



## **OPEN MEETING**

### **REGULAR MEETING OF THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE\***

**Monday, November 28, 2022 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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

1. Join the committee meeting via a Zoom link at: <https://us06web.zoom.us/j/93156707417> or by calling 669-900-6833 Webinar ID:93156707417.
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report for October 24, 2022
4. Remarks of the Chair
5. Member Comments - (*Items Not on the Agenda*)
6. Response to Member Comments
7. Department Head Update
8. Consent Calendar: *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.*
  - a. Over-The-Counter Variances
9. Variance Requests
  - a. 2400-3D – Install non-standard size condenser on ground level
  - b. 3468-A – Fence and gate on entry common area

- c. 5043 – Pavers on walkway, rear patio extension (2), replace wood fence with stucco wall
  - d. 5110 – Office room addition onto front courtyard, reduction in bedroom count from 3 to 2, master bedroom extension onto rear patio, 3<sup>rd</sup> bathroom, laundry room, relocate kitchen to dining room, 10' sliding glass door in living room, relocate entry door, new construction garden window in kitchen
- 10. Items for Discussion and Consideration
  - a. Washer/Dryer Installations in Three-Story Buildings – Verbal Report
  - b. Revision to Architectural Standard 26: Skylight Installations
- 11. Items for Future Agendas
  - a. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As a Chargeable Service
  - b. Revised Resale Inspection Fee Schedule
- 12. Committee Member Comments
- 13. Date of Next Meeting: December 19, 2022
- 14. Adjournment

\*A quorum of the Third Board or more may also be present at the meeting.

Jim Cook, Chair  
Baltazar Mejia, Staff Officer  
Telephone: 949-597-4616



**OPEN MEETING**

**REPORT OF THE REGULAR OPEN MEETING OF THE  
THIRD LAGUNA HILLS MUTUAL  
ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE**

**Monday, October 24, 2022 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

**MEMBERS PRESENT:** Jim Cook – Chair, Cush Bhada, Ralph Engdahl, Nathaniel Ira Lewis, Cris Prince

**OTHERS PRESENT:** Michael Butler, Lisa Mills, Michael Plean - Advisors

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant Director  
Gavin Fogg – Manor Alterations Supervisor  
Abraham Ballesteros - Inspector II, Manor Alterations  
Sandra Spencer - Administrative Assistant

**1. Call Meeting to Order / Establish Quorum**

Chair Cook called the meeting to order at 9:30 a.m.

**2. Approval of the Agenda**

Hearing no objection, the agenda was unanimously approved as written.

**3. Approval of Meeting Reports for September 26, 2022**

Hearing no objection, the meeting report was unanimously approved as written.

**4. Chair's Remarks**

Chair Cook welcomed Lisa Mills to the committee as an advisor.

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

None.

**6. Response to Member Comments**

None.

**7. Division Manager Update**

Mr. Mejia updated the committee regarding the staffing vacancies in Manor Alterations and the departments continued efforts to provide excellent customer service. Robbi Doncost has vacated the position of Manager and Gavin Fogg is filling in as Interim Manager.

Director Cook requested that the following pending issues be addressed by the new department manager: holiday work hours; Saturday work hours; insurance requirements for contractors; and the water heater replacement policy.

**8. 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.*

No items on the consent calendar for review.

**9. Over-The-Counter Variances**

None.

**10. Variance Requests:**

a. 5458: Slab Extension From Driveway

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee regarding the dimensions of the extension; and the visibility from the street.

A motion was made to approve the variance the slab extension at 5458. Hearing no objection, the variance was approved by a vote of 3/1/0 (Director Engdahl opposed).

b. 3207-D: Remove Patio Enclosure and Replace with Room Addition, Bathroom, Closet

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee regarding potentially converting this into a 2-bedroom manor;



and the number of cars that would fit in the garage. Staff clarified that the number of bedrooms is not being changed.

- A member emailed comments on the potential parking issue if this manor is converted to a two-bedroom floorplan.

A motion was made to approve the variance to remove the patio enclosure and replace with a room addition, bathroom and closet. Hearing no objection, the variance was approved by unanimous consent.

c. 3507-A: Extend Bedroom 1, Bedroom 2 and Living Room and Install Patio Gate

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee regarding the patio slab extension; and added gate leading to common area.

A motion was made to approve the variance to extend two bedrooms and the living room with staff's recommendation to exclude the addition of a gate leading to common area. Hearing no objection, the variance was approved by unanimous consent.

d. 3212-D: Install Family Room with a Laundry Room Between Master Bedroom and Garage

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee.

A motion was made to approve the variance to install a family room and laundry room. Hearing no objection, the variance was approved by unanimous consent.

**11. Items for Discussion and Consideration**

a. Date of Next Meeting

Staff was directed to keep the November 28, 2022 meeting date.

**12. Items for Future Agendas**

- a. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As a Chargeable Service
- b. Revised Resale Inspection Fee Schedule
- c. Revise Standards Relating to Skylights
- d. Holiday Work Hour Policy/Saturday Work Schedule
- e. Insurance Requirements for Contractors


**13. Committee Member Comments**

- Advisor Mills commented on the variance application process.
- Advisor Lewis commented on the variance application process.
- Director Bhada thanked the chair for the concise committee meeting.

**14. Date of Next Meeting – November 28, 2022**

**15. Adjournment**

The meeting was adjourned at 10:28 a.m.



11/1/2022  
Jim Cook, Chair

Jim Cook, Chair  
Bart Mejia, Staff Officer  
Telephone: 949-597-4616

	<b>Over-The Counter Variances</b>	
<b>Approved Variances In November 2022</b>	<b>Description of Variance</b>	<b>Resolution #</b>
3015-B	<ul style="list-style-type: none"> <li>• Kitchen extension</li> <li>• Replace mutual storage closet with picture window and Install a 40"x60" picture window</li> <li>• Install new construction window on master bedroom</li> </ul>	03-22-114
3184-C	<ul style="list-style-type: none"> <li>• Room addition on exclusive use rear patio</li> </ul>	03-22-94
5201	<ul style="list-style-type: none"> <li>• Master bedroom extension</li> <li>• Living room, and dining room extension on rear patio slab</li> <li>• Two closets extensions from bedroom 2 &amp; 3 into garage</li> </ul>	03-22-114  03-22-113

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# Third ACSC – November 28, 2022

## Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
<b>A</b>	2400-3D	1. Install non-standard size condenser on ground level	<ul style="list-style-type: none"> <li>2400-3D is an end unit on the third level.</li> <li>Mutual owned solar panel occupy the entire roof.</li> <li>Condensing unit will be 53.75" high, 39.375" wide, 14.625" deep</li> <li>Standard 4.3.3 does not allow condensing units to be larger than 48" high, 37" wide, and 36" deep.</li> <li>Per Standard 4.3.6 condensing units on third floors are to be installed directly above the manor.</li> <li>Proposed location has two existing condensers present.</li> </ul> <p>Staff Recommendation: Approve</p>
<b>B</b>	3468	1. Fences and a gate in common area	<ul style="list-style-type: none"> <li>3468-A is an end unit.</li> <li>Fences and gate between entry pillars are common area.</li> <li>Dimensions are 1. 24"W x 48"H x 1.5"D fence, 2. 46"W x 56"H x 1.5"D gate, 3. 70"W x 48"H x 1.5"D.</li> <li>Fence will be between the entry pillar and will attach to 3468-B garage stucco wall.</li> <li>Fences and gate will be black metal material.</li> </ul> <p>Staff Recommendation: Approve</p>
<b>C</b>	5043	1. Install pavers on walkway 2. Rear patio extension off of living room 3. Patio extension off the kitchen 4. Replace wood fence with a stucco wall	<ul style="list-style-type: none"> <li>5043 is a standalone manor. There are no manors behind 5043.</li> <li>Front walkway will be replaced with pavers</li> <li>Kitchen patio extension will be 2'x3'-6".</li> <li>Living room patio extension will be 12'x4'-3".</li> <li>Wood fence will be replaced by a stucco wall the dimensions are 12'x6'.</li> </ul> <p>Staff Recommendation: Approve</p>

D	5110	<ol style="list-style-type: none"> <li>1. Office room addition onto front courtyard</li> <li>2. Master bedroom extension onto rear patio</li> <li>3. 3<sup>rd</sup> bathroom</li> <li>4. Relocating kitchen, living room, and dining room</li> <li>5. 10' sliding glass door in living room</li> <li>6. Relocate entry door</li> </ol>	<ul style="list-style-type: none"> <li>• 5110 is a standalone manor. 5110 currently has three bedrooms. It will now have only two bedrooms and an office. The office will not be a sleeping space.</li> <li>• The front office will be 14'x11'.</li> <li>• Master Bedroom Extension will be 6'x14'-10" and will be on exclusive use common area.</li> <li>• Third bathroom will be located in the existing dining room.</li> <li>• Kitchen, living room, and dining room will all be relocated.</li> <li>• 10' Sliding glass door will be installed in the new living room.</li> <li>• Entry door will be relocated to allow space for the front office.</li> </ul> <p>Staff Recommendation: Approve</p>
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(\*) The following attachments are included for your review and reference.

1. Variance Request Form
2. Photos
3. Location Map
4. Plan(s)
5. Draft Conditions of Approval
6. Draft Resolution

**Manor 2400-3D**

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ATTACHMENT 1  
VARIANCE REQUEST  
FORM

MANOR # 2400#3D

☐ ULWM

☒ TLHM

Variance Request Form

SA 21735810

<b>Model:</b> Villa Capri	<b>Plan:</b> TB24	<b>Date:</b> 9/28/2022
<b>Member Name:</b> Hui Jin	<b>Signature:</b> [Redacted]	
<b>Phone:</b> [Redacted]	<b>E-mail:</b> [Redacted]	
<b>Contractor Name/Co:</b> Luis & Ric's Heating & Air	<b>Phone:</b> 714-771-0702	<b>E-mail:</b> luisheatingandair@yahoo.c
<b>Owner Mailing Address:</b> (to be used for official correspondence) 2400 #3D Via Mariposa Laguna Woods CA 92637		

**Description of Proposed Variance Request ONLY:** Would like to install central heating air. According to the Mutual guide lines the condenser can only be on the roof top since is a 3rd floor. Due to the fact that solar panels are on the roof and I don't know if the panel are the association or they belong to all the building members. There is no place to set the condenser on the roof the city would not allow it as per the building code for safety reasons. We would like to set the condenser on the ground floor.

**Dimensions of Proposed Variance Alterations ONLY:**

Please see the attach pictures and specifications of the equipment and the propose site for the condenser.

Condenser dimensions: 53.75in x 39.375in x 14.625in

FOR OFFICE USE ONLY

PAID

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# CC BY: [Signature]

Alteration Variance Request	Complete Submittal Cut Off Date:
<b>Check Items Received:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Drawing of Existing Floor Plan</li><li><input type="checkbox"/> Drawing of Proposed Variance</li><li><input type="checkbox"/> Dimensions of Proposed Variance</li><li><input type="checkbox"/> Before and After Pictures</li><li><input type="checkbox"/> Other: _____</li></ul>	<b>Meetings Scheduled:</b> 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 2  
PHOTOS

B2400

3D

2D

1D

Proposed location  
of the condenser.

(Not to scale)



