



SPECIAL OPEN MEETING

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

Friday, March 18, 2022 – 1:30PM-3:30PM

HYBRID VIRTUAL/IN-PERSON MEETING

24351 El Toro Road, Laguna Woods, California

Zoom Link - <https://us06web.zoom.us/j/82448887503>

NOTICE AND AGENDA

The purpose of this meeting is to review the proposed Variances.

-
1. Call Meeting to Order / Establish Quorum – Chair Mutchnick
 2. Approval of the Agenda
 3. Discuss and Consider the Proposed Variances:
 - a. 2396-3E Via Mariposa West (Garden Villa, Plan TB24_1) Request for Entry Door and Entry Gate (PDF Page 3)
 - b. 3374-C (Andaluz, Plan P203RC) Request for Rear Patio Extension with Block Wall into Common Area and Black Frame Vinyl Windows (PDF Page 23)
 - c. 3152-B Alta Vista (Las Flores, Plan PL303RC) Request for Bonus Room Addition (PDF Page 39)
 - d. 3164-A Alta Vista (La Princessa, Plan PL303RC) Request for Room and Bathroom Addition and Entry Trellis in Common Area(PDF Page 55)
 4. Adjournment

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STAFF REPORT

DATE: March 18, 2022
FOR: Third Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. David Mayagoitia of 2396-3E Via Mariposa West (Garden Villa, Plan TB24_1) Entry Door and Entry Gate

RECOMMENDATION

Staff recommends denial for the replacement of an entry gate and entry door with new modern design themes. If approval is determined, it should comply with the conditions stated in Appendix A.

BACKGROUND

Mr. David Mayagoitia of 2396-3E, a Garden Villa style manor, requests ACSC approval of a variance for an entry door and entry gate due to the door and gate being of unique design.

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

DISCUSSION

Mr. David Mayagoitia is proposing to remodel the existing entry gate and entry door.

The entry gate is shown in the provided drawings as being a two-leaf “saloon” style gate, being shorter than the existing opening and not having a portal frame. The gate leaves are a modern horizontal slat style. This is inconsistent with the aesthetic of the adjacent manors. It is Staff’s opinion that the gate frame should be required to be of a 3-sided “portal” style, with aesthetics consistent with the adjacent units or as determined by the ACSC.

The entry door is indicated as being 7’ tall and 60” wide. Although the width matches the opening, the height would require raising the header. This poses an issue as the interior ceiling is at 7’ as well. The door is a very modern style door, which is inconsistent with the aesthetics of the existing slab doors of the adjacent manors. The visual impact can be minimized with an appropriate gate design; however, as currently proposed, it is Staff’s opinion that the proposed entry door design be revised to be more consistent with the adjacent units or as determined by the ACSC.

Due to the door and gate being of unique design, Staff does not recommend approval of the request; however, if the Board approves it, it should comply with the conditions stated in Appendix A.

Currently, there is an open Mutual Consent for a thorough interior remodel. This entry door and gate is part of the open Mutual Consent.

Should the request be approved, structural drawings will need to 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 enlargement of the door opening and removal of the exiting structural beam to accommodate the oversized entry door needs to be addressed.

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 2396-3A, 2396-3B, 2396-3C, 2396-3D, 2396-3F, 2396-3G, 2396-3H, 2396-2A, 2396-2B, 2396-2C, 2396-2D, 2396-2E, 2396-2F, 2396-2G, 2396-2H, 2396-1A, 2396-1B, 2396-1C, 2396-1D, 2396-1E, 2396-1F, 2396-1G, 2396-1H, on March 7, 2022 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 2396-3E.

Prepared By: Richard de la Fuente, Alterations Inspector II

Reviewed By: Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Appendix A: Conditions of Approval

Appendix B: Record Plan

Attachment 1: Scope

Attachment 2: Variance Application

Attachment 3: Photos

Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Manor: 2396-3E

Variance Description: New entry door and entry gate

A Variance for Alterations has been granted at the above manor, 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 disciplinary action taken against the Member.

Manor-Specific Conditions:

A. General Comments:

- A.1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.2. The Member shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Prior to the issuance of a Mutual Consent for Alterations, specifications for the entry door and gate to be installed shall be provided to Manor Alterations for review and approval.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations 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.

APPENDIX A

- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "Third Laguna Hills Mutual Color Selections" at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

APPENDIX A

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 2396-3E, ("Property") within the Third Laguna Hills 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 Member or Members ("Member") 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.
- G.2. Member 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.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2396-3E and all future Mutual Members at 2396-3E.
- G.4. Member 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. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.

APPENDIX A

- G.5. Member 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.
- G.6. 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 invitees.
- G.7. Member'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.
- G.8. 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.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. Member(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.
- G.11. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.12. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management

APPENDIX A

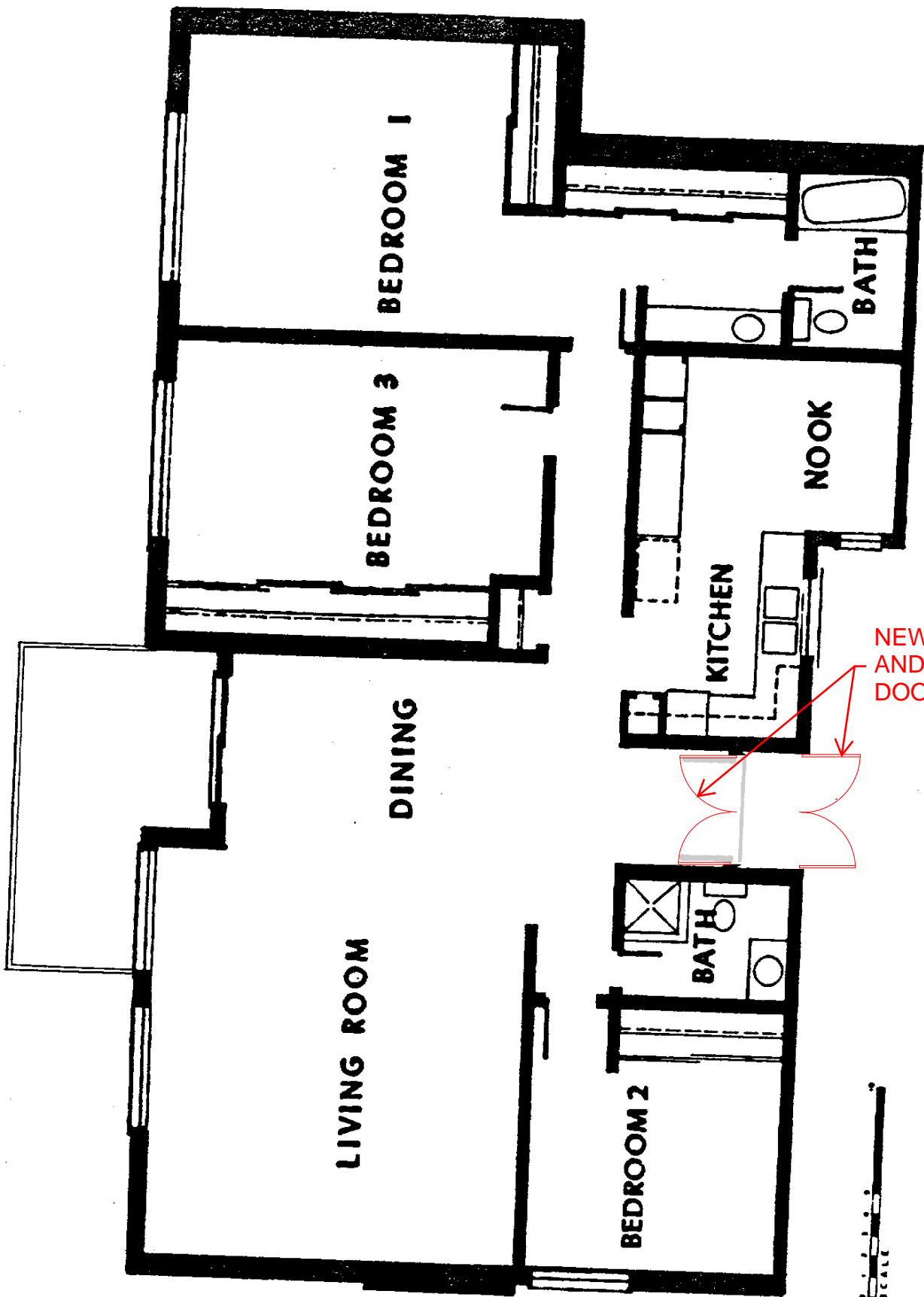
District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the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

- G.13. 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.
- G.14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.

