCE REQUEST
 5556 Rayo Del Sol Unit A
HARIRI RESIDENCE
 Structural Detail

ATTACHMENT 2 APPLICATION



Laguna Woods Village

MANOR # 5555 A☐ ULWM☐ TLHM

Variance Request Form

SA _____

Model:	Plan: <u>CASA PALMA</u>	Date: <u>3/1/21</u>
Member Name: <u>JAMAD HARIRI</u>	Signature: <u>Sam B. Hariri</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>ONE WAY CONSTRUCTION</u>	Phone: [REDACTED]	[REDACTED]
Owner Mailing Address: (to be used for official correspondence) <u>5555 RAYO DEL SOL, Unit A, Laguna Woods, Ca 92653</u>		

Description of Proposed Variance Request ONLY:

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

Dimensions of Proposed Variance Alterations ONLY:

Extend the wall 3 feet in the planter area Adding 3'x9' feet additional area to the existing bath room.

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

Alteration Variance Request

Complete Submittal Cut Off Date:

Check Items Received:

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

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

☐ Denied☐ Approved☐ Tabled☐ 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

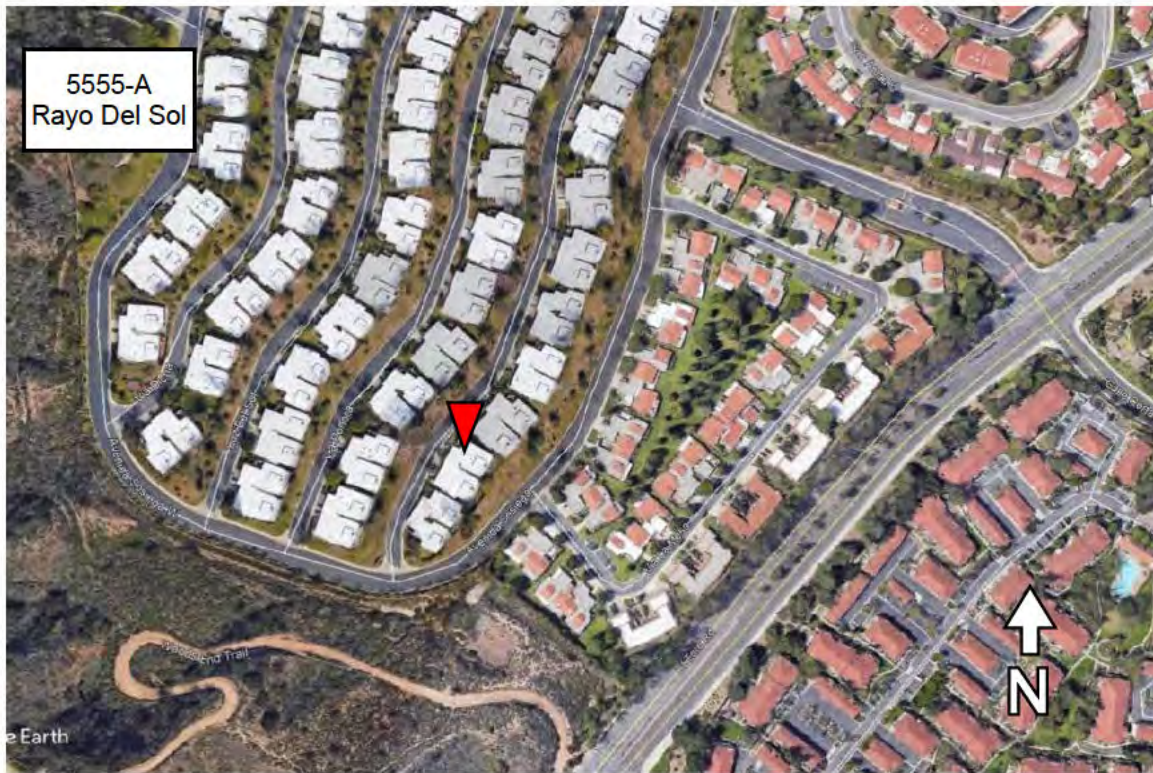


MASTER BATH VIEW TOWARD MASTER BEDROOM



REAR - STREET VIEW

ATTACHMENT 4
AERIALS



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DATE: December 27, 2021
FOR: Third Architectural Control and Standards Committee
SUBJECT: Water Heater Enclosure Disposition

RECOMMENDATION

Staff recommends the Third ACSC approve of Option One below to prohibit future common area water heater locations:

1. Option One: Approve Manor Alterations (MA) to contract with the low bidder design professional in the amount of \$5,110 plus \$1,060 to revise the standard drawings for the approval of a new rot resistant water heater Resolution 03-22-XX, and prohibit the further use of the existing Standard 32 Water Heater relocations into common area.
2. Option Two: Status Quo with no change.

BACKGROUND

Standard 32 – Water Heater Relocation exists as a standard for mutual consent permit issuance. The addition of water heaters to common area at present is allowed by mutual consent as an over the counter Mutual Consent (“MC”) by MA per original resolution dated August 1992, and lastly by revised March 2019, Resolution 03-19-34.

Water Heater cabinets are currently constructed of non-pressure treated wood framing and ½” thick T-111 plywood veneers per the existing Standard 32. These materials are susceptible to rot, which require continued maintenance by the members, as these cabinets are considered Alterations. MA and the Compliance divisions are tasked with the initial notice and follow up in the obligation of water heater enclosure maintenance compliance.

During the October 25, 2021 ACSC meeting, Manor Alterations (MA) was asked to investigate the cost to revise the current Resolution Standard 32 (Attachment One), with an alternative material. Specifically, a more rot resistant material was requested. Attachments Two and Three denote the requested design and construction estimates for consideration.

Manor Alterations questions the use of Standard 32 and the desire of the mutual to continue the use of Common Area for the purpose of water heater relocations. In order to prohibit further encroachment into Common Area, a Resolution would need to be approved prohibiting the further approval of water heater cabinets in common area.

DISCUSSION

Prohibition of Water Heaters in Common Area, and New Water Heater Standard Maintenance Upgrade

It should be noted that many of the manors’ electrical systems are at maximum capacity with no ability to accommodate an increase in electrical load without significant cost to the member via an electrical panel upgrade. Tankless electric is not desirable due to the added electrical requirements. Each one

needs (3) 30-amp breakers dedicated, this is not possible with the current electrical service panels and would require significant upgrades to the electrical panels in the manors. This limitation restricts tankless systems. Gas supply is limited to only a few buildings in the 5,000-range area, which prohibits a gas heating option. Therefore, the majority of the water heaters are electric water tank heated. If the mutual continues to allow these external water heater cabinets, then it is beneficial to consider alternative materials and added landscaping.

Tank water heater enclosure replacement comparisons indicate that the new design would cost approximately \$786 more to build the rot resistant design than the existing enclosure. The design cost with plan check is estimated at \$6,170.00.

If the ACSC approves of the cost for the design changes, and the Board approves of the expenditure, then Staff would hire the design professional to revise the existing drawings. Staff would then provide a new Standard for Water Heater Enclosures to present to the ACSC at a future meeting, inclusive of these edited drawings.

Some members have noted in correspondence to MA, concerns about the enclosures, stating that the exterior cabinets take up common area, and they compromise the aesthetics of the Village. They further asked that the external cabinets be re-considered by the ACSC and potentially not allowed in the mutual. It has been suggested that alternative tankless heaters be used inside the manors in lieu of these exterior cabinets. Interior tankless heaters are not feasible without electrical upgrades to the electrical panels.

MA also questions the benefit to the mutual of relocation of personal components, such as water heaters, into the public common areas. The enclosures do look out of place aesthetically and are not fully interrelated into the architecture of the buildings. It is for these reasons that MA is of the opinion that the Standard 32 be eliminated by resolution.

Interior relocations of water heaters would not be affected by the removal of Standard 32. Interior relocations fall under separate interest alterations, which do not carry the same restrictions as alterations on common area.

The election of Option One to prohibit future water heaters would be enacted with the following conditions:

1. All existing and prior MA approved exterior W.H. cabinets would be allowed to remain and continued to exist or "grandfathered" exempting therefrom a resale of the manor. The existing cabinets and W.H. maintenance will continue as an obligation of the member as an Alteration.
2. If the manor is to be sold (resale) the original wood constructed W.H. cabinet shall be upgraded to the new proposed standard as generally represented by Attachment One - Standard 32 Water Heater Relocation with Redlined Comments prior to the real estate closing f escrow.
3. In the event the W.H. cabinet and its landscaping are not properly maintained the member shall lose all rights to its presence in common area.
4. If the existing cabinet needs to be re-constructed due to rot or removal for mutual maintenance activities, the cabinet shall be built back to the new Standard 32 revised containing pressure treated wood, stucco veneer, new roofing material. This new drawing has not yet been revised as the approval of a new resolution and design cost would be a prerequisite to the standard revision. The anticipated standard revision is contained in Attachment One.
5. All landscaping shall be installed per the original Standard 32. The member shall contact Landscaping Services to arrange for the installation of adequate landscaping material and any irrigation work.
6. MA shall prohibit the issuance of all future MC requests regarding W.H. relocations to the common area.