View facing West  
PIC #1



ATTACHMENT 2  
PHOTOS



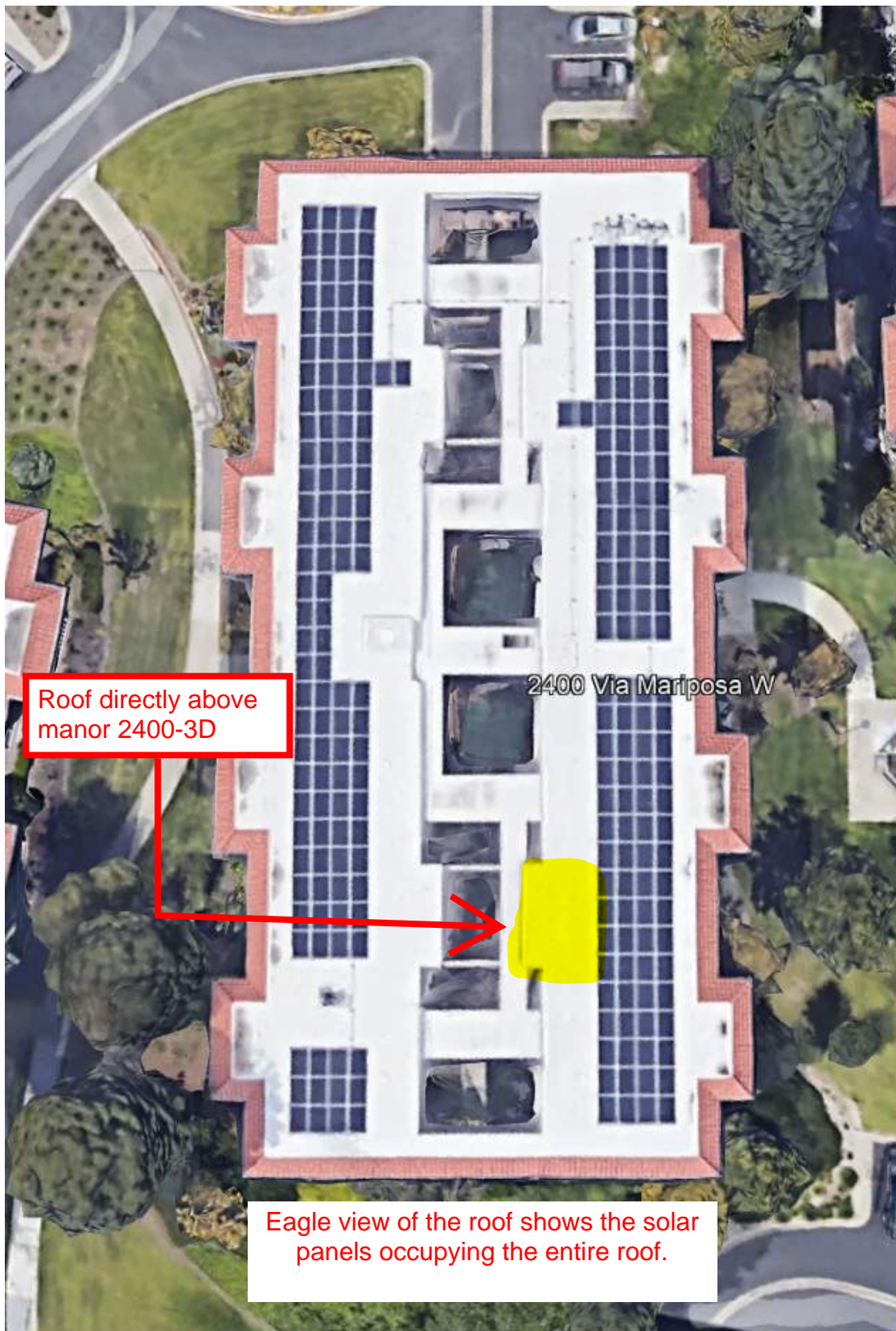


ATTACHMENT 2  
PHOTOS





ATTACHMENT 2  
PHOTOS



Roof directly above  
manor 2400-3D

2400 Via Mariposa W

Eagle view of the roof shows the solar  
panels occupying the entire roof.