APPENDIX A

- G.21. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.23. 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 Member's improvements and installation, construction, design and maintenance of same.

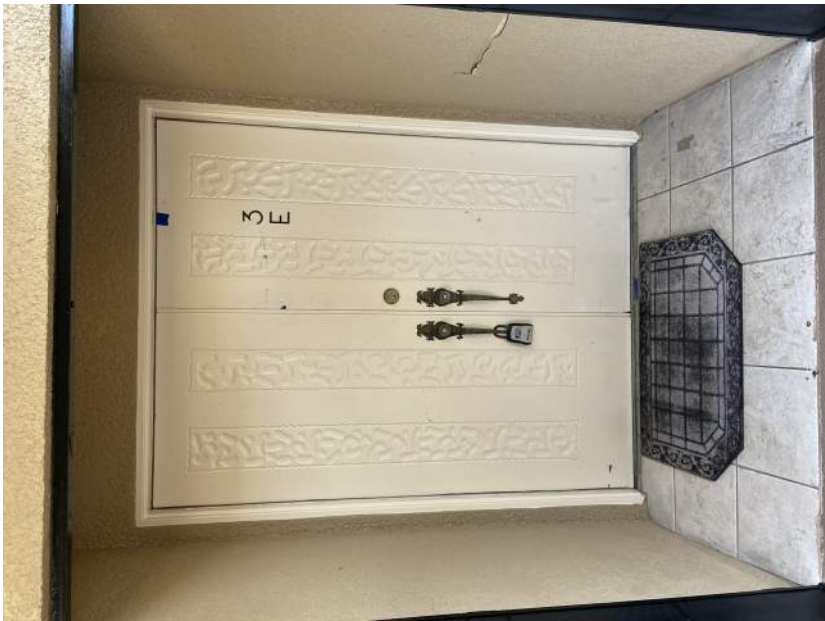
APPENDIX B
RECORD PLAN



Garden Villa (TB24)
THREE BEDROOM




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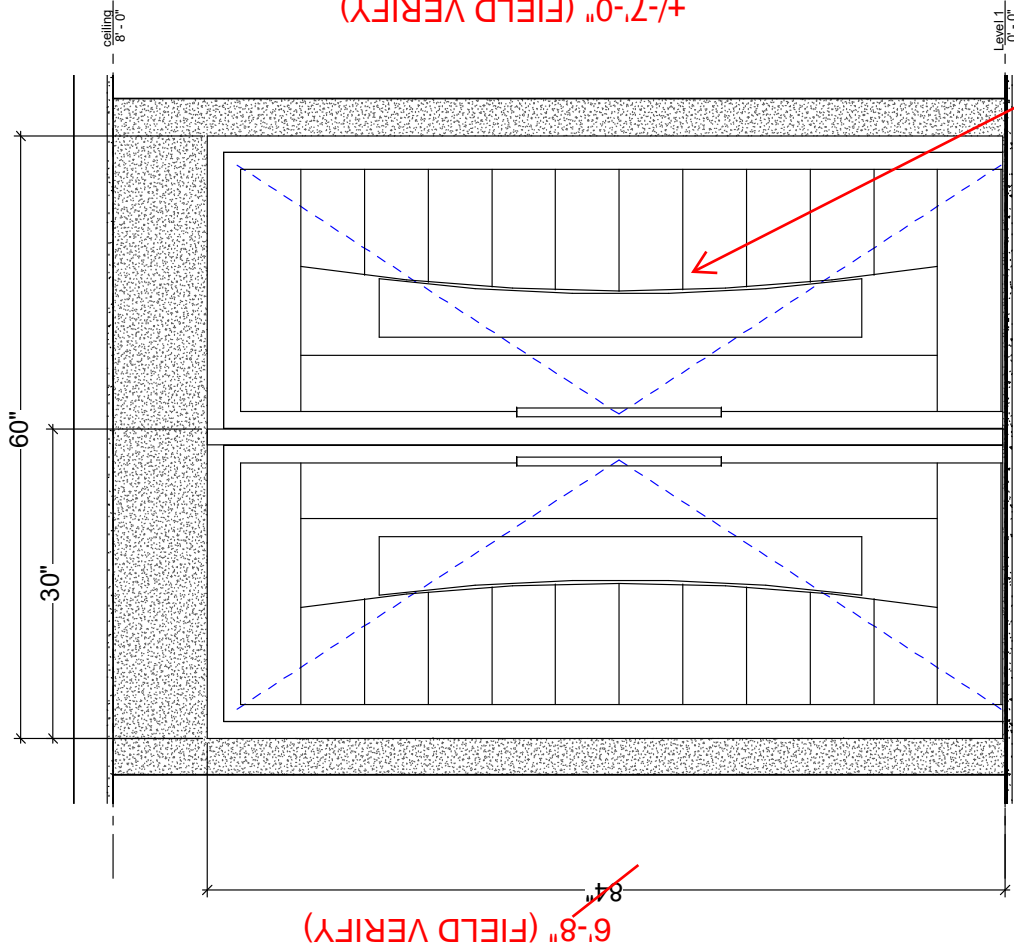
EXISTING ENTRY DOOR



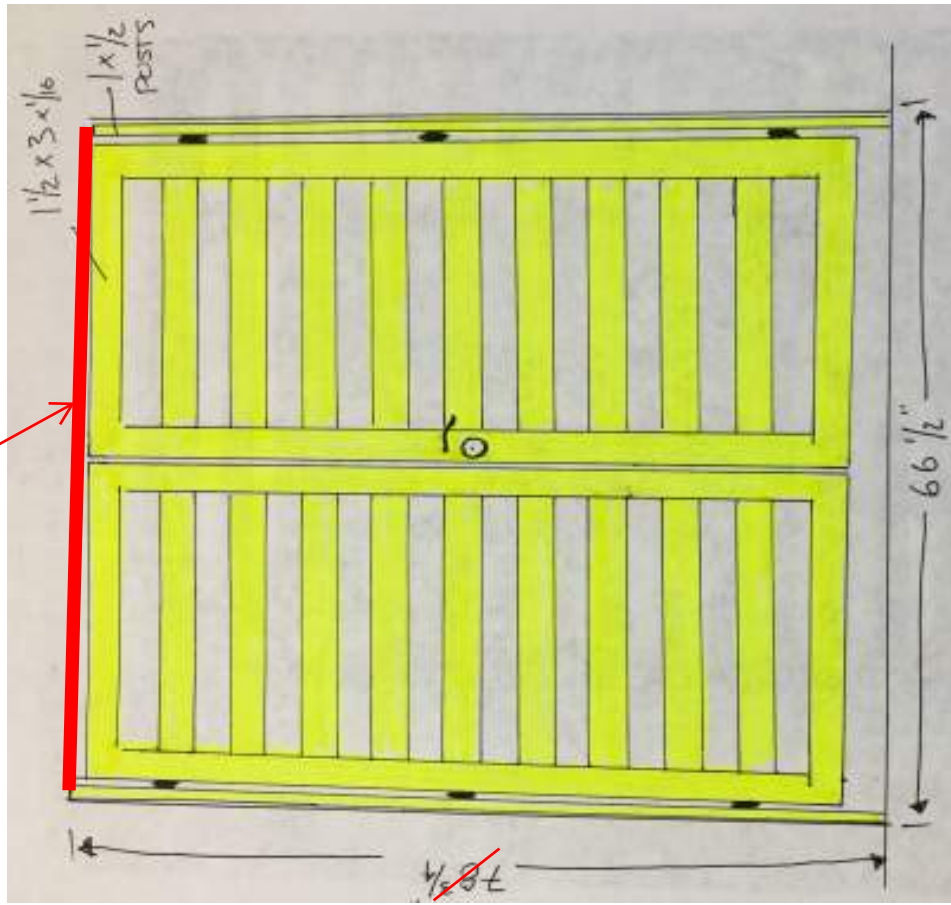
PROPOSED ENTRY DOOR

		ACM Construction Builders Group	
No.		Description	
Date		Date	
David Mayagoitia		David Mayagoitia	
2396 3E Via		2396 3E Via	
Mariposa		Mariposa	
Before and after		Before and after	
pictures		pictures	
Project Number		Project Number	
Date		Date	
Drawn By		Drawn By	
Checked By		Checked By	
Author		Author	
Checker		Checker	
Scale		Scale	
A6		A6	

NEW GATE SHALL HAVE FRAME SIMILAR TO EXISTING GATE. GATE SHALL INFILL EXISTING OPENING FROM FLOOR TO HEADER WITH MINIMAL GAP AT BOTTOM TO ALLOW FOR OPENING SWING.