Third Laguna Woods Mutual
Water Heater Enclosure Cost Comparison
December 27, 2021
Page 3

Option Two: Status Quo

Current Mutual Standard 32 will remain in place as is and MA would continue to issue MC for water locations in common area.

FINANCIAL ANALYSIS

Option One: A construction estimate comparison is shown in Attachment Three - Financial Analysis. The mutual would pay the redesign and plan check fee for a new W.H. standard drawing.

Option Two: No additional costs will be incurred by the Mutual.

Prepared By: Robbi Doncost - MA Manager

Reviewed By: Gavin Fogg - MA Supervisor

Bart Mejia – Deputy Director of Maintenance & Construction

Committee Routing: Third ACSC Committee

ATTACHMENT(S)

Attachment One - Standard 32 Water Heater Relocation with Redlined Comments

Attachment Two - Request for Design Consulting Services Standard 32 Revision

Attachment Three – Request for Construction Estimate of Standard 32 Revision

Attachment Four – Financial Analysis of Option One

Attachment Five – Option 1 Resolution 03-22-XX & Option 2 Summary

Attachment One – Standard 32 Water Heater Relocation with Redlined Comments



PROPOSED REVISIONS IN RED

STANDARD 32: WATER HEATER RELOCATION

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-45

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED MARCH 2019, RESOLUTION 03-19-34

POTENTIAL NEW STANDARD FOR WATER HEATERS

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1 Water heaters located outside of the manor must be enclosed in an exterior storage cabinet. Cabinets must match the exterior finish (i.e.stucco) in material and color of the building. Future costs for the maintenance of the cabinet will be at Mutual member's expense.
- 2.2 The cabinet shall be designed to conceal a single water heater. Any deviation from this Standard, such as to allow for a water softener, must have approval from the Alterations Division and meet all other existing Mutual Standards.
- 2.3 Water heaters located outside of the manor must respect the view of an adjacent manor. The Alterations Division must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to a Mutual Consent being issued.
- 2.4 All exterior water heaters will be placed on a concrete pad, or approved equal.
- 2.5 All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.
- 2.6 No units will be located on the exterior of the dwelling unit except as outlined in this section.
- 2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed to all applicable Building Codes.

Attachment One (continued) – Standard 32 Water Heater Relocation with Redlined Comments



- 2.8 Water heaters which are being relocated on the interior of a manor are required to install a leak detection device and drain pan per Code.
- 2.9 All water heaters which are found to be in service for a duration of 10 years, of an indeterminable age or in disrepair will require replacement.

3.0 PLUMBING

- 3.1 All plumbing supply and distribution lines will be of Type L copper or PEX per applicable code. No galvanized or PVC fittings will be allowed.
- 3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe per code and all new installations on the exterior must drain to the exterior .
- 3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.
- 3.4 All penetrations through exterior walls shall be completely sealed and water-tight.
- 3.5 Any change in the water heater tank, or new tank installed at time of relocation of the water heater will be 100% at the Mutual member's expense.

4.0 ELECTRICAL

- 4.1 All exterior conduit placement must first be approved by the Alterations Division.
- 4.2 Exposed rigid conduit shall be painted to match the surface it is on.
- 4.3 All electrical conductors shall be installed in rigid or flexible conduit.

5.0 STRAPPING

- 5.1 All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion to meet all applicable Building Codes.

6.0 LANDSCAPING

- 6.1 The member shall make arrangements with VMS Landscaping to confirm and/or re-route all sprinkler irrigation heads so that irrigation water does not contact the new water heater enclosure. The member shall bear all cost associated with any revision to the Common Area sprinkler system. Verification of the sprinkler system conformity to this paragraph shall be made in writing to Manor Alterations.

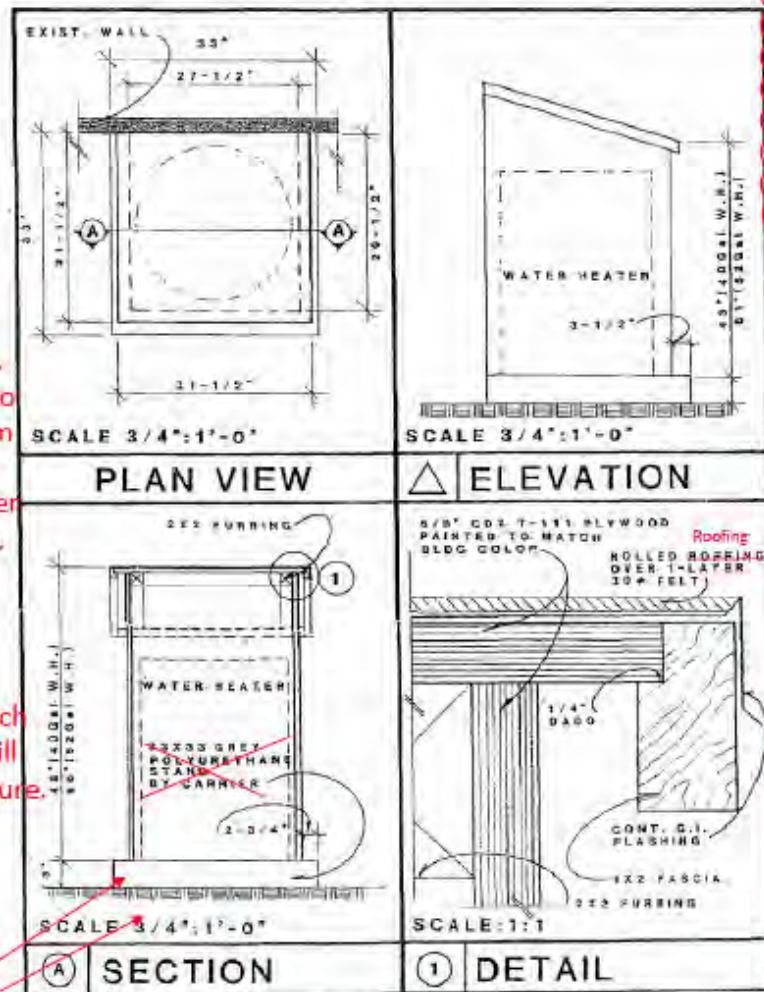
Attachment One (continued) – Standard 32 Water Heater Relocation with Redlined Comments

No reference to if the enclosure is to be locked and who is allowed access.



need sill plate dtl. and attachment to slab. Suggest "ram set fasteners at 16" O.C. min. 3 per side of 1/4" diam. x 3" long.

try to confirm clear ht. on which water heater will fit in the enclosure.



Alternatives to the 5/8" CDX could be:
 1. 7/8" Stucco veneer.
 2. Composite siding.
 LOOKING FOR ALTERNATIVES HERE.

Arch. roofing spec is more attractive it could match building roofing.


*All framing, blocking, & plates to be 2X4 pressure treated wood material. No untreated wood material is allowed.

Typically it is preferred to have a 4" concr. slab of 2,000 psi concr., w/ 8X8 W.W.F., and an 8" deep by 12" wide perimeter footing. Slab over 4" sand or aggregate base material on 24" compacted sub-grade.

Details do not show access door, hardware, or conc. pad alternative. this should be provided w/ dtl.

Attachment One (continued) – Standard 32 Water Heater Relocation with Redlined Comments

The exterior siding panels come in multiple textures. It still needs to be painted. <https://www.jameshardie.com/products>




HARDIED TEXTURED PANELS
KNOCKDOWN
 With a rough-surfaced, stone-like appearance, Knockdown Panels provide a rugged, textured architectural finish. Panels can be finished vertically or horizontally to achieve a variety of designs.

AVAILABLE SIZES

THICKNESS	LENGTH	WIDTHS
1/2"	120"	48.197"
	144"	48.197"
	168"	48.197"

Review this knockdown textured panel with compatibility with existing building thickness: .312"
 length: 120" 144"
 widths: 48.197" 48.197"

96"
 48.197"



HARDIED TEXTURED PANELS
SMOOTH SAND
 Smooth Sand has a fine-textured, smooth, architectural finish for a clean look. It is a perfect choice for a modern, minimalist design. Panels can be finished vertically or horizontally to achieve a variety of designs.

AVAILABLE SIZES

THICKNESS	LENGTH	WIDTHS
1/2"	120"	48.197"
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	168"	48.197"

Request a Quote

Attachment Two - Request for Design Consulting Services Standard 32 Revision

Consultant Scope of Work

10/27/2021

General Information: The purpose of this memorandum is to provide sufficient information to the consultant in the preparation of a cost estimate for the drafting, architectural services, and Alternative to include Plan Check services described herein.

Manor Alterations Standard 30: This Standard for Water Heater Relocation describes in text and drawing the requirements of a water heater relocation the residents may be allowed to construct at issuance of a mutual consent. The focus of this request is the re-drawing of the four (4) page 4 drawings of Plan View, elevation, section, and Detail with specifications of construction incorporating the redlined notes into a final digital product for MA issuance with Mutual Consents.

As noted by the redlines, MA is attempting to eliminate wood rot and use more durable material for longevity. The addition of the Hardi Panels and their specification is a vital component of this revision.