ATTACHMENT 3  
AERIAL

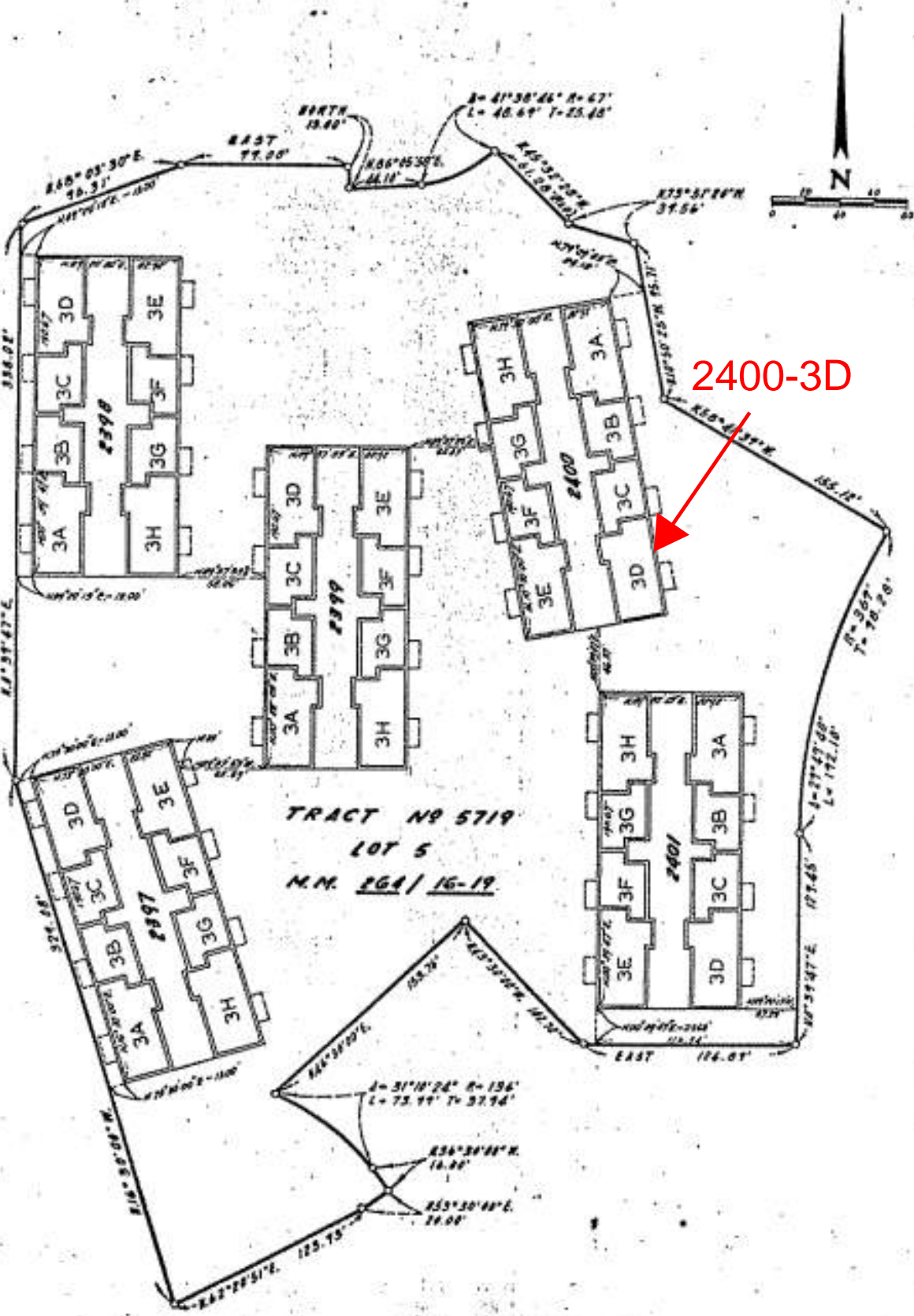
3507-A  
Bahia  
Blanca  
West



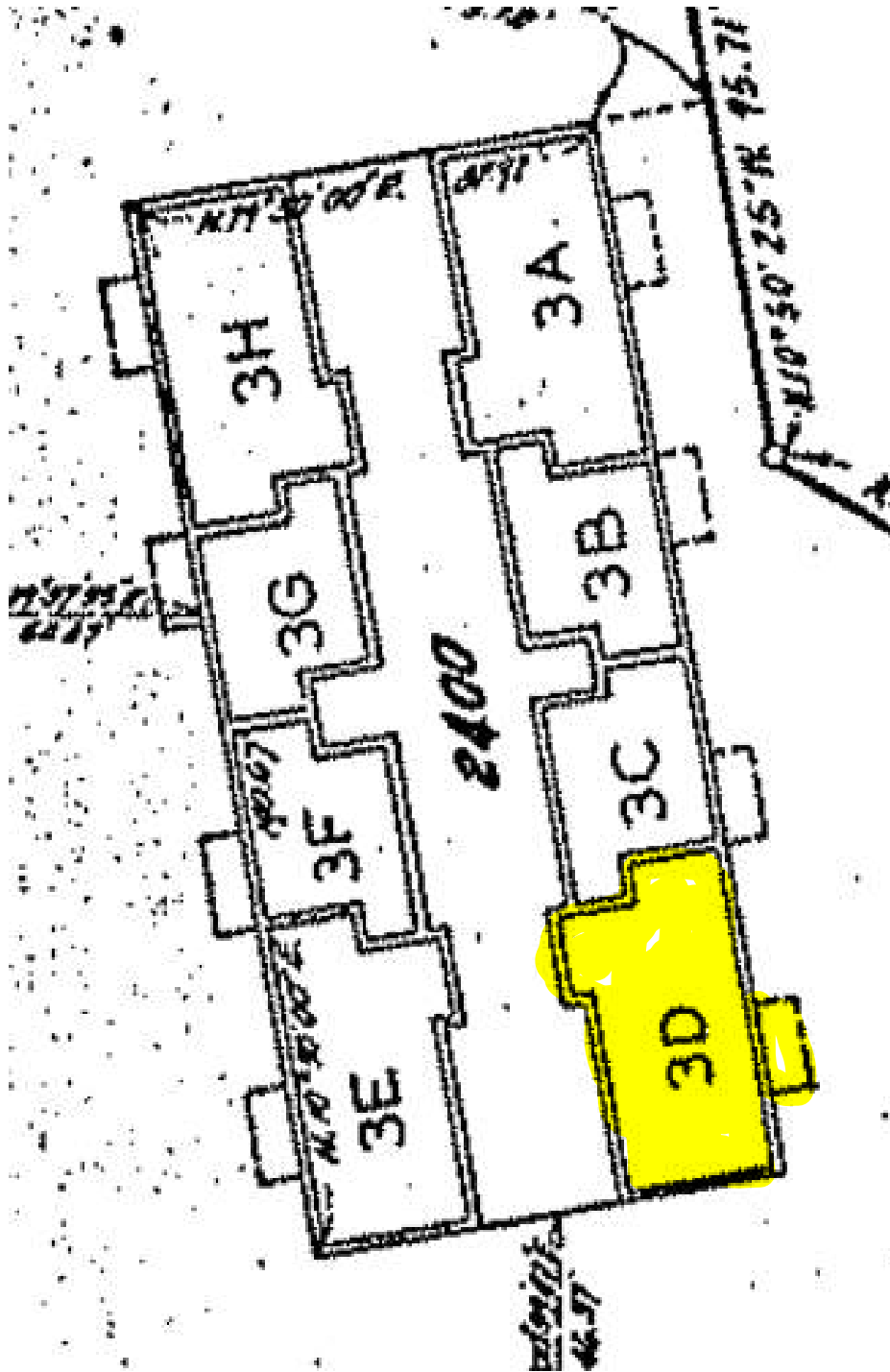
SYMBOL DENOTES LOCATION OF MANOR



## ATTACHMENT 3 LOCATION MAP



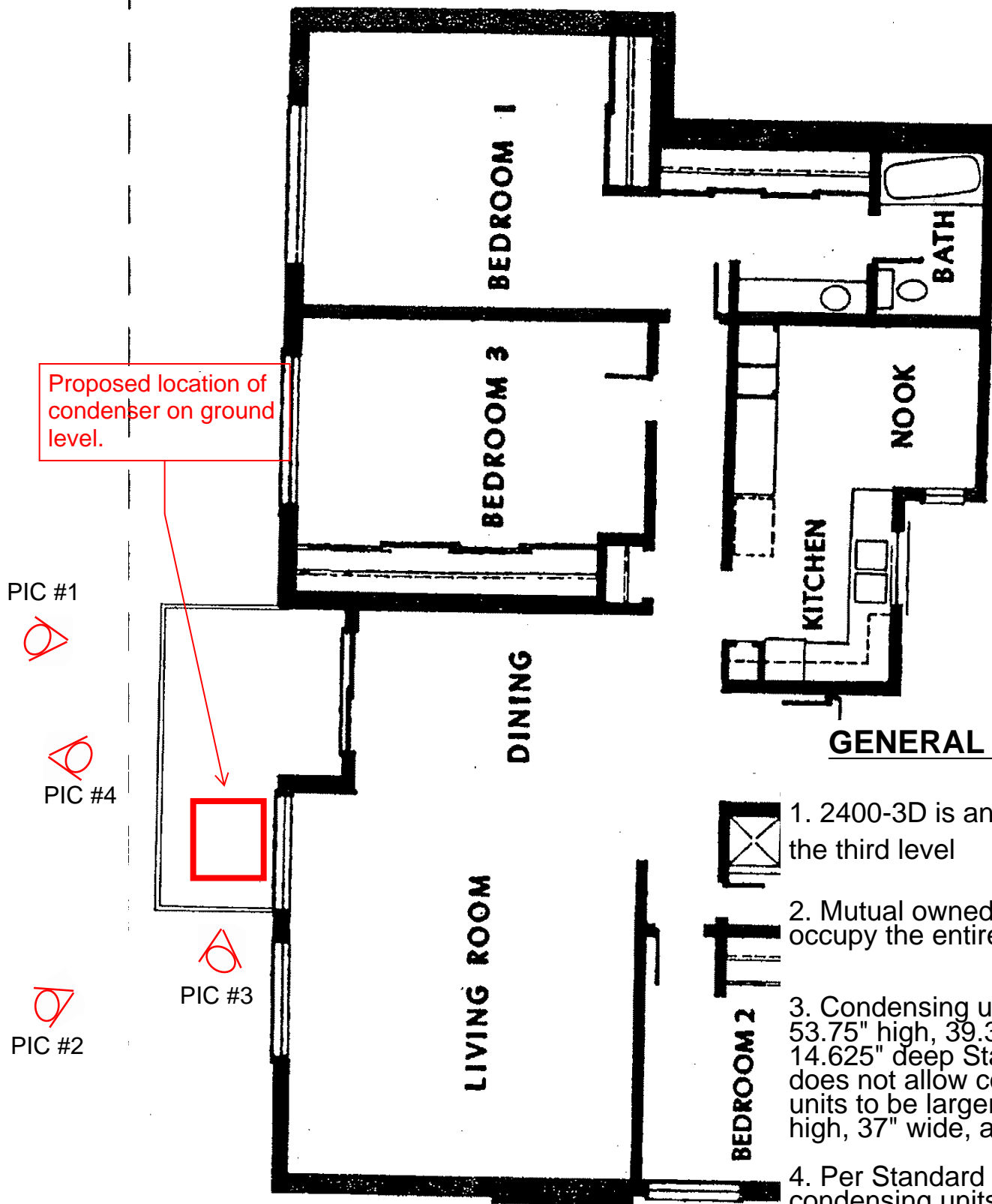
ATTACHMENT 3  
TRACT MAP





ATTACHMENT 4  
PROPOSED FLOOR PLAN

Villa Capri(TB24)  
THREE BEDROOM



**GENERAL NOTES:**

1. 2400-3D is an end unit on the third level
2. Mutual owned solar panel occupy the entire roof.
3. Condensing unit will be 53.75" high, 39.375" wide, 14.625" deep Standard 4.3.3 does not allow condensing units to be larger than 48" high, 37" wide, and 36" deep.
4. Per Standard 4.3.6 condensing units on third floors are to be installed directly above the manor
5. Proposed location has two existing condensers present.



## ATTACHMENT 4 CONDENSER SPEC. SHEET

PLIES    IAQ    TOOLS    RESOURCES

Login

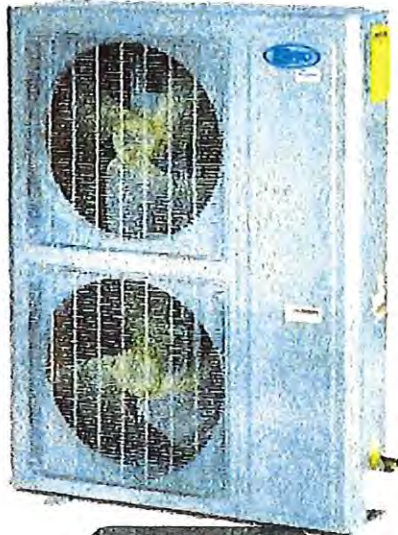
Register

0



Search keywords, AC Pro #, model number, or replacement part number

[Home](#) / [Equipment](#) / [Side Discharge Inverter Condensers](#)



Tap or pinch to expand



### X-Series Condenser Heat Pump 3.5-5 Ton 17 SEER 10.5 EER

AC Pro | AC Pro #: 68240 MFG #: AUD60W/A-D(U)

- California - this item is eligible for Tech Clean CA rebate and the Clean Air Furnace rebate. See local branch for details.
- Compatible with any 24V thermostat including smart thermostats.
- 10 year parts and compressor warranty, no registration necessary.
- Wide operating range for cooling or heating demand in extreme high or low temperature environment can also be met.
- Condenser sizes can be converted using dip switch setting while out in the field.

⚠ WARNING: Cancer and Reproductive Harm.

[www.P65Warnings.ca.gov](http://www.P65Warnings.ca.gov)

🔄 60-day returns with no restocking fee

SIGN IN OR REGISTER  
TO ADD TO CART

👁 See All

146

### Related Products

# ATTACHMENT 4 CONDENSER SPEC. SHEET

## Product Details

Title	Detail
Brand Name	AC Pro
MFG Name	AC Pro
MFG Model ID	AUD60W/A-D(U)
MFG Product ID	AUD60W/A-D(U)
AC Pro Item ID	68240
Width	39.375 Inches
Depth	14.625 Inches
Height	53.75 Inches
Weight	304
Warranty Details	10 Year Compressor-10 Year Parts
dB Rating	60
EER	10.5
HSPF	10
Liquid Line Size	3/8 Inches
Manufacturer Group	X-Series
Max Amps	45
Phase	Single
Region	California-Arizona-Nevada
SEER	17
Suction Line Size	3/4 Inches
Tonnage (Max)	5
Tonnage (Min)	3.5
Type	Heat Pump
Voltage	230 AC
Weight	304 Pounds

## CONDITIONS OF APPROVAL

**Manor:** 2400-3D

**Variance Description:** Install non-standard size condenser on ground level

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 will require additional review by Manor Alterations and possibly Committee approval. Such changes without approval 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. Installation must follow Standard 4: Air Conditioning Units/Heat Pumps.
- A.2. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements have been satisfied.

#### **B. Materials and Methods:**

- B.1. Condenser must be located within 24" of the building wall.