ENTRY DOOR DIMENSIONS



ENTRY GATE DIMENSIONS

NEW DOOR SHALL FIT EXISTING OPENING. EXISTING HEADER HEIGHT IS 6'-8" AND CEILING HEIGHT IS 7'-0" PER ARCHIVED PLANS.

ATTACHMENT 2 APPLICATION



MANOR # _

☐ ULWM ☐ TLHM

Variance Request Form SA

Model: Garden Villa	Plan: Three	Date: 08/04/21
Member Name: David Mayagoitia	Signature	
Contractor Name/Co: ACM Construction builder group	Phone:	E-mail:
Owner Mailing Address: (to be used for official correspondence)		

Description of Proposed Variance Request ONLY:	
Wrought iron front gate design	
Entry door design	
Dimensions of Proposed Variance Alterations ONLY:	
66 1/2" x 78 3/4" - Gate Dimensions	Gate with frame shall fit existing opening with minimal gap at floor for swing.
60" x 84" - Entry Door Dimensions	Door dimensions shall match existing opening (header height 6'-8")

FOR OFFICE USE ONLY

RECEIVED BY: DATE RECEIVED: Check# BY:

Alteration Variance Request	Complete Submittal Cut Off Date:
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ATTACHMENT 3
PHOTOS



EXISTING ENTRY GATE - 3E



EXAMPLE - EXISTING ENTRY GATE - 3C



HALLWAY VIEW - 3F, 3G, 2F



HALLWAY VIEW - 3B, 3A, 2B

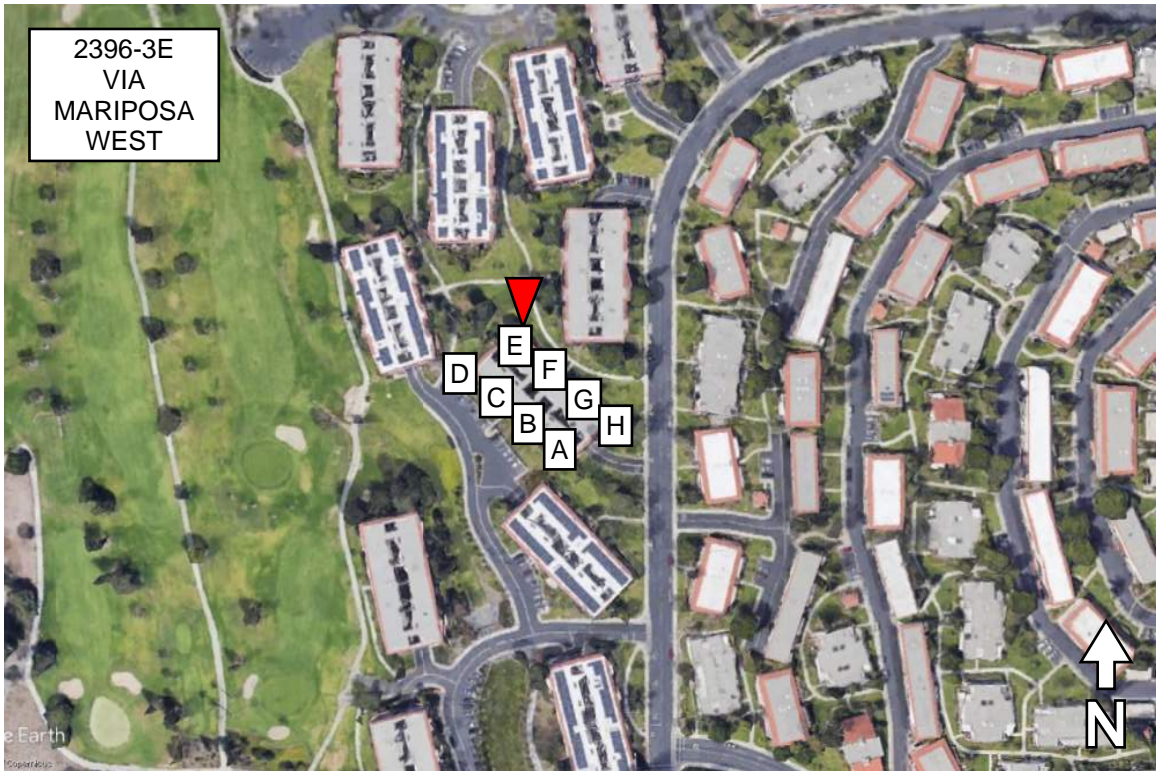


EXAMPLE - ENTRY GATE AND DOOR - 3B



EXAMPLE - ENTRY GATE AND DOOR - 3G

ATTACHMENT 4
AERIALS



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STAFF REPORT

DATE: March 18, 2022
FOR: Third Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Carrie Eckert of 3374-C Punta Alta (Andaluz, Plan P203RC) Rear Patio Extension with Block Wall into Common Area and Black Frame Vinyl Windows

RECOMMENDATION

Staff recommends approval of the black frame vinyl retrofit windows. Staff recommends denial for a rear patio extension with block wall into common area. If approval is determined, it should comply with the conditions stated in Appendix A.

BACKGROUND

Ms. Carrie Eckert of in the 3374-C Punta Alta, an Andaluz style manor, requests ACSC approval of a variance for black frame vinyl windows, a rear patio extension with block wall into common area.

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

DISCUSSION

Ms. Carrie Eckert is proposing a rear patio extension with block wall into common area and black frame vinyl windows.

Ms. Carrie Eckert requests approval to install black frame vinyl retrofit windows in an effort to match the existing black framed aluminum windows which are in disrepair. Currently, the window standard only allows for white frames. All windows and sliding glass doors will be replaced with a like-for-like fenestration with a black vinyl frame. A color match sample shall be provided to Manor Alterations for consideration prior to Mutual Consent approval. Due to the aesthetic consistency of the black framed aluminum windows on the unit, Staff recommend approval of this request.

While there is an existing Standard 6 for Block Wall construction, the location is in conflict with the existing Common Area Usage Policy due to the proposed dimensions being outside the original exclusive use boundaries assigned to this unit.

Ms. Eckert has expressed multiple reasons for the approval of extending the limits of her patio at the rear:

1. Privacy: The original limits of the exclusive-use patio do not allow a privacy wall to be constructed to obscure the bedroom window at the rear of the manor.
2. Precedent: Previous Boards have granted adjacent properties encroachment into common area to the full width of the manor and additional depth beyond the original exclusive-use limits.

Staff recommends denial for extending the patio slab beyond the limits of the original slab as this may be construed as the new limits of the exclusive-use area. The original patio exclusive-use common area as shown on the original tract map is an L-shape with dimensions per the original plans (Appendix B).

Should the Committee decide to approve the patio slab, the slab will not change the original limitation of the exclusive-use common area, but will allow “temporary” non-conformance to the common area policy. The conditions will state no room additions or patio enclosures shall be allowed or considered outside of the original limitation of the exclusive-use common area as shown on the tract map. Any block wall will be constrained by this “temporary” non-conformance to the common area policy and comply with the construction Standard.

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

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 3371-G, 3373-B, 3374-A, 3374-B, 3375-A, 3375-B, and 3375-C on March 8, 2022 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 3374-C.

Prepared By: Richard de la Fuente, Alterations Inspector II

Reviewed By: Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Appendix A: Conditions of Approval

Appendix B: Record Map

Attachment 1: Scope

Attachment 2: Variance Application

Attachment 3: Photos

Attachment 4: Aerials

CONDITIONS OF APPROVAL

Manor: 3374-C

Variance Description: Rear Patio Extension with Block Wall into Common Area and Front Patio Slab in Front Common Area and Black Frame Vinyl Windows

A Variance for Alterations has been granted at the above manor, 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 disciplinary action taken against the Member.