Additional Provisions

1. VMS as agent for the Mutual, shall be allowed to retain rights and license to the use and distribution of this detail, for its intended purpose, issued to residents and contractors for their use in constructing the water heater enclosures throughout the Laguna Woods Village at both United and Third Mutuals, at its sole and absolute discretion.
2. VMS as agent for the Mutual, shall be allowed to retain the AutoCad (or electronic equivalent) file for future revisions to this heater cabinet detail. VMS shall indemnify Consultant for any changes made to the original work product provided by the Consultant.

The architectural drafting and design bid should include the following attached Bid Form.

Attachment Two (continued) - Request for Design Consulting Services Standard 32 Revision

BID FORM		Oct. 27, 2021				
	Drafting					
1	Drafting of min. (4) new Dtls.			\$	-	
2	Provide Mtl. Flashing and Caulking Spec at Ex. Wall			\$	-	
3	Provide New Door Dtls. And Hardware Spec			\$	-	
4	Notes on Dwgs. Reflecting Redlines			\$	-	
5	New Slab Design, Paint Colors			\$	-	
6	Provide Hardi-Panel Notes & Dtls.			\$	-	
				Subtotal Drafting	\$	-
	1st Review & Revisions					
7	Transmit Docs to MA for Review and Comment			\$	-	
8	Pick Up MA Comments for Final Product			\$	-	
				Subtotal 1st Review	\$	-
	ALTERNATIVE COST FOR CITY PLAN CHECK					
9	Plan Check w/ City L.W.			\$	-	
10	Pick Up of all City Comments Ready for issuance			\$	-	
				Subtotal Alternate Plan Check	\$	-
				GRAND TOTAL BID COST* **	\$	-
	* All plan check fees to be reimbursed by VMS as an additional expense.					
	** Include all reimbursable expenses including travel, and plan printing in the					
	Bid items noted above. The Lump Sum Fee is to be inclusive of all cost.					

Attachment Two (continued) - Request for Design Consulting Services Standard 32 Revision

EXHIBIT "A" - STANDARD 32: WATER HEATER RELOCATION
Robbi's Comments 10/1

OBJECTIVE-

1. The mutuals have asked MA to review the current Standard and provide an alternative to WOOD construction



PROPOSED REVISIONS IN RED

STANDARD 32: WATER HEATER RELOCATION

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-45

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

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Attachment Two (continued) - Request for Design Consulting Services Standard 32 Revision



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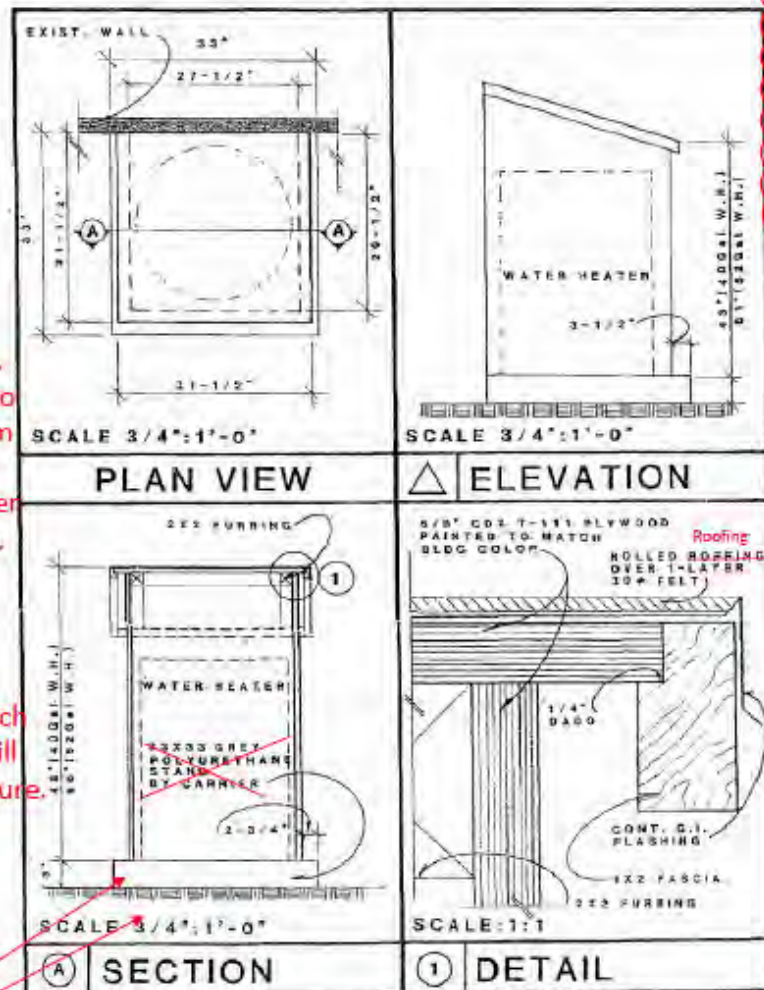
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HARDED TEXTURED PANELS
KNOCKDOWN

With a rough-surfaced, fluted line (long like Knockdown lines), this panel gives your exterior a textured look. It's a great choice for a modern look. Panels can be joined vertically or horizontally to achieve a variety of designs.

Review this knockdown textured panel with compatibility with existing building thickness: .312"
length: 120" 144"
widths: 48.197" 48.197"



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96"
48.197"



HARDED TEXTURED PANELS
SMOOTH SAND

Smooth Sand has a fine-textured, smooth, architectural finish. It's a great choice for a modern look. Panels can be joined vertically or horizontally to achieve a variety of designs.



AVAILABLE SIZES

THICKNESS: 0.312"
LENGTH: 120" 144"
WIDTHS: 48.197" 48.197"

Request a Quote

Download a Sample

Attachment Two (continued) - Request for Design Consulting Services Standard 32 Revision

Schedule of Performance: The successful bidder shall provide the work product in the following time allowances;

- | | |
|---|-----------------------------------|
| 1. MA Receipt of 1 st Draft Drawings | 2 Weeks of Contract Signing |
| 2. MA Comments (not a part of schedule) | 1 Weeks of Receipt |
| 3. MA Receipt of Final Drawings with Specs | 1 Weeks of Receipt of MA Comments |

Payment: Final Payment shall be made to the Consultant within 45 calendar days after the satisfaction of the following pre-requisites for payment;

1. Consultant satisfaction of the Schedule of Performance,
2. VMS receipt of the Final Drawings with Specifications,
3. Completion of the Work, Mechanic's Lien Release, and VMS receipt of a final invoice.

Consultant shall execute VMS standard vendor contract for the Work described herein. Other provisions shall apply and are not indicated within this Request for Consultant Services.

It is the intent of VMS to award the contract to the lowest and most qualified bidder. The Due Date of the Bid Form is November 5, 2021 by end of day. Bid may be emailed to Robbi.Doncost@vmsinc.org. If you have any questions or clarifications you may ask them up to and including November 3, 2021.

I look forward to receiving your Bid on November 5, 2021. Thank you in advance for the effort.

Attachment Three (continued) – Request for Construction Estimate of Standard 32 Revision

Schedule of Performance: The successful bidder shall provide the work product in the following time allowances;

- | | |
|---|-----------------------------------|
| 1. MA Receipt of 1 st Draft Drawings | 2 Weeks of Contract Signing |
| 2. MA Comments (not a part of schedule) | 1 Weeks of Receipt |
| 3. MA Receipt of Final Drawings with Specs | 1 Weeks of Receipt of MA Comments |

Payment: Final Payment shall be made to the Consultant within 45 calendar days after the satisfaction of the following pre-requisites for payment;

1. Consultant satisfaction of the Schedule of Performance,
2. VMS receipt of the Final Drawings with Specifications,
3. Completion of the Work and VMS receipt of a final invoice.

VMS acknowledges the effort requested by this request. You have been considered for this task in consideration of the great past working relationship, and future work that will be accomplished as we both proceed to the work of maintenance and growth of the Village assets. Thank you for your contributions.

I respectfully request that the information be provided no later than November 8, 2021. This would then allow me time to assemble the Report for the governing committees and boards for presentation. Let me know if you have any questions or need further clarifications. Thank you in advance for the effort. If you feel you do not or cannot provide this information please let me know as soon as convenient.

Attachment Three (continued) – Request for Construction Estimate of Standard 32 Revision

EXHIBIT "A" - STANDARD 32: WATER HEATER RELOCATION
Robbi's Comments 10/1

OBJECTIVE-

1. The mutuals have asked MA to review the current Standard and provide an alternative to WOOD construction



PROPOSED REVISIONS IN RED

STANDARD 32: WATER HEATER RELOCATION

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-45

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED MARCH 2019, RESOLUTION 03-19-34

POTENTIAL NEW STANDARD FOR WATER HEATERS

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1 Water heaters located outside of the manor must be enclosed in an exterior storage cabinet. Cabinets must match the exterior finish (i.e. stucco) in material and color of the building. Future costs for the maintenance of the cabinet will be at Mutual member's expense.
- 2.2 The cabinet shall be designed to conceal a single water heater. Any deviation from this Standard, such as to allow for a water softener, must have approval from the Alterations Division and meet all other existing Mutual Standards.
- 2.3 Water heaters located outside of the manor must respect the view of an adjacent manor. The Alterations Division must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to a Mutual Consent being issued.
- 2.4 All exterior water heaters will be placed on a concrete pad, or approved equal.
- 2.5 All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.
- 2.6 No units will be located on the exterior of the dwelling unit except as outlined in this section.
- 2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed to all applicable Building Codes.