- B.2. All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chase way painted to match the color of the wall to which it is attached.
- B.3. The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway.

#### **C. Requirements for Mutual Consent for Alterations:**

- C.1. 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.

#### **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 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 modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color.

**General Conditions:**

**G. General Conditions**

- G.1. Conformance Deposit: Not Applicable
- G.2. No improvement shall be installed, constructed, modified or altered at 2400-3D, ("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.3. 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, with reasonable notice, to inspect the permitted improvements, and for their representatives and contractors to remedy any violation upon the Property, including, but not limited to, unauthorized disturbance of regulated materials, removing trash from common areas, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval. Any remedial work performed on behalf of the manor owner as a result of violations to Mutual policy and/or regulatory violations will be processed as a chargeable service.
- G.4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2400-3D and all future Mutual Members at 2400-3D
- G.5. 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.6. 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.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 invitees.
- G.8. 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.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.
- G.10. The expiration date of the Variance is 180 days from the Notice of Approval of the Variance issued by Manor Alterations.
- G.11. All construction, including demolition, must be completed within 180 days or 6 months from the Notice of Approval of the Variance issued by Manor Alterations via Mutual Consent.
- 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 City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. 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 Notice of Approval issued by Manor Alterations, 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.

DRAFT

ATTACHMENT 6  
DRAFT RESOLUTION

**RESOLUTION 03-22-XX**

**Variance Request**

**WHEREAS**, Ms. Hui Jin of 2400-3D Via Mariposa West, a Capri style manor, requests Architectural Controls and Standards Committee approval of a variance to install a non-standard size condenser on ground level; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on November 28, 2022; and,

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to install a 53.75" high, 39.375" wide, and 14.625" deep condenser on ground level;

**NOW THEREFORE BE IT RESOLVED**, on November 28, 2022, the Architectural Controls and Standards Committee hereby approves the request to install a non-standard size condenser on ground level; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2400-3D Via Mariposa West and all future Mutual Members at 2400-3D Via Mariposa West; 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.