Manor-Specific Conditions:

A. General Comments:

- A.1. This approval does not change the original limits of exclusive-use common area.
- A.2. This approval allows temporary permission for non-conforming patio slabs and privacy wall per the attached approved drawings in common area. Privacy wall shall conform to block wall Standard.
- A.3. In no way does this approval allow for patio enclosures or room additions to be built in common area at this time or in the future. No room additions or patio enclosures shall be allowed or considered outside of the original limitation of the exclusive-use common area as shown on the tract map.
- A.4. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Patio Slabs shall conform to Third Mutual Standard 21
- B.2. Prior to the issuance of a Mutual Consent for Alterations, a sample of the proposed window frame to be installed shall be provided to Manor Alterations for review and approval.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations 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.
- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member 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. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "Third Laguna Hills Mutual Color Selections" at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3374-C, ("Property") within the Third Laguna Hills 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 Member or Members ("Member") 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.
- G.2. Member 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.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3374-C and all future Mutual Members at 3374-C.
- G.4. Member 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. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member 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.

- G.6. 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 invitees.
- G.7. Member'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.
- G.8. 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.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. Member(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.
- G.11. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.12. 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

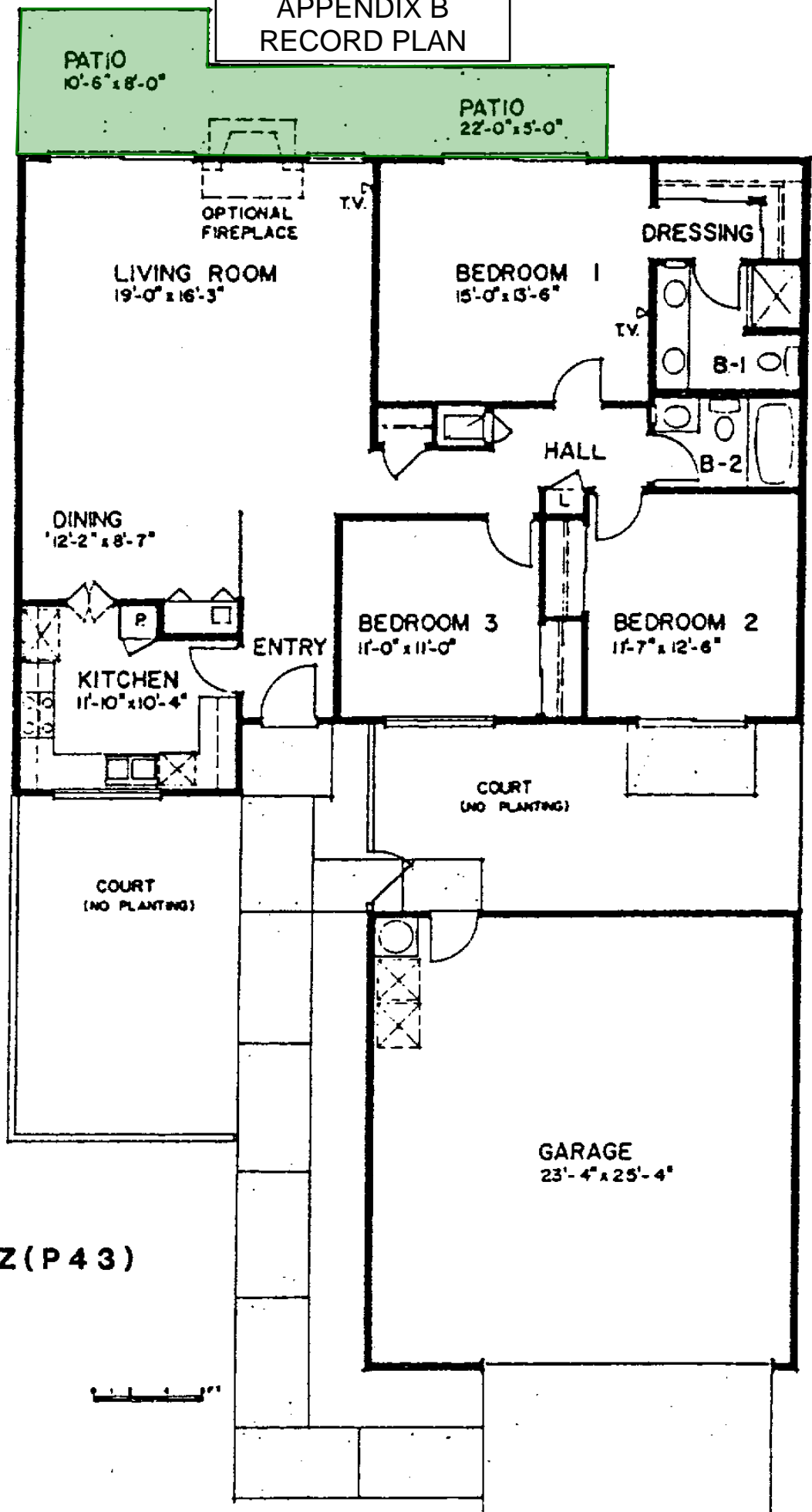
Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

- G.13. 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.
- G.14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.21. The Mutual Consent for Alterations expires six months after the date of

approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

- G.22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.23. 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 Member's improvements and installation, construction, design and maintenance of same.

APPENDIX B RECORD PLAN



ANDALUZ(P43)

SCALE



The diagram is a site plan for a residential development. It features several rectangular lots, some of which are subdivided into smaller units. A green-shaded area on the left is labeled 'P' and '0.55.0'. Various dimensions are provided for the lots and setbacks. A red dashed line outlines a specific area on the left side of the plan. The plan includes labels for 'P' (possibly parking or public area) and 'G' (possibly green space or garden). Dimensions are given in feet and inches, such as '25.00', '10.00', and '1.00'.

P-203

A

BUILDING IN
COMMON
AREA IS NOT
ALLOWED BY
POLICY

EXISTING PATIO
EXCLUSIVE USE
LIMITS

PROPOSED
RETROFIT
WINDOWS TO
HAVE BLACK
FRAMES

EXISTING/DEMO FLOOR PLAN

FLOOR PLAN NOTES

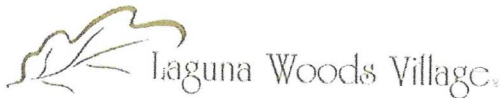
SCALES: 1/4" = 1'-0"

SQUARE FOOTAGE
(E) BASE FLOOR 1380 sq ft

PROPOSE FLOOR PLAN

[illegible]

ATTACHMENT 2 APPLICATION



MANOR # 3374 C Punta Arto
☐ ULWM ☐ TLHM

Variance Request Form SA

Model: <u>Granada</u>	Plan: <u>10A</u>	Date: <u>11 / 30 / 2021</u>
Member Name: <u>Rick + Carrie Eckert</u>	Signature: <u>Carrie Eckert</u>	
Phone: <u>[REDACTED]</u>	Email: <u>[REDACTED]</u>	
Contractor Name/Co: <u>Laguna General Construction Inc</u>	Phone: <u>[REDACTED]</u>	Email: <u>[REDACTED]</u>

Description of Proposed Variance Request ONLY:

Install new retrofit windows (6) and sliding doors (3) (black)

46' X 10' PATIO SLAB WITH 5' HIGH PRIVACY WALL AT REAR

Dimensions of Proposed Variance Alterations ONLY:

46' X 10' PATIO SLAB WITH 5' HIGH PRIVACY WALL AT REAR

FOR OFFICE USE ONLY

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

Alteration Variance Request	Complete Submittal Cut Off Date:
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: _____ United AC&S Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