Attachment Three (continued) – Request for Construction Estimate of Standard 32 Revision

- 2.8 Water heaters which are being relocated on the interior of a manor are required to install a leak detection device and drain pan per Code.
- 2.9 All water heaters which are found to be in service for a duration of 10 years, of an indeterminable age or in disrepair will require replacement.

3.0 PLUMBING

- 3.1 All plumbing supply and distribution lines will be of Type L copper or PEX per applicable code. No galvanized or PVC fittings will be allowed.
- 3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe per code and all new installations on the exterior must drain to the exterior .
- 3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.
- 3.4 All penetrations through exterior walls shall be completely sealed and water-tight.
- 3.5 Any change in the water heater tank, or new tank installed at time of relocation of the water heater will be 100% at the Mutual member's expense.

4.0 ELECTRICAL

- 4.1 All exterior conduit placement must first be approved by the Alterations Division.
- 4.2 Exposed rigid conduit shall be painted to match the surface it is on.
- 4.3 All electrical conductors shall be installed in rigid or flexible conduit.

5.0 STRAPPING

- 5.1 All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion to meet all applicable Building Codes.

6.0 LANDSCAPING

- 6.1 The member shall make arrangements with VMS Landscaping to confirm and/or re-route all sprinkler irrigation heads so that irrigation water does not contact the new water heater enclosure. The member shall bear all cost associated with any revision to the Common Area sprinkler system. Verification of the sprinkler system conformity to this paragraph shall be made in writing to Manor Alterations.

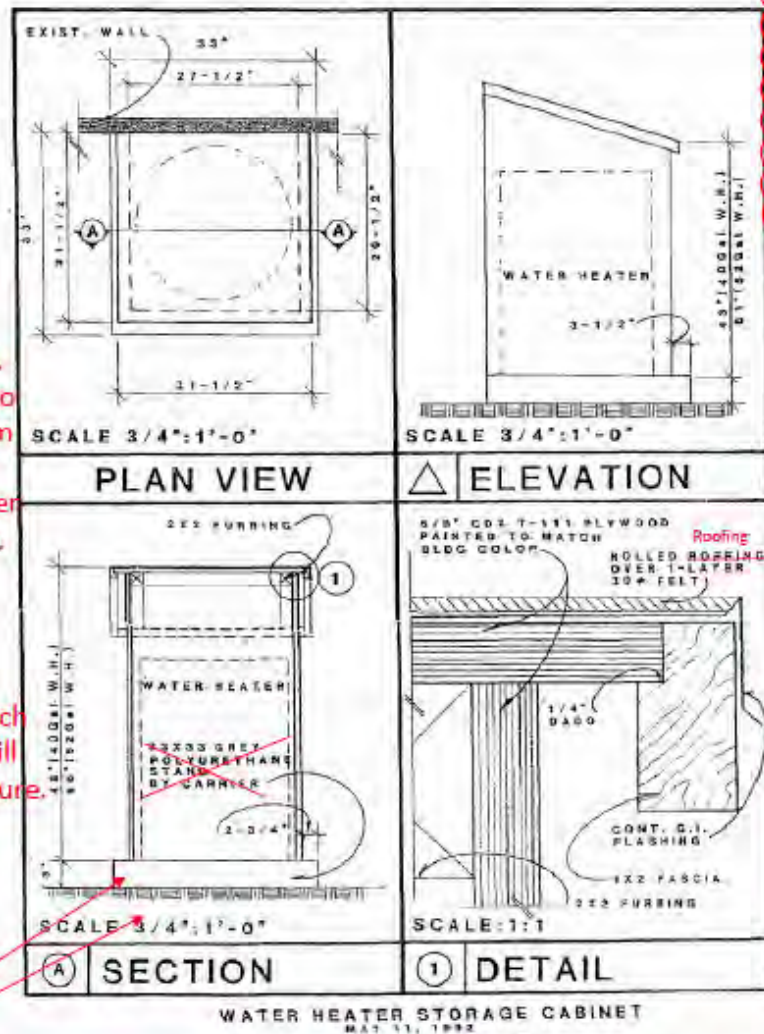
Attachment Three (continued) – Request for Construction Estimate of Standard 32 Revision

No reference to if the enclosure is to be locked and who is allowed access.



need sill plate dtl. and attachment to slab. Suggest "ram set fasteners at 16" O.C. min. 3 per side of 1/4" diam. x 3" long.

try to confirm clear ht. on which water heater will fit in the enclosure.



Alternatives to the 5/8" CDX could be:
 1. 7/8" Stucco veneer.
 2. Composite siding.
 LOOKING FOR ALTERNATIVES HERE.

Arch. roofing spec is more attractive it could match building roofing.


*All framing, blocking, & plates to be 2X4 pressure treated wood material. No untreated wood material is allowed.

Typically it is preferred to have a 4" concr. slab of 2,000 psi concr., w/ 8X8 W.W.F., and an 8" deep by 12" wide perimeter footing. Slab over 4" sand or aggregate base material on 24" compacted sub-grade.

Details do not show access door, hardware, or conc. pad alternative. this should be provided w/ dtl.

Attachment Three (continued) – Request for Construction Estimate of Standard 32 Revision

The exterior siding panels come in multiple textures. It still needs to be painted. <https://www.jameshardie.com/products>



HARDIED TEXTURED PANELS
KNOCKDOWN
 With a rough-surfaced, stone-like texture, Knockdown Panels provide a rugged, weather-resistant exterior finish. Panels can be installed vertically or horizontally to achieve a variety of designs.

AVAILABLE SIZES


THICKNESS: 1/2" (12.7mm)

LENGTH: 120" (3048mm) 144" (3658mm)

WIDTHS: 48.197" (1223mm) 96" (2438mm)

Request a Quote

Review this knockdown textured panel with compatibility with existing building thickness: .312"
 length: 120" 144"
 widths: 48.197" 96"
 48.197"



HARDIED TEXTURED PANELS
SMOOTH SAND
 Smooth Sand has a fine-textured, smooth, stone-like finish. It is ideal for interior walls, exterior walls, and ceilings. Panels can be installed vertically or horizontally to achieve a variety of designs.

AVAILABLE SIZES

THICKNESS: 1/2" (12.7mm)

LENGTH: 120" (3048mm) 144" (3658mm)

WIDTHS: 48.197" (1223mm) 96" (2438mm)

Request a Quote

Attachment Four – Financial Analysis of Option One

Water Heater Construction Cost Comparison

11/11/21

Rev 11/29/21

A comparison of the Standard 32 to a new design is provided. BFC is Brian Foster Construction.
 SCC is South Coast Construction. The member shall be responsible for the re-construction cost.

Current Standard W.H.	BFC	SCC	
Pre-Manf. Carrier 33x33 Stand	\$ 175	\$ 105	
Wood Frm'g Walls & Roof	\$ 500	\$ 944	
Rolled Roofing	\$ 150	\$ 125	
Painting of T-111 Plywd.	\$ 200	\$ 136	
Door and Hdw'r	\$ -	\$ 95	
Mtl. Flashing & Caulking	\$ 75	\$ 75	
Misc. Work (grade prep., L&I)	\$ 180	\$ 68	
Construction Estimate of Current Standard 30 Design	\$ 1,280	\$ 1,548	
	BFC	SCC	
		Average Cost Comparison	\$ 1,414
New Proposed Design 30 Water Heater (w/ Redline Cmm'ts)			
4" Conc. Slab w/Reinf.	\$ 415	\$ 295	
P.T. Wood Frm'g Walls & Roof	\$ 500	\$ 990	
Roofing Match Bldg.	\$ 350	\$ 225	
Stucco	\$ 600	\$ 600	SCC comparable
Door and Hdw'r	\$ -	\$ 95	
Mtl. Flashing & Caulking	\$ 75	\$ 75	
Misc. Work (grade prep., L&I)	\$ 180	\$ -	
	\$ 2,120	\$ 2,280	
	BFC	SCC	
		Average Cost Comparison	\$ 2,200
Conclusions			
Average Construction Cost Current	\$ 1,414		
Average Construction Cost New Design	\$ 2,200		
Difference in Cost Comparison	\$ 786	Added to New Design of rot resistant materials	

General Summary Notes:

These estimates show that the original design is less expensive to build.
 The Current Standard 32 does not look as appealing as the new revised design.
 Actual Bids are included for evidence of bid numbers used herein.
 A SOW is include for reference of a uniform SOW comparison.

Attachment Four (continued) – Financial Analysis of Option One

Water Heater Design Revision Cost Comparison

Two RFP's issued and one estimate received.