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**Manor 3468-A**

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ATTACHMENT 1  
VARIANCE REQUEST  
FORM

MANOR # 3468-A

☐ ULWM ☒ TLHM

Variance Request Form

SA 21735809

Model: <u>Navarro</u>	Plan: P402B	Date: <u>10/28/22</u>
Member Name: <u>Michael Lilburn</u>	Signature: <u>[Redacted]</u>	
Phone: <u>[Redacted]</u>	E-mail: <u>[Redacted]</u>	
Contractor Name/Co:	Phone:	E-mail:
Mailing Address: <u>3468-A Bahia Bianca W</u> (to be used for official correspondence) <u>Laguna Woods, CA, 92637</u>		

Description of Proposed Variance Request ONLY:

Install fence and gate between patio pillar  
and entry pillar

Install fence between entry pillar and adjacent wall

All material to be black metal

Dimensions of Proposed Variance Alterations ONLY:

1. Fence between patio pillar & entry pillar: 24" w x 48" h x 1.5" d
2. Gate between patio pillar & entry pillar: 46" w x 56" h x 1.5" d
3. Fence between entry pillar & adjacent wall: 70" w x 48" h x 1.5" d

FOR OFFICE USE ONLY

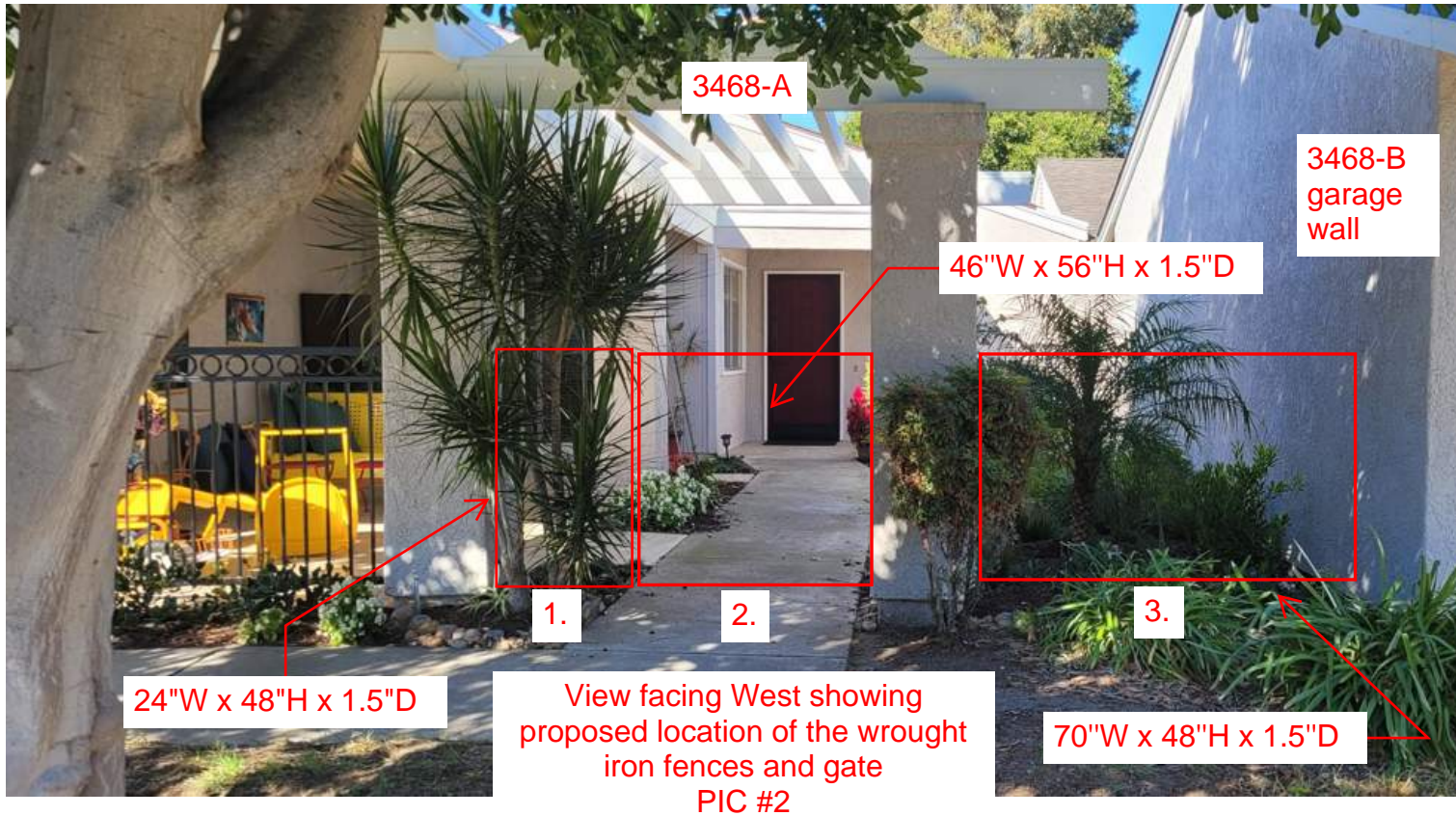
**PAID**

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

<p><b>Alteration Variance Request</b></p> <p>Check Items Received:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawing of Existing Floor Plan</li> <li><input type="checkbox"/> Drawing of Proposed Variance</li> <li><input type="checkbox"/> Dimensions of Proposed Variance</li> <li><input type="checkbox"/> Before and After Pictures</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Complete Submittal Cut Off Date:</b></p> <p>Meetings Scheduled:</p> <p>Third AC&amp;S Committee (TACSC): _____</p> <p>United AC&amp;S Committee: _____</p> <p>Board Meeting: _____</p> <p> <input type="checkbox"/> Denied             <input type="checkbox"/> Approved         </p> <p> <input type="checkbox"/> Tabled             <input type="checkbox"/> Other: _____         </p>
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ATTACHMENT 2  
PHOTOS