v.9.17

ATTACHMENT 3
PHOTOS



EXISTING REAR ELEVATION



EXISTING ADJACENT MANORS
REAR ELEVATIONS

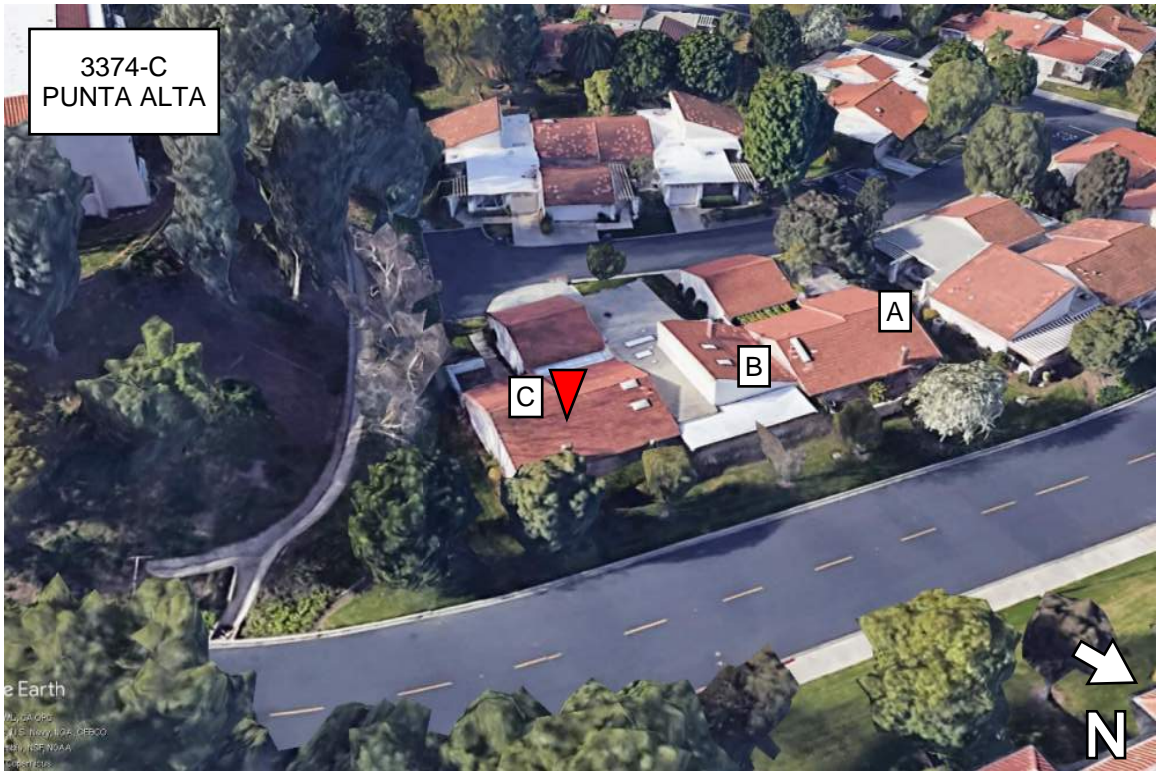


EXISTING REAR PATIO



EXISTING PATIO SLAB

ATTACHMENT 4
AERIALS



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STAFF REPORT

DATE: March 18, 2022
FOR: Third Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Howard Fu of 3152-B Alta Vista (Las Flores, Plan PL303RC) Bonus Room Addition

RECOMMENDATION

Staff recommends approval from the Architectural Control and Standards Committee for a variance bonus room addition room expansion onto Exclusive Use Common Area with conditions stated in Appendix A.

BACKGROUND

Mr. Howard Fu of 3152-B Alta Vista, a Las Flores style manor, requests Architectural Control and Standards Committee approval of a variance for a bonus room 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. Howard Fu is proposing to add on a bonus room, extending the manor onto the rear patio.

The new bonus room is extending into Exclusive-Use Common Area. Per current Exclusive-Use Common Area policy, no new alterations may be approved on the Common Area portion of land. Therefore the new addition shall be limited to the original construction 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. Per the provided drawings, the extension is 18'-0" wide by 11'-9". The addition will also incorporate a small landing within the exclusive-use common area to accommodate an exit door swing.5'x4' egress window to the side and a new 3'x4' window to the rear.

Structural drawings and calculations will be required for the room addition.

Currently, there are no Mutual Consents open for the manor, other than those that relate to this variance application.

Staff recommends approval from the Architectural Controls and Standards Committee regarding the variance request for the following reasons. Mr. Howard Fu 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 will not be allowed. The existing trusses are to remain intact. Additionally, the structural tie-in of the bonus room shall be addressed on the structural drawings.

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

The area of the existing patio slab to be occupied by the addition 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.

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 3150-A, 3150-B, 3150-C, 3151-B, 3151-C, 3152-A, 3152-C, 3153-A, 3153-B, and 3153-C on March 8, 2022 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 3152-B.

Prepared By: Richard de la Fuente, Alterations Inspector II

Reviewed By: Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

Baltazar Mejia, Maintenance & Construction Deputy Director

ATTACHMENT(S)

Appendix A: Conditions of Approval

Appendix B: Tract Map

Attachment 1: Scope

Attachment 2: Variance Application

Attachment 3: Photos

Attachment 4: Aerials

CONDITIONS OF APPROVAL

Manor: 3152-B

Variance Description: Bonus Room Addition

A Variance for Alterations has been granted at the above manor, 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 disciplinary action taken against the Member.

Manor-Specific Conditions:

A. General Comments:

- A.1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.2. The Member shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
- B.2. All walls to be demolished shall be verified to be non-bearing prior to demolition.
- B.3. The area of the existing patio slab to be occupied by the addition 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.
- B.4. No alterations shall be allowed beyond the original construction exclusive-use common area limitations per original tract map as shown in Appendix B.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations 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.
- C.2. 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 Member 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'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's expense during construction of the improvement.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations, the Member 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. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- C.4. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing

body color of the building; the approved colors and materials are identified as “Third Laguna Hills Mutual Color Selections” at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3152-B, ("Property") within the Third Laguna Hills 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 Member or Members ("Member") 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.
- G.2. Member 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.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3152-B and all future Mutual Members at 3152-B.
- G.4. Member 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. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.

- G.5. Member 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.
- G.6. 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 invitees.
- G.7. Member'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.
- G.8. 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.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. Member(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.
- G.11. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.12. 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.

- G.13. 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.
- G.14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.

- G.21. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.23. 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 Member's improvements and installation, construction, design and maintenance of same.

APPENDIX B
RECORD PLAN

EXCLUSIVE-USE
COMMON AREA

PAINT ENTIRE
ELEVATION

PAINT ELEVATION
CORNER TO
CORNER
LAS FLORES (42 PLAN)

PATIO
18'-0" x 11'-9"

LIVING ROOM
12'-4" x 21'-4"

DINING
8'-4" x 10'-0"

KITCHEN
9'-4" x 10'-0"

OPTIONAL
FIREPLACE

T.V.

HALL

B

B

T.V.

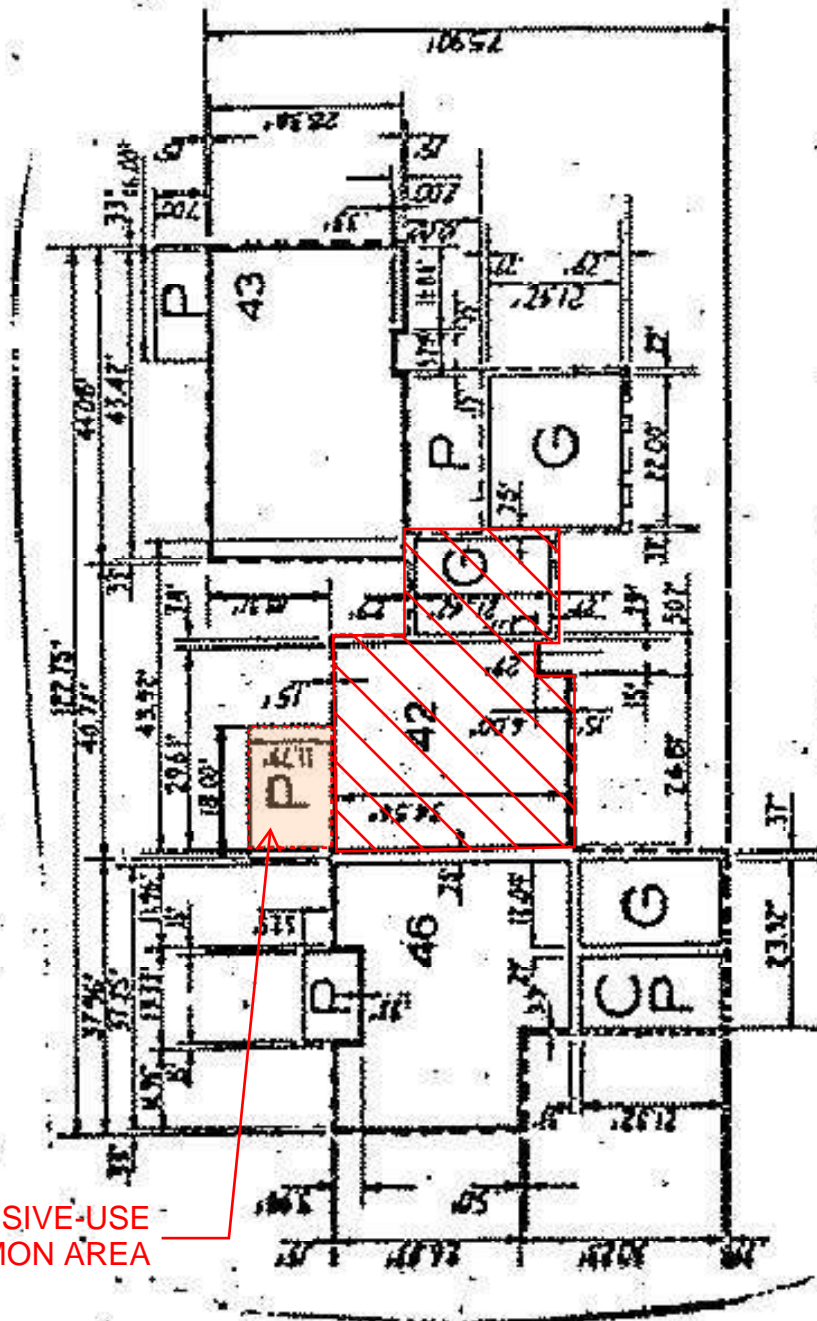
GARAGE
14'-0" x 21'-6"