Part One Drafting, Specs, Rev.	Cardoso & Assoc.	
Drafting Details	\$	840
Flashing Specs	\$	265
Door Hardware	\$	265
Notes- Review	\$	1,590
Paint Colors	\$	140
Hardi-Panel Notes	\$	530
		\$ 3,630
Part Two 1st Review & Revisions		
MA Review	\$	1,060
MA Pick Ups	\$	420
		\$ 1,480

Total Fee for Design & Deliverables \$ 5,110

Part Three Plan Check Submittal		
Submittal	\$	530
Corrections	\$	530
Total Fee for Plan Check	\$	1,060

Cost for Design and Plan Check \$ 6,170

Attachment Five – Option 1 Resolution 03-22-XX & Option 2 Summary

OPTION 1: RESOLUTION

RESOLUTION 03-22-XX

Prohibition of Exterior Water Heater Relocations

WHEREAS, Standard 32 Water Heater Relocations were allowed by the board adoption of the original resolution dated August 1992, and lastly by revised March 2019, Resolution 03-19-34; and

WHEREAS, the board agrees that the use of common area for the relocation of manor water heater tanks and their respective enclosures does not enhance the building or mutual aesthetics of the community; and

WHEREAS, the board agrees to cancel or revoke both the original resolution dated August 1992, and the revised March 2019, Resolution 03-19-34; and

WHEREAS, the board agrees to prohibit all new exterior water heater (W.H.) approvals and further prohibits the approval of water heater relocations by variance; and

WHEREAS, the existing and prior MA approved exterior W.H. cabinets would be allowed to remain and continued to exist or “grandfathered”. The existing cabinets and W.H. maintenance will continue as an obligation of the member as an Alteration limited by the following criteria:

1. In the event the W.H. cabinet and its landscaping are not properly maintained the member may lose all rights to its presence in common area as maybe enacted by the board.
2. If the existing cabinet needs to be re-constructed due to rot or removal for mutual maintenance activities, the cabinet shall be built back to the new Standard 32 revised containing pressure treated wood, stucco veneer, new roofing material. This new drawing has not yet been revised as the approval of a new resolution and design cost would be a prerequisite to the standard revision.
3. All landscaping shall be installed per the original Standard 32. The member shall contact Landscaping Services to arrange for the installation of adequate landscaping material and any alteration of irrigation work.
4. MA shall prohibit the issuance of all future MC requests regarding W.H. relocations to the common area.

WHEREAS, the board agrees that the prohibition of future water heater enclosures will contribute to a more positive architectural image of the community; and

NOW THEREFORE, BE IT RESOLVED, on January 18, 2022, the Third Laguna Hills Board hereby approve the Prohibition of Exterior Water Heater Relocations Resolution as attached; 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.

OPTION 2: SUMMARY

Status Quo with no change.

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DATE: December 27, 2021
FOR: Third Architectural Control and Standards Committee
SUBJECT: Revised Alteration Fee Schedule

RECOMMENDATION

Staff recommends the approval of the Attachment 4 – Resolution 03-22-XX for the new Revised Alteration Fee Schedule dated November 23, 2021.

BACKGROUND

A prior Staff Report with Fee Schedule was approved by the ACSC on October 25, 2021.

The Third Mutual (Board), via the November 16, 2021 Board Meeting, had requested that the Agenda Item 13 (a) Alteration Fee Schedule Revision, be revised. Currently, variances containing multiple variance requests are allowed to be processed within a single variance request for the same fee. Also, variances with simple or less complex reviews are typically less labor intensive to review; but, the cost is the same fee. The request from the Board was to modify the fee associated with a variance⁽¹⁾ to allow: (1) the variance fee amount of \$662 to be bifurcated into two fee categories: A) Minimal Variance Request; and B) Standard Variance Request.

Attachment 2 – Revised Fee Schedule, is therefore provided to the ACSC for consideration.

DISCUSSION

Prior to the commencement of most manor alterations, mutual members, or their authorized representative(s), are required to obtain a Mutual Consent (MC) from Manor Alterations (MA). This permit fee is charged to partially offset administrative costs associated with the processing, review, and final inspection of staff work associated with the MC. Depending on the type of alteration to be performed, the fees are currently calculated using either a flat fee or the value of the proposed alteration. The current Alteration Fee Schedule is provided on Attachment 2 – Current and Revised Alteration Fee Schedule with markups. Staff reviews the application and ensures that the proposed alteration conforms to mutual Standards or the variance process.

Since alterations are optional and chosen by the Member, it is reasonable that the cost for processing the applications, and inspecting the work be borne by those electing to alter their manor. Over the past year, several new processes and services, along with improvements to customer service, have been implemented in the Manor Alterations Division. Contractor parking passes, demolition mutual consents, asbestos management, and conformance deposits have all brought significant improvements to the services offered, and have increased procedures within the mutual. Given the processes and

⁽¹⁾ *The Third Mutual ARCHITECTURAL REVIEW PROCEDURES Summary of Civil Code § 4765 provide for a description of the Variance process. Article, Guidelines for Submittals for Variance Request, Item 1 states in part, "Variance requests are submitted to obtain approval for a variance to construct a nonstandard alteration, that which is different from the mutual's alteration standards and/or standard plans. Variance requests are submitted to the Alterations Division for consideration by the mutual's ACSC and the board."*

administrative requirements currently involved, it is suggested that the ACSC and Board now consider updating the current Alteration Fee Schedule to reflect the increased administrative and processing cost attributable to MC work.

The current Fee Schedule was adopted in 2017. The actual cost expended by Manor Alterations at its now current rate exceed the permit fees of the 2017 Alteration Fee Schedule. The Revised Alteration Fee Schedule allows for a more appropriate fee structure to the actual cost of staff labor expended on MC Alterations.

Attachment 1 – Financial Analysis, addresses the cost to process Mutual Consents, Variances, and other submissions. Variance requests are now separated into two categories of Minimal and Standard.

The Attachment 2 – Current and Revised Alteration Fee Schedule reflects the fee increases to the following: 1. The Alteration Fee Schedule of \$50 is revised to \$70; and 2. The new Minimal Variance fee will be \$380; and 3. The new Standard Variance Fee will be \$662; and 4. The Unauthorized Alteration Fee of \$300 will be increased to \$350; and 5. The Permit Fee Valuation shall be increased by 40% for each value of escalation.

Minimal Variance Request

This Minimal Variance Request is defined as a non-standard alteration in which only one component of the work requested is to be a variance to the standard mutual consent process. The report will be more condensed in nature; thus, requiring less staff time to assemble and a reduced fee is realized with this type of request - See Attachment 1 – Financial Analysis for the fee allocation. Items that would qualify for (but not limited to) a Minimal Variance request fee would be as follows:

- Interior Doorway Expansion (not visible to the Common Area)
- Interior Modification to a Floor Plan (Single Room combination or revision)
- Minor Common Area Modification (Gate, Exclusive Common Area Veneer)

Standard Variance Request

This variance request is defined as a non-standard alteration in which more than one component of the work requested is to be a variance to the standard mutual consent process. The report will be more detailed in nature requiring additional effort to explain the contents and intent of the multiple requests - See Attachment 1 – Financial Analysis for the fee of a Standard Variance. Items that would qualify for (but not limited to) a Standard Variance request fee would be as follows:

- Doorway Expansion (visible to the Common Area)
- Any Improvement visible to or within Common Area
- Any Improvement made to the building exterior
- Common Area Improvements (Canopies, Solar Panels, Enclosures, Room Additions)

Note: All applicable staff reporting and variance procedures are to be followed regardless of which type of variance request is utilized.

Attachment 3 – List of Alterations Not Requiring a Mutual Consent is a list of non-mutual consent items allowed without the need for a MC permit or a variance permit.

Attachment 4 - Resolution 03-22-XX enacted by the board would serve to update the existing fee schedule.

FINANCIAL ANALYSIS

The Attachment 1 - Financial Analysis indicates the changes to certain current fees and charges of the Alteration Fee Schedule with an estimated total increase of \$82,908 in additional revenue.

This total is due to increases in the following categories:

1. Alteration Fee Schedule fee will be increased to \$70;
2. The new Minimal Variance fee will be increased to \$380;
3. The new Standard Variance Fee will be increased to \$662;
4. The Unauthorized Alteration Fee be increased to \$350;
5. The Permit Fee Valuation shall be increased by 40% for each value of escalation.
6. Resale Inspection Fees increased by \$100.