ATTACHMENT 2  
PHOTOS





ATTACHMENT 3  
AERIAL

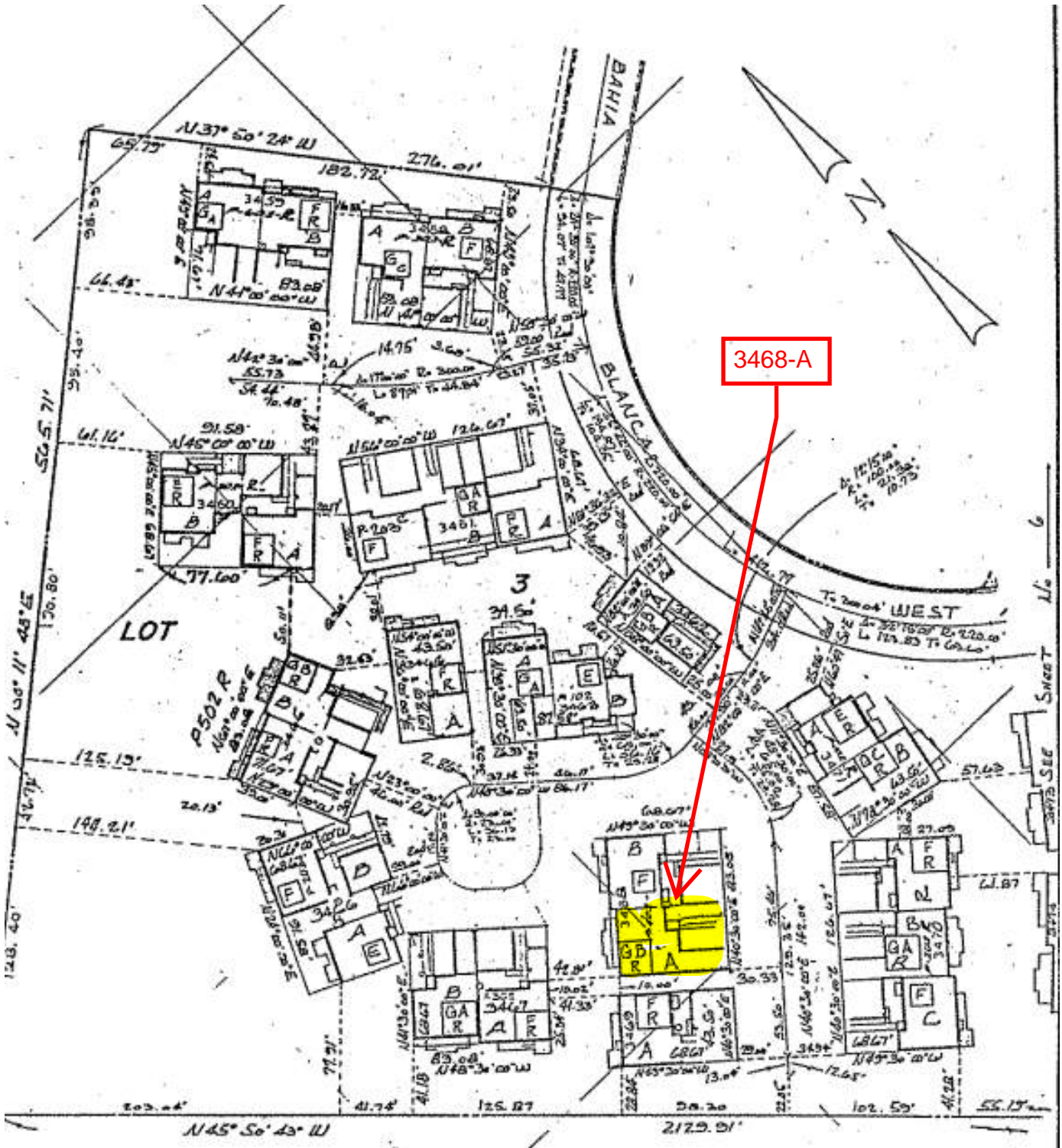
3468-A  
Bahia  
Blanca  
West



SYMBOL DENOTES LOCATION OF MANOR

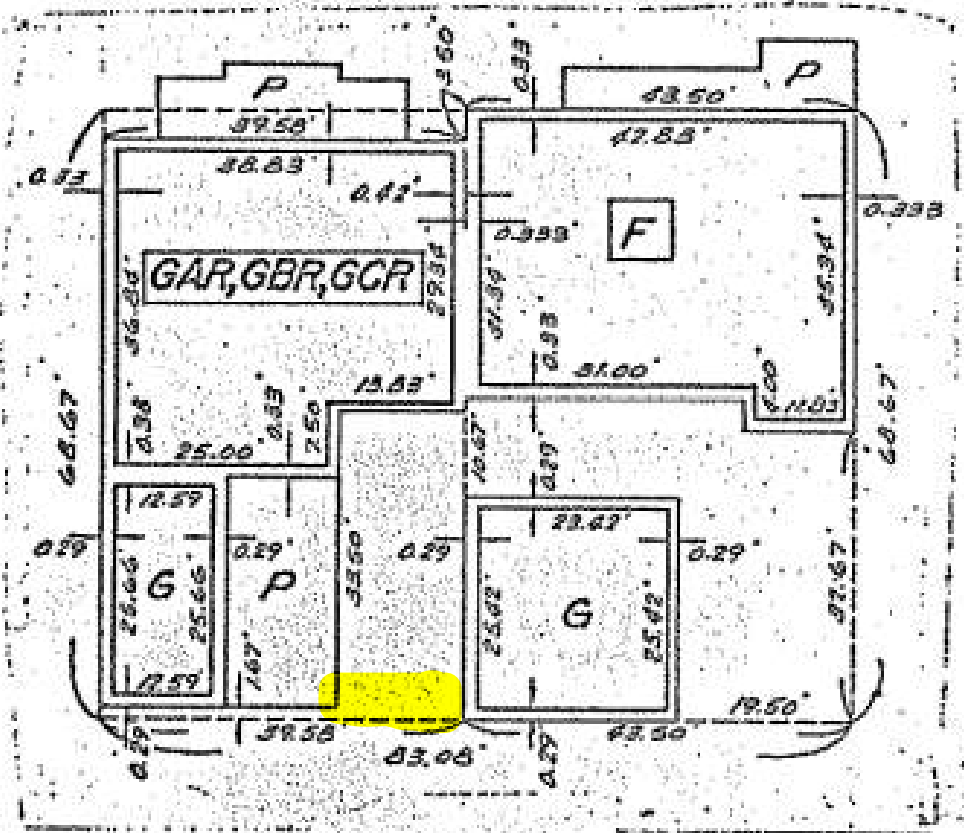


ATTACHMENT 3  
LOCATION MAP





ATTACHMENT 3  
TRACT MAP

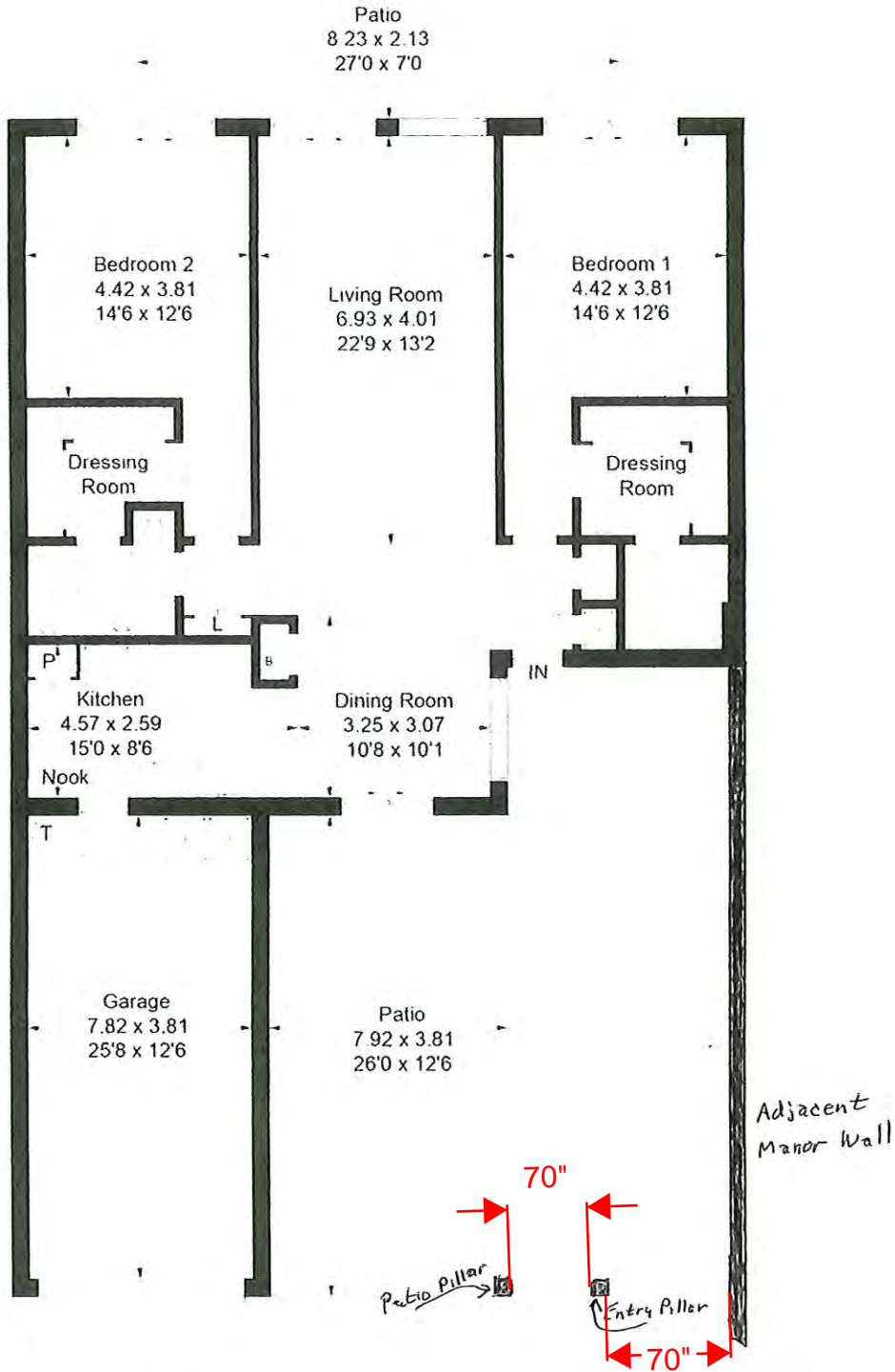


P-402

# ATTACHMENT 4 EXISTING FLOOR PLAN

Approximate G