ENTRY

BEDROOM 2
10'-10" x 12'-0"

BEDROOM 1
11'-6" x 15'-6"

SCALE 0 1 2 3 4 5 6 7 8 9 FT



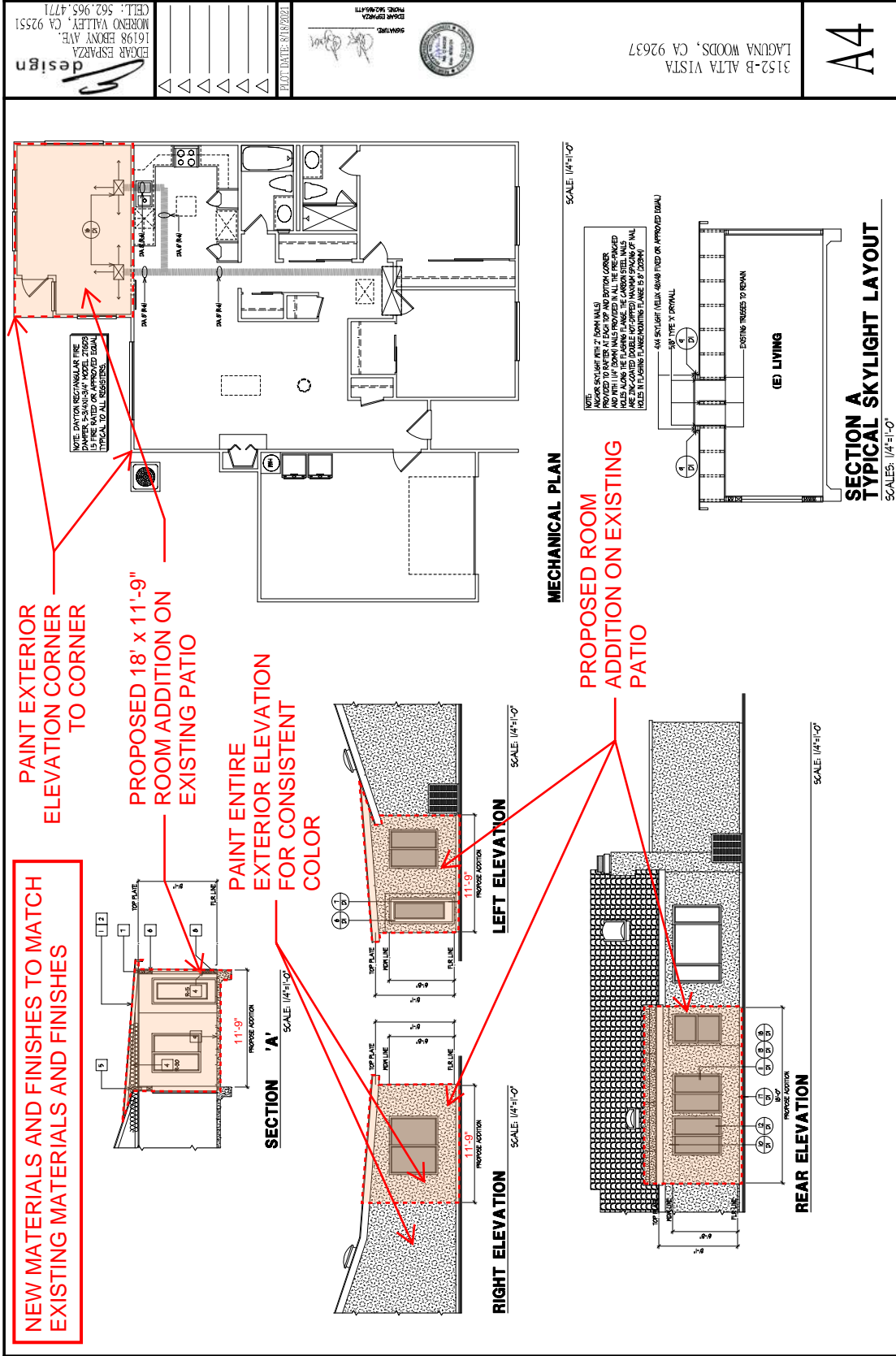
EXCLUSIVE-USE
COMMON AREA

PL-303

TYPICAL FOR Bldgs. 3139 3141 (R) 3150 3152 3153
EXCEPT FOR BLDG UNIT AS SHOWN IN "OPTION" DETAIL

3141	A
3152	C
3153	C

ATTACHMENT 1 SCOPE OF WORK





Laguna Woods Village

ATTACHMENT 2 APPLICATION

MANOR # _____

☐ ULWM

☐ TLHM

Variance Request Form

SA _____

Model: <u>Las Flores</u>	Plan: _____	Date: <u>11/04/21</u>
Member Name: <u>Howard Tui</u>	Signature: <u>Howard Tui</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Y & Y Construction</u>	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) [REDACTED]		

Description of Proposed Variance Request ONLY:

Enclosing (patio) to Add a Bonus Room.
(See Attached plan)

Dimensions of Proposed Variance Alterations ONLY:

18'-0" x 11'-9" (See Attached plan)