Prepared By: Robbi Doncost, Manor Alterations Manager

Reviewed By: Bart Mejia, Maintenance and Construction Deputy Director
Gavin Fogg, Manor Alterations Supervisor
Lauryn Varnum, Manor Alterations Coordinator

ATTACHMENT(S)

Attachment 1 – Financial Analysis

Attachment 2 – Current and Revised Alteration Fee Schedule

Attachment 3 – List of Alterations Not Requiring a Mutual Consent

Attachment 4 – Resolution 03-22-XX

Attachment 1 – Financial Analysis

ALTERATION PROCESSING FEE INCREASE				
	Fees Increase from \$50 to \$70 for a 28.6% adjustment *			
	Average MC's / year		380	
	Average \$ of MC		\$ 300	
		AV Revenue of MC's / year	\$	114,000
		*Adjusted to 28.6% increase	\$	146,604
	Added Revenue for Alteration Processing Fee Increase \$ 32,604			
VARIANCE FEE INCREASE				
STANDARD VARIANCE PROCESSING FEE ALLOCATION				
	Per 2021 Bill Rates Schedule			
		\$ 38.94	Hrs.	Total
Rev of Variance Initial Req. & Policy Review	\$ 38.94	0.5	\$	19.47
Initial Stellar & Policy Review	\$ 38.94	1	\$	38.94
Site Visit & Doc Assembly	\$ 38.94	4	\$	155.76
Report Assembly	\$ 38.94	7	\$	272.58
Added Plan Coordination/MC	\$ 38.94	2	\$	77.88
Supervisor Review & Comments	\$ 38.94	1.5	\$	58.41
Manager Review & Edits	\$ 38.94	1	\$	38.94
		17	\$	662.0
		Hrs	Per Standard	
			Variance Actual	
			Cost	
MINIMAL VARIANCE PROCESSING FEE ALLOCATION				
	Per 2021 Bill Rates Schedule			
		\$ 38.94	Hrs.	Total
Rev of Variance Initial Req. & Discssions of Pc	\$ 38.94	0	\$	-
Initial Stellar & Policy Review	\$ 38.94	1	\$	38.94
Site Visit & Doc Assembly	\$ 38.94	1.5	\$	58.41
Report Assembly	\$ 38.94	4.5	\$	175.23
Added Plan Coordination/MC	\$ 38.94	1	\$	38.94
Supervisor Review & Comments	\$ 38.94	1	\$	38.94
Manager Review & Edits	\$ 38.94	0.75	\$	29.21
		9.75	\$	379.7
		Hrs	Per Minimal	
			Variance Actual	
BLEND RATE OF VARIANCE				
Calculate AV # of Variances / Yr.				
	24 Variances per year at BLEND RATE of \$521			
	Added Revenue for Variance Fee Increase \$ 12,504			

Attachment 1 (continued) – Financial Analysis

RESALE INSPECTION & REPORT FEE INCREASE				
Third Report Cost Current \$115 Increased to \$220			378 resales inspections	
Total AV Resale Inspections			378	
1st Inspection cost \$65 + added increase of \$50			\$	115
Final Inspection cost \$55 + added increase of \$50			\$	105
Total New Resale Inspection Report			\$	220
Increase of \$100 / Inspection Report yields an increase				
Added Resale Inspection Report Fee Increase				\$ 37,800
RESALES ESTIMATED ACTUAL FEE (not applied to \$100 increase above)				
only for illustration purposes Per 2021 Bill Rates Schedule				
		\$ 38.94		
			Hrs.	Total
Inspection Site Visit & Gen. Data		\$ 38.94	1.5	\$ 58.41
Manor Research Tickets/MC's/Violations		\$ 38.94	2.5	\$ 97.35
Operations Specialist Report		\$ 38.94	1.5	\$ 58.41
Operations Specialist Filing & Transmittal		\$ 38.94	1.5	\$ 58.41
Misc. Reissue & Resale Coord. O.S.		\$ 38.94	1.5	\$ 58.41
			8.50	\$ 330.99
			Hrs	per report
				Actual Cost
Estimated Actual Fee 378 X @330.99 =				\$ 125,114.22
APPROXIMATE TOTAL ADDED REVENUE DUE TO FEE SCHEDULE INCREASES \$82,908				

Attachment 2 – Current and Revised Alteration Fee Schedule



Current Alteration Fee Schedule - Items in RED reflect proposed updates

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 - \$350

Unauthorized Alteration Fee	\$300
-----------------------------	-------

*Alteration Processing Fee - \$70

\$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

*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.

*Bifurcated Variance Fees- Standard - \$662, Minimal - \$380

Variance Processing Fee	\$150
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

40% Increase

Permit Fee Legend		*Permit Fee
Valuation	Fee	Fee
Less than \$750	\$50	\$70
\$751 to \$2,000	\$77	\$108
\$2,001 to \$4,000	\$168	\$235
\$4,001 to \$6,000	\$280	\$392
\$6,001 to \$8,000	\$392	\$549
\$8,001 to \$10,000	\$504	\$706
Above \$10,000	\$700	\$980

Attachment 2 (continued) – Current and Revised Alteration Fee Schedule



Alteration Fee Schedule

REVISED ALTERATION FEE SCHEDULE - 11/23/21

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.

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

\$70 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

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	
Valuation	Fee
Less than \$750	\$70
\$751 to \$2,000	\$108
\$2,001 to \$4,000	\$235
\$4,001 to \$6,000	\$392
\$6,001 to \$8,000	\$549
\$8,001 to \$10,000	\$706
Above \$10,000	\$980

Variance Fee Legend	
Variance Type	Fee
Minimal Variance Processing Fee	\$380
Standard Variance Processing Fee	\$662

Unauthorized Alteration Fee	\$350
*Fee applies to members who attempt alterations without prior approval of Manor Alterations	

*Some Alterations may require a Demolition Permit, which carries a \$70 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.

*In the event a member requires an "after the fact" ("ATF") Mutual Consent for work completed without prior appropriate authorization, the following will apply as appropriate to the nature of the improvement work: Unauthorized Alteration Fee + Variance Fee and/or Mutual Consent Fee and/or Demolition Fee

Attachment 3 – List of Alterations Not Requiring a Mutual Consent



Third Mutual – Alterations without MC

- Floor replacement (so long as ACM is not disturbed) e.g. carpet like for like.
- Painting Interior walls
- Installing bookshelves
- Installing Mailbox
- Hanging picture frames/decorations interior
- Sink/ toilet replacements
- Doorbell replacement/installs
- Appliances change outs (e.g. Refrigerator, microwave, stove/oven, dishwasher)
- Change our faucets.
- Garbage disposals
- Cabinet/Vanity/Counter top replacements that do not disturb ACM or require City Compliance upgrades on electrical.
- Peepholes
- Interior Doors

Attachment 4 – Resolution 03-22-XX**RESOLUTION 03-22-XX****Alteration/Variance Processing Fee Policy**

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105; and

WHEREAS, the following revisions are approved: 1. The Alteration Fee Schedule is revised to \$70; and 2. The new Minimal Variance fee will be \$380; and 3. The new Standard Variance Fee will be \$662; and 4. The Unauthorized Alteration Fee will be increased to \$350; and 5. The Permit Fee Valuation shall be increased by 40%; and 6. The Resale fees will increase to the total amount of \$215 for the first and second inspection fees.

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task; and

NOW THEREFORE BE IT RESOLVED, January 18, 2022 to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting the new Alteration Fee Schedule will be adopted; and

RESOLVED FURTHER, in the event that a member requires an “After the Fact” (ATF) Mutual Consent for work completed without prior appropriate authorization the following would apply as appropriate to the nature of the improvement work, defined as a member being responsible for: a Variance Fee if the work required variance approval; an ATF Mutual Consent Fee due to the work not having been applied for and permitted by Manor Alterations in advance of completion; a Mutual Consent Fee totaling the cost of an appropriate Mutual Consent Fee if the work had been properly approved; a Demolition Fee totaling the cost of the appropriate Demolition Fee if the work had been properly approved; and

RESOLVED FURTHER, that Resolution 03-17-120 adopted October 20, 2017 is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the resolution.

(DECEMBER Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360)

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STAFF REPORT

DATE: December 27, 2021
FOR: Third Architectural Control and Standards Committee
SUBJECT: Policy for Requests for Handrails in Common Area

RECOMMENDATION

Staff recommends the Board adopt a revised policy to address requests for the construction of handrails in common area. Should the Board decide to adopt these procedures as policy, the handrail approvals will be conditioned per Attachment One - Standard Section 48: Handrails In Common Areas.

DISCUSSION

The Board recognizes that both new and existing Manor Owners may desire to upgrade, or alter handrails in common area due to certain physical limitations. Some of these limitations involve compromised ambulatory movement. Since these physical limitations may affect how a Manor Owner may travel to and from their manor, which often involves traveling down a sidewalk or driveway to the street curb, a handrail would be of great value in providing aid in that movement within limited areas within common area.

Previous boards have provided for exceptions to be made for alterations on common area that accommodate access to the main entry of a unit for members that suffer from a physical disability (see below Attachment Three - Third Mutual Decision Tree Step 5). Currently all requests for such alterations require a variance, and Committee review, prior to Board approval.

STEP 5: Application for a Manor Alteration to be constructed entirely or partially upon or over the Mutual's General Common Area or previously approved Common Area for Exclusive Use will be processed as a Variance Request. If Staff determines that the proposed Alteration would be constructed entirely or partially upon or over any of the Mutual's general Common Area, or previously approved Common Area for Exclusive Use, Staff and the Committee will consider the Application as a Variance Request. The Committee will review the request for an Alteration on Common Area on a case-by-case basis:

Staff and the Committee will investigate the circumstances surrounding the Application, and the Committee will refer the Application to the Board if necessary, which may, but is not obligated to, approve the Application.

- A. If the proposed Alteration would be to facilitate access to the Manor by persons with a physical disability, or to alter existing conditions which could be hazardous to such persons, the Committee may approve the Application, in accordance with the requirements of statute and federal and state fair housing laws.

The common area is owned and maintained by the Mutual, and Manor Owners are only allowed certain limited considerations for improvements in the Common area. There is no absolute right granted by the Mutual Board, or its governing documents, to any Manor Owner allowing the installation of improvements in Common area.