FOR OFFICE USE ONLY

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

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

☐ Denied

☐ Approved

☐ Tabled

☐ Other _____

v.1.18

ATTACHMENT 3
PHOTOS

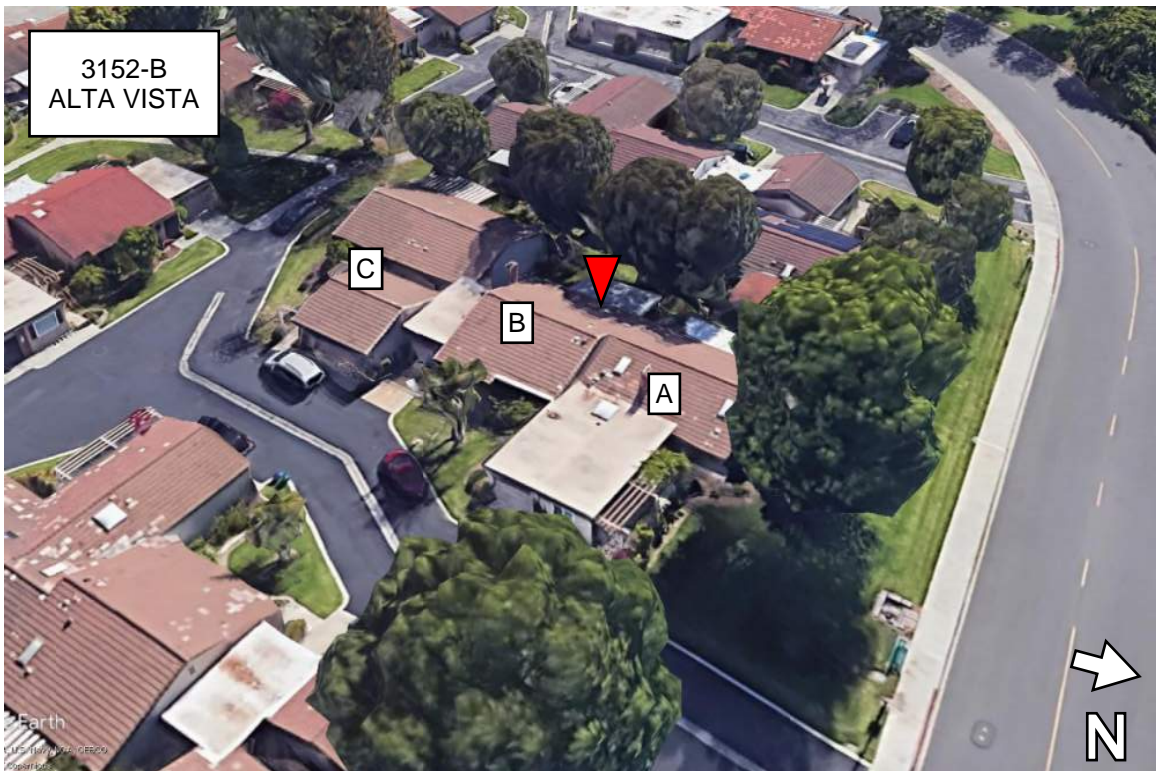
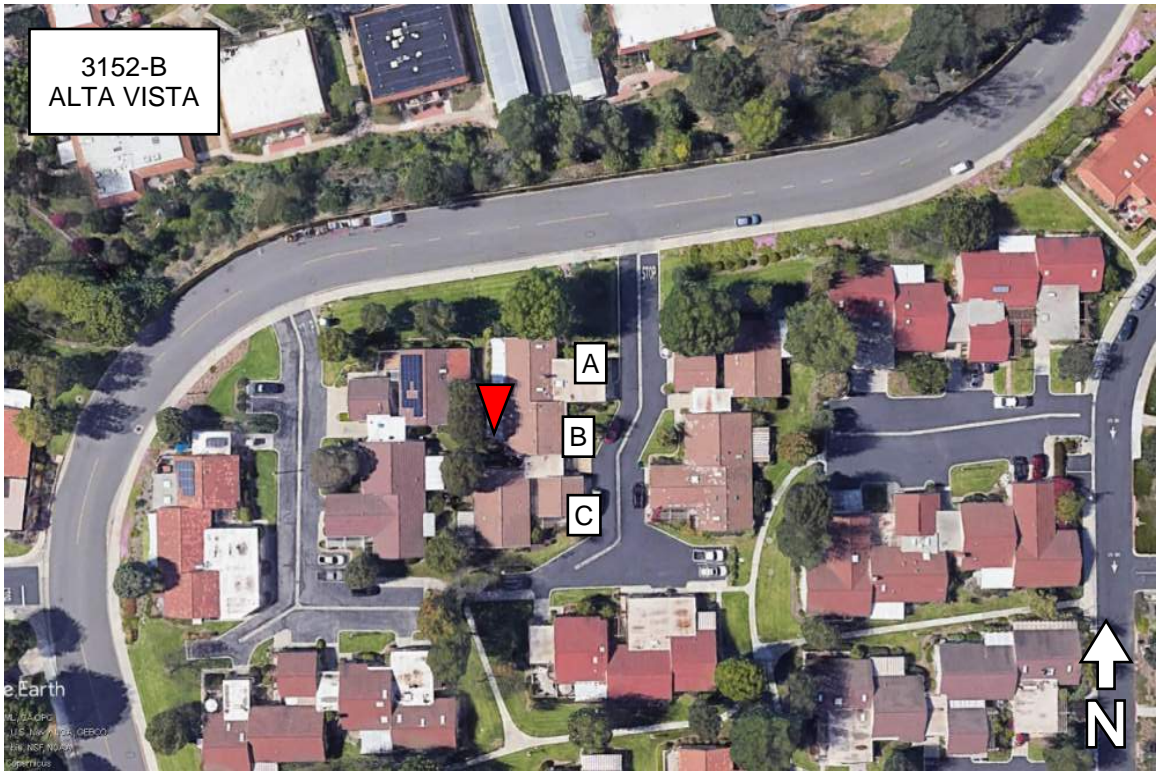


EXISTING PATIO COVER AND PATIO



EXISTING PATIO COVER - SIDE ADJACENT TO MANOR 3152-A

ATTACHMENT 4
AERIALS



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STAFF REPORT

DATE: March 18, 2022
FOR: Third Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Caren Bowman of 3164-A Alta Vista (La Princesa, Plan PL303RC) Room and Bathroom Addition and Entry Trellis in Common Area

RECOMMENDATION

Staff seeks approval from the Architectural Control and Standards Committee regarding the request for a room addition with the conditions stated in Appendix A, and denial for an entry trellis in common area and bathroom in the garage parking area.

BACKGROUND

Ms. Caren Bowman of 3164-A Alta Vista, a La Princesa style manor, requests Architectural Control and Standards Committee approval of a variance for a room and bathroom addition, and an entry trellis.

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

Ms. Caren Bowman is proposing to add a room addition with a bathroom, extending the manor onto the front patio and partially into the garage. Also proposed is an entry trellis in the common area adjacent to the unit.

The entry trellis is proposed to be completely constructed within common area. Per current common area usage policy, no new alterations may be approved on the common area portion of land. Therefore, Staff recommends this portion of the variance be denied.

The addition of a bathroom using a portion of the existing garage area, which is considered exclusive-use common area, is not recommended for approval. Building the walls into the garage negatively impacts the usability of the parking area for current and future members. A portion of the bearing wall for the garage is being removed as well. Should the ACSC decide to approve the bathroom addition, signed approval from the building department for the encroachment into the required garage parking area will be required.

The new room extends into exclusive-use common areas and is consistent with the original construction 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. Per the provided drawings, the extension is 13'-11" wide by 12'-8".

Structural drawings and calculations shall be required for the room addition.

Currently, there are no Mutual Consents open for the manor, other than those that relate to this variance application.

Ms. Caren Bowman has submitted architectural drawings for the proposed alteration for review. As indicated on the plans, the room addition is 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 room additions shall be addressed on the structural drawings.

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

The area of the existing patio slab to be occupied by the addition 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.

Staff also recommends not approving the requested addition of a trellis in common area and a half-bath as is proposed to be constructed in the required parking area of the garage.

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 3163-C, 3163-D, 3164-B, 3164-C, 3165-A, 3165-D, 3166-C, 3166-D, 3168-C, 3168-D, 3168-Q, 3168-P, 3169-A, 3169-B, 3169-N, and 3169-O on March 8, 2022 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 3164-A.

Prepared By: Richard de la Fuente, Alterations Inspector II
Reviewed By: Gavin Fogg, Inspections Supervisor
Robbi Doncost, Manor Alterations Manager
Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Appendix A: Conditions of Approval
Appendix B: Tract Map
Attachment 1: Scope
Attachment 2: Variance Application
Attachment 3: Photos
Attachment 4: Aerials

CONDITIONS OF APPROVAL

Manor: 3164-A

Variance Description: Room Addition with Bathroom

A Variance for Alterations has been granted at the above manor, 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 disciplinary action taken against the Member.

Manor-Specific Conditions:

A. General Comments:

- A.1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.2. The Member shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. The area of the existing patio slab to be occupied by the addition 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.
- B.2. No alterations shall be allowed beyond the original construction exclusive-use common area limitations per original tract map as shown in Appendix B.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations 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.

- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member 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. 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 Alterations staff to review.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Member 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.
- C.4. 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 Member 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'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's expense during construction of the improvement.
- C.5. Prior to the Issuance of a Mutual Consent for Alterations, the Member 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. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- C.6. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "Third Laguna Hills Mutual Color Selections" at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3164-A, ("Property") within the Third Laguna Hills 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 Member or Members ("Member") 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.
- G.2. Member 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.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3164-A and all future Mutual Members at 3164-A.
- G.4. Member 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. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member 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.

- G.6. 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 invitees.
- G.7. Member'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.
- G.8. 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.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. Member(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.
- G.11. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.12. 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.

- G.13. 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.
- G.14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.21. The Mutual Consent for Alterations expires six months after the date of

approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

- G.22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.23. 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 Member's improvements and installation, construction, design and maintenance of same.