PROPOSED HANDRAIL POLICY

Attachment Two – Revised Standard Section 48: Handrails In Common Areas provides language for a new proposed handrail policy. The current policy would be voided if the new policy is adopted by the committee and board. The consideration of the new handrail policy includes the materials for owner submission, installation, maintenance, potential removal, miscellaneous provisions, recording, and licensing criteria.

Prepared By: Robbi Doncost – MA Manager

Reviewed By: Gavin Fogg - MA Supervisor

Bart Mejia – Deputy Director of Maintenance & Construction

Committee Routing: Third Architectural Control & Standards Committee

ATTACHMENT(S):

Attachment One – Current Standard Section 48: Handrails In Common Areas
Attachment Two – Revised Standard Section 48: Handrails In Common Areas
Attachment Three - Third Mutual Decision Tree Step 5
Attachment Four - License Agreement
Attachment Five – Resolution 03-22-XX

Attachment One – Current Standard Section 48: Handrails In Common Areas



CURRENT SECT. 48 POLICY
SECTION 48: HAND RAILS IN COMMON AREA
RESOLUTION 03-22-XX JANUARY 18, 2022

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 PREPARATIONS

- 2.1** In each case, information sufficient to document the compromised condition and physical need for a handrail by the Manor Owner in Common Area shall be provided. This may include the acknowledgement, documented by a licensed medical doctor, of the physical impairment.
- 2.2** In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.
- 2.3** The Alteration handrail shall be located in the grass or landscaping area adjacent to the driveway or concrete surface. Where no landscaping exists adjacent to the concrete surface, an alternate structural connection may be considered;
- 2.4** In each case, the Alteration handrail shall be reviewed by Landscape division and they will provide recommendations for the installation e.g. mow strip between handrail and landscape to avoid unmaintained areas.
- 2.5** In each case, detailed plans and elevations of the Alteration handrail shall be provided to indicate slopes of the sidewalks, elevations of concrete surfaces adjacent to the hand railing, and hand railing construction documents.
- 2.6** The Alteration handrail and footings will require structural calculations and details engineered to prevent overturning.
- 2.7** The Alteration handrail shall meet the current California Building Code guidelines.

3.0 APPLICATIONS

- 3.1** All posts shall be attached to or set in concrete. No posts shall have contact with any soil.

Attachment One (continued) – Current Standard Section 48: Handrails In Common Areas

- 3.2** All railings shall be painted black, unless other railings or ornamental architectural metal elements attached to the building are of a different color, in which case it shall match the existing color.
- 3.3** The Member Owner shall pay for any experts needed to develop the architectural and engineering plans, any association fees, and full cost of the manufacturing and installation of approved modifications.
- 3.4** The Alteration handrail must be removed and the hardscaped and landscaped area returned to original condition upon sale/change of Mutual Ownership of the unit or in the event that the Mutual Owner is no longer a permanent resident of the unit and all associated costs will be the sole responsibility of the Mutual Owner.
- 3.5** Member Owner(s) of the Property must sign and submit to the Mutual, prior to the issuance of the mutual consent, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized “Covenant to Run with the Land” and a License Agreement for the proposed improvement that would utilize any portion of the Mutual’s Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that “Recordable Common Area Agreement” must be filed with the Orange County Clerk/Recorder.

Attachment Two – Revised Standard Section 48: Handrails In Common Areas



REVISED SECT. 48 POLICY SECTION 48: HAND RAILS IN COMMON AREA POLICY RESOLUTION 03-22-XX JANUARY 18, 2022

1.0 **GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

1.1 Manor Member(s) of the Property must sign and submit to the Mutual, prior to the issuance of the mutual consent, c/o VMS, Inc., at the Manor Alterations Division office located in the Laguna Woods Village Community Center, an executed and notarized "Covenant to Run with the Land", and a License Agreement for the proposed improvement that would utilize any portion of the Mutual's common area. Prior to the issuance of a Mutual Consent for Alterations, that "Recordable Common Area Agreement" must be filed by the member, with the Orange County Clerk/Recorder. The mutual may grant a license, if the variance is approved by the Board, to allow the installation of the handrail which shall further be limited to the following criteria:

- a. The Alteration handrail must be removed, and all affected or altered areas including the surfaces (driveway, sidewalk, and landscaped areas) returned to original condition upon a sale, or the Member is no longer a permanent resident of the manor to which the license was granted. Said cost of removal and restoration shall be at the sole cost and expense of the Member;
- i. The Member shall execute a mutual license agreement ("License Agreement") prior to the issuance of a mutual consent for the installation of the handrail and its appurtenances;
- ii. The License Agreement maybe extended or granted to the new manor Member in the event proper cause of the buyer is determined in the sole an absolute discretion of the mutual;

2.0 **PREPARATIONS**

2.1 In each case, information sufficient to document the compromised condition and physical need for a handrail by the Manor Member in Common Area shall be provided. This may include the acknowledgement, documented by a licensed medical doctor, of the physical impairment. This information shall not be made public unless authorized by the Member.

2.2 The initial Variance request shall include the following material:

Attachment Two (continued) – Revised Standard Section 48: Handrails In Common Areas

- a. Plan of the surrounding area including the desired location with dimensions of the horizontal handrail requested,
 - b. Elevation drawing of the handrail, detailed plans to indicate slopes of the sidewalks, elevations of concrete surfaces adjacent to the hand railing, and hand railing construction documents.
 - c. The Alteration handrail and footings will require structural calculations and details engineered to prevent overturning.
 - d. The Alteration handrail shall meet the current California Building Code guidelines and be permitted with the City of Laguna Woods.
 - e. The Alteration handrail shall be located in the grass or landscaping area adjacent to the driveway or concrete surface. Where no landscaping exists adjacent to the concrete surface, an alternate structural connection may be considered.
- 2.3** The Alteration handrail shall be located in the grass or landscaping area adjacent to the driveway or concrete surface. Where no landscaping exists adjacent to the concrete surface, an alternate structural connection may be considered.
- 2.4** In each case, the Alteration handrail shall be reviewed by Landscape division and they will provide recommendations for the installation e.g. mow strip between handrail and landscape to avoid unmaintained areas.
- 2.5** A mutual inspector will visit the site prior to work, for adjustments pertaining to this section.
- 2.6** The Alteration handrail and footings will require structural calculations and details engineered to prevent overturning.
- 2.7** The Alteration handrail shall meet the current California Building Code guidelines.

3.0 APPLICATIONS

- 3.1** All posts shall be attached to or set in concrete. To reduce rot or decay, no posts shall have contact with soil.
- 3.2** All railings shall be painted black, unless other railings or ornamental architectural metal elements attached to the building are of a different color, in which case it shall match the existing color.
- 3.3** The Member shall pay for any experts needed to develop the architectural and engineering plans, any association fees, and full cost of the manufacturing and installation of approved modifications. All costs for the handrail including but not limited to, design, permitting, maintenance, area restoration, and removal shall be the sole responsibility of the Member.
- 3.4** The Alteration handrail must be removed and the hardscaped and landscaped area returned to original condition upon sale/change of Mutual Ownership of the

**Attachment Two (continued) – Revised Standard Section 48: Handrails In
Common Areas**

unit or in the event that the Mutual Owner is no longer a permanent resident of the unit and all associated costs will be the sole responsibility of the Mutual Owner.

- 3.5** Member(s) of the Property must sign and submit to the Mutual, prior to the issuance of the mutual consent, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized “Covenant to Run with the Land” and a License Agreement for the proposed improvement that would utilize any portion of the Mutual’s common area. Prior to the issuance of a Mutual Consent for Manor Alterations, that “Recordable Common Area Agreement” must be filed with the Orange County Clerk/Recorder.

Attachment Three - Third Mutual Decision Tree Step 5

STEP 5: Application for a Manor Alteration to be constructed entirely or partially upon or over the Mutual's General Common Area or previously approved Common Area for Exclusive Use will be processed as a Variance Request.

If Staff determines that the proposed Alteration would be constructed entirely or partially upon or over any of the Mutual's general Common Area, or previously approved Common Area for Exclusive Use, Staff and the Committee will consider the Application as a Variance Request. The Committee will review the request for an Alteration on Common Area on a case-by-case basis:

Staff and the Committee will investigate the circumstances surrounding the Application, and the Committee will refer the Application to the Board if necessary, which may, but is not obligated to, approve the Application.

- A. If the proposed Alteration would be to facilitate access to the Manor by persons with a physical disability, or to alter existing conditions which could be hazardous to such persons, the Committee may approve the Application, in accordance with the requirements of statute and federal and state fair housing laws.

Attachment Five – Resolution 03-22-XX

RESOLUTION 03-22-X

Amended Common Area Use Policy

WHEREAS, the Third Laguna Hills Mutual, (“Mutual”) is a corporate homeowners association that was formed in 1970; by 1984 had acquired the assets and liabilities by vote of each of the fifty-nine (59) individual Mutuals within the larger Leisure World (now Laguna Woods Village) common interest development, with full authority to manage, operate, and maintain them. By 1988, each of the fifty-nine (59) Mutuals had agreed by vote of each Mutual’s membership to adopt identical amended CC&Rs.

WHEREAS, the decisions of the Mutual’s Board of Directors (“Board”), and any committees, task forces, etc., appointed by the Board, are governed or regulated by the Mutual’s Governing Documents, the City of Laguna Woods and Orange County codes, and California and federal Laws and Regulations;

WHEREAS, the Mutual’s Board recognizes that both new and existing Manor Owners may desire to upgrade or alter their Manors or elements thereof in style, structure or function. The current Mutual Board, prior Mutual Boards, and the Boards of the predecessor original condominium project mutual homeowner associations, have from time-to-time adopted policies and procedures to approve such Manor Alteration Applications in limited circumstances;

WHEREAS, the Mutual’s current Governing Documents require that all such Manor Alteration Applications be approved either by the Architectural Control Committee, which may either be the Board itself or a separate committee of Members appointed by the Board, or by the Mutual’s Manager, Village Management Services, Inc. (“Staff”), where VMSI is so authorized;

WHEREAS, pursuant to Article X of the Mutual’s *Declaration of Revised and Amended Covenants, Conditions and Restrictions* (“CC&Rs”) and Article 7 of the Mutual’s Bylaws, the Board, by Resolution 03-16-128, dated December 20, 2016, has formed an Architectural Control and Standards Committee (“Committee”) to perform the functions described therein;

WHEREAS, pursuant to Article IV, Section 2, Clause (c); Article IV, Section 5; and Article X, Section 1, Clause (c), of the CC&Rs, the Board has delegated, with continuing oversight by the Committee, authority to its Manager and Staff to receive, evaluate, and make recommendations to the Committee and the Board to approve or deny Manor Alteration Applications;

WHEREAS, the current Board, as well as prior Mutual boards, have noted that over the years that some manor Owners have made alterations to their Manors or to the immediately contiguous areas, both with and without Board authorization, which have affected relatively small sections of the Mutual’s Common Area. Typically, those alterations have involved enclosing patios that are Exclusive Use Common Area and occasionally have also involved extending that enclosure onto general Common Area, or the alterations have affected the landscape and hardscape contiguous to a Manor;

WHEREAS, in some cases these alterations may not have met the Mutual’s then current

Architectural Alteration Standards, notwithstanding the fact that the alteration may have enhanced the value of the Manor and possibly the community as well;

WHEREAS, the Board recognizes that to identify each prior alteration and determine whether or not it is non-conforming and/or unauthorized would be expensive, time consuming and disruptive to the community and its residents. This Board has concluded that such an undertaking would not be in the best interests of the owners of undivided interests in the Mutual's general Common Area;

WHEREAS, the Committee and the Board have reviewed and reconsidered the Mutual's current policies and procedures regarding Manor Alteration Applications to ensure proper procedures are in place in the Mutual on a going-forward basis with regard to alterations by Members;

WHEREAS, among other things, the Common Area Use Policy sets forth very limited circumstances where the Mutual's Board, Committee or Staff, would approve a proposed alteration of, addition to, or improvement of any Manor ("Alteration") that would be located upon or over a portion of the common area; and,

WHEREAS, due to the administrative, financial, and legal burdens involved, the Board and the Committee have determined that it is not in the Association's best interests to approve any Manor Alteration Applications that do not satisfy the very limited circumstances defined from time to time by the Committee and approved by the Board.

NOW THEREFORE BE IT RESOLVED, October 16, 2018, that the Board has prepared a "Decision Tree", "Neighbor Awareness Notice of Hearing" form, and "Covenant To Run With The Land" form, and the Board hereby adopts the policy outlined in this Resolution to govern the Board's, the Committee's and Staff's decision process when Manor Owners apply to the Mutual for authorization to make or construct an Alteration to or within the Manor's Separate Interest; to, upon or within the Exclusive Use Common Area ("Policy");

BE IT RESOLVED FURTHER, no proposed Alteration located upon or over a portion of the common area will be approved by the Board, the Committee or Staff for any reason, except as set forth pursuant to the Policy or as otherwise required by law;

BE IT RESOLVED FURTHER, that, in limited circumstances, as set forth in the Policy, Staff may, but is not obligated to; approve Manor Alteration Applications that meet pre-established *Third Architectural Alteration Standards* and other Board and Committee approved policies and procedures, and that do not raise an objection by the owner of a neighboring Manor which is defined as manors "within 150 feet" of the proposed manor Alteration Application. Any Manor Alteration Application that cannot or will not be approved by Staff for any reason will be treated as a unique Variance Request to be investigated by Staff and considered by the Committee for approval or denial, with potential appeal of the Committee's decision to the Board, all in accordance with the Mutual's Governing Documents;

BE IT RESOLVED FURTHER, that, if the proposed Alteration is to be located entirely within or upon an Exclusive Use Common Area already associated with the Manor, Staff, as authorized, the Committee or the Board may, but is not obligated to, approve the Manor Alteration Application, provided the Alteration is in compliance with the Mutual's Architectural Review Procedures, subject to the discretion granted to Staff, the Committee, or the Board, as may be applicable, whether the Alteration would be located within a Manor's Separate

Interest, to, within or upon Exclusive Use Common Area;

BE IT RESOLVED FURTHER, that, if the Staff, as authorized, the Committee or the Board decides to approve a Manor Owner's Application to make or construct an Alteration to, within or upon an Exclusive Use Common Area associated with that Manor, that Manor Owner must, as a condition to receiving final approval for the Manor Alteration Application, execute a recordable Covenant to Run with the Land. Such Covenant shall provide, among other things that the Manor Owner agrees that the area altered in any dimension or manner, shall remain Exclusive Use Common Area, licensed for the exclusive use of the Manor Owner, but shall not also become a part of the Manor's Separate Interest. The Covenant will also require that the Manor Owner shall assume the responsibility for insuring, maintaining, repairing, replacing and restoring the area containing the Alteration, and shall agree to indemnify and hold harmless the Mutual for any and all claims pertaining to the Alteration;

BE IT RESOLVED FURTHER, that the Board, within the limits of its current authority, hereby "grandfathers" any existing Alteration to any of the Manors located within the original condominium projects, or to the area immediately adjacent to that Manor, which have been previously approved by this Board, a prior board of directors of the Mutual, a board of directors or the architectural committee of a predecessor original condominium project mutual homeowner association, or the staff of a prior management agent, if that staff were so authorized, prior to July 20, 2017, even though that Alteration may encroach upon some portion of the general Common Area, provided that:

- (1)there is no threat to the safety of persons or property;
- (2)the Alteration met the Mutual's construction and architectural standards in effect at the time of the Alteration; and
- (3)there is no direction or order of a court requiring the Board to take contrary action; and

BE IT RESOLVED FURTHER, that "grandfathering" any such encroachment did not, does not, and will not constitute a transfer of general Common Area into any Manor's Exclusive Use Common Area or Separate Interest, or the conversion of Exclusive Use Common Area into a Manor's Separate Interest. Such "grandfathering" does not remove the obligation of a Member/Owner of a non-compliant Alteration to a correct or remove an Alteration to the Manor that:

- (1) was not permitted by the Mutual, or any predecessor mutual; or
- (2) was not constructed according to the terms or conditions of that permit.

"Grandfathering" merely means that such non-permitted or non-conforming Alterations will not be actively pursued by the Mutual, unless the Mutual determines that an Alteration poses a potential danger to persons or property, or a court of competent jurisdiction determines that the Alteration was not properly permitted;

BE IT RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved or "grandfathered" alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration;

BE IT RESOLVED FURTHER, that the determination of whether a proposed Alteration is

“like-for-like” shall be made by the Committee, in consultation with Staff, and subject to appeal to the Board, whose decision shall be final and made in the Board’s sole and absolute discretion;

BE IT RESOLVED FURTHER, that the Board may, subject to the limitations provided in this Resolution, the Governing Documents, and applicable law, demand that any Alteration, not consistent with the Mutual’s *Third Architectural Alteration Standards* and other Mutual and VMSI policies and procedures published at the time of construction of said Alteration, be removed, at the Manor Owner’s expense, if the Alteration is not either altered or reconstructed to be in conformity with such *Third Architectural Alteration Standards*, state and local building codes, and other Mutual and VMSI policies and procedures;

BE IT RESOLVED FURTHER, that the Board may demand the removal of any Alteration that was constructed without the prior written approval of Staff, the Committee or the Board;

BE IT RESOLVED FURTHER, that, in accordance with the Mutual’s CC&Rs, the existence in the Mutual of a prior Alteration comparable to an Alteration being sought by a Manor Owner shall have no precedential value and shall not obligate in any way Staff, the Committee or the Board to approve any subsequent Manor Alteration Application;

BE IT RESOLVED FURTHER, that Mutual Board Resolution 03-17-77 is hereby superseded and cancelled; and

BE IT RESOLVED FURTHER, that Staff is charged with the responsibility of receiving, evaluating, approving or making recommendations for approval of Manor Alteration Applications; and overseeing construction of additions, modification, improvements, and such other Alterations to the Manors within the Mutual are hereby authorized to take all appropriate actions consistent with this Resolution and to carry out the purpose and intent of this Resolution and assure compliance with its terms.

BE IT RESOLVED FURTHER, that the Board has approved a new revised Standard Section 48: Handrails in Common Areas policy allowing, under special circumstances, the approval by variance certain limited installations of handrails in common areas.

BE IT RESOLVED FURTHER, that Resolution 03-17-120 adopted October 20, 2017 is hereby superseded and canceled.