TYPICAL FOR BLDGS 3156 3172 3175 (R) 3164
EXCEPT FOR BLDG UNIT AS SHOWN IN "OPTION" DETAIL

ATTACHMENT 1 SCOPE OF WORK

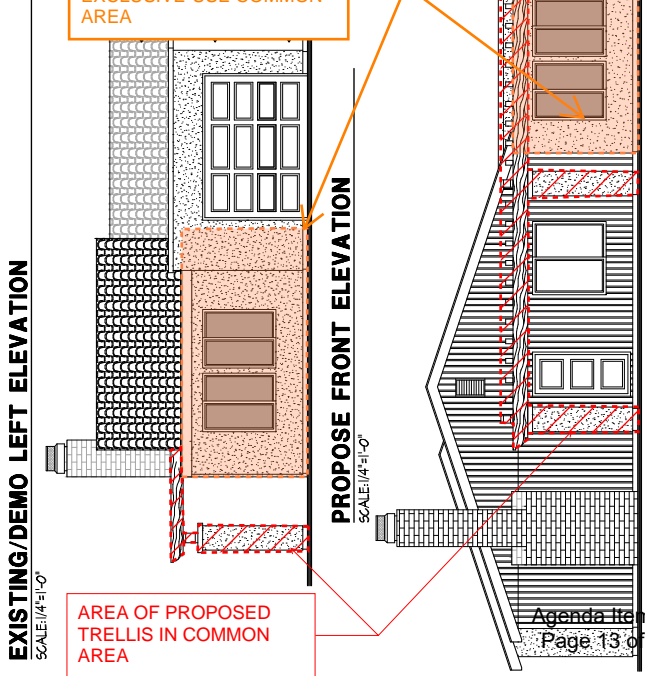
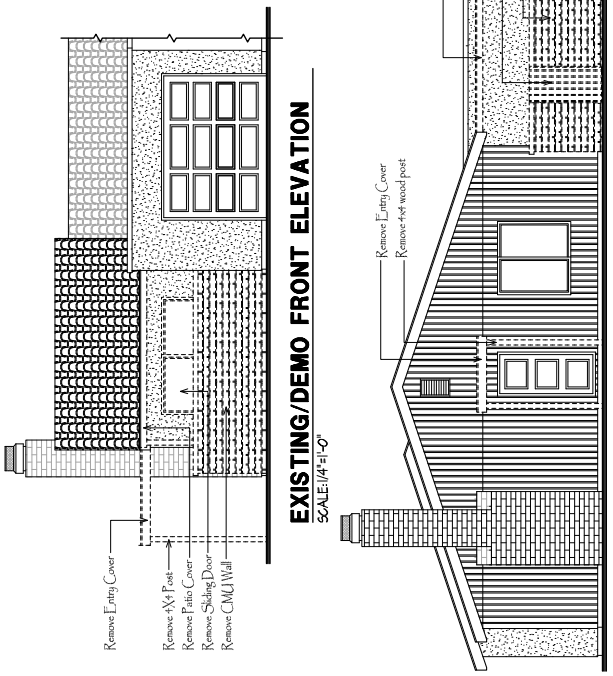
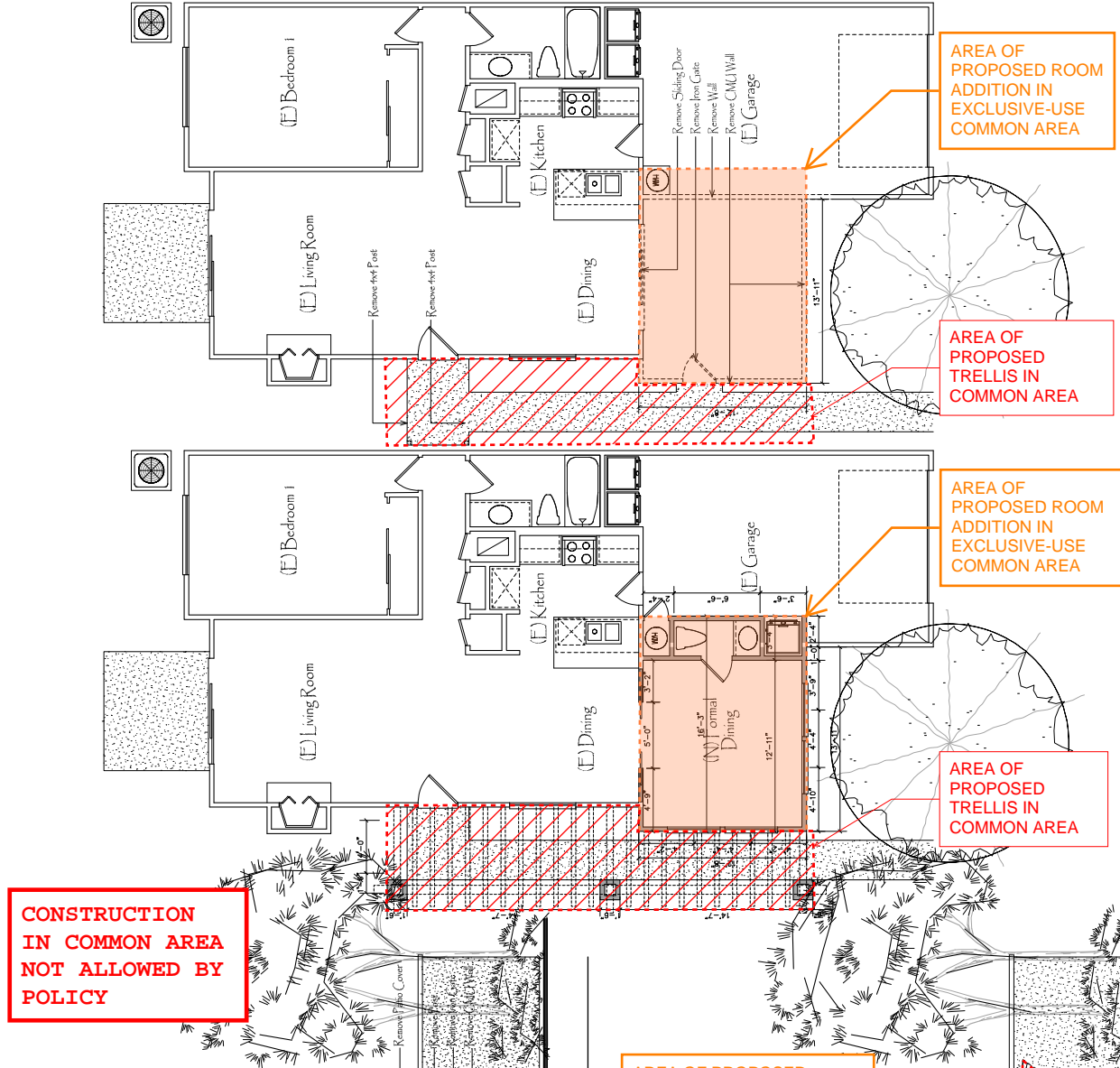
CAREN BOWMAN
3164-A ALTA VISTA
LAGUNA WOODS, CA 92637



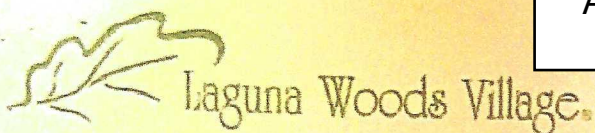
EXISTING/DEMO FLOOR PLAN
SCALE: 1/4"=1'-0"



PROPOSE FLOOR PLAN
SCALE: 1/4"=1'-0"



PROPOSE LEFT ELEVATION
SCALE: 1/4"=1'-0"



ATTACHMENT 2
APPLICATION

MANOR # 3164 A

☐ ULWM

☒ TLHM

Variance Request Form

SA _____

Model: <u>LA PRINCESSA</u>	Plan: <u>PL203RC</u>	Date: <u>08/30/2021</u>
Member Name: <u>CAREN BOWMAN</u>	Signature: <u>[Signature]</u>	
Phone: <u>[Redacted]</u>	E-mail: <u>[Redacted]</u>	
Contractor Name/Co: <u>MYKATON CONSTRUCTION / RON HARBIN</u>	Phone: <u>[Redacted]</u>	E-mail: <u>[Redacted]</u>
Owner Mailing Address: <u>[Redacted]</u> (to be used for official correspondence)		

Description of Proposed Variance Request ONLY:

Build Room addition Bedroom, with 1/2 Bath Partially built into Garage, water Heater will stay at its original location. There will be two windows on side of Addition and two at front of Addition. We provided Plans with full Elevations and floor Plan. Also Build Trellis over front walk way, ~~Plan~~ ^{Even} with new front Addition.

Dimensions of Proposed Variance Alterations ONLY:

Room Addition will be 13'-11" x 12'-8"

Garage remodel will be 2'-4" x 12'-8"

FOR OFFICE USE ONLY

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

Alteration Variance Request	Complete Submittal Cut Off Date:
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: <ul style="list-style-type: none">Third AC&S Committee (TACSC): _____United M&C Committee: _____Board Meeting: _____<input type="checkbox"/> Denied <input type="checkbox"/> Approved<input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

v.1.18

ATTACHMENT 3
PHOTOS



EXISTING FRONT ELEVATION



VIEW OF PATIO COVER AND WALL -
LOCATION OF PROPOSED ROOM ADDITION AND TRELLIS

ATTACHMENT 4
AERIALS