31 sq ft



PIC #4



Illustration for identification purposes only. measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367253)



PIC #3

Existing

3468-A



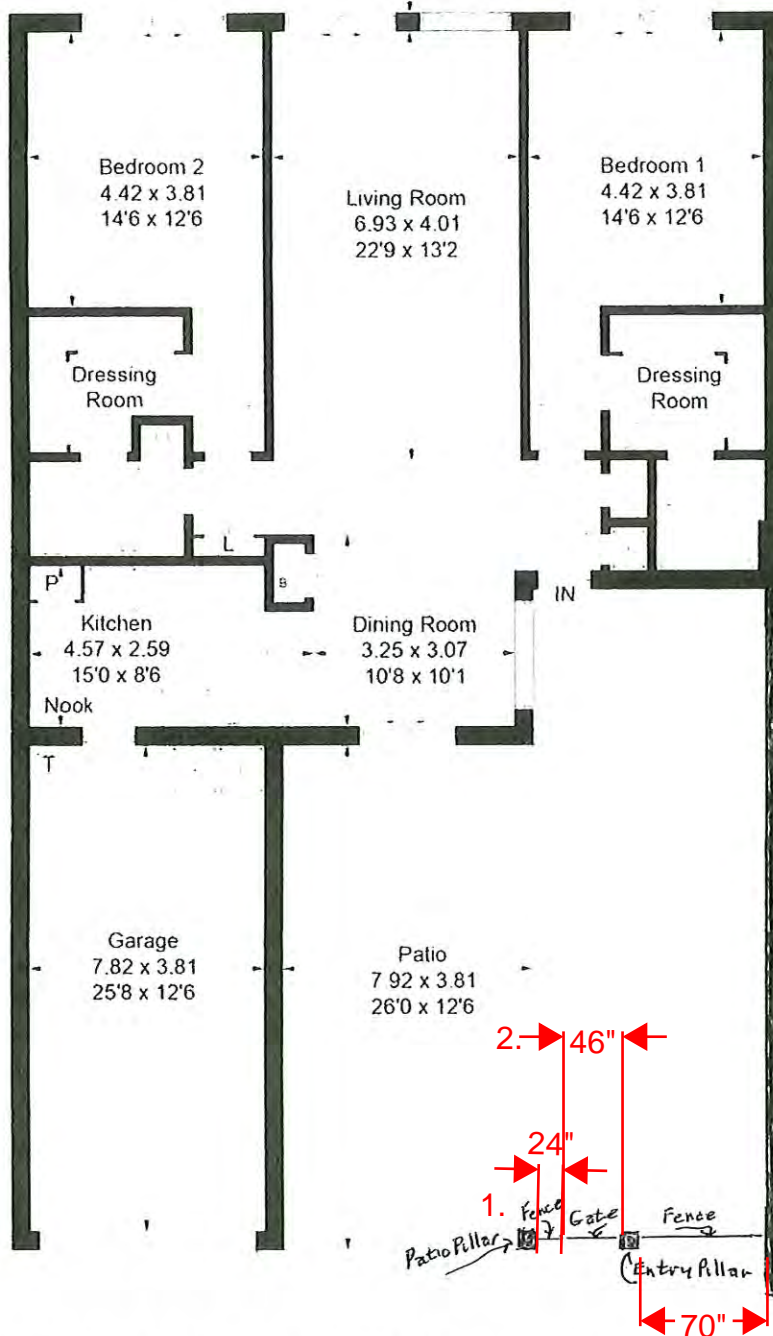
PIC #1 & 2

Approximate Gross

**ATTACHMENT 4  
SCOPE PLAN(S)  
PROPOSED**

1331 sq ft

Patio  
8'23" x 2'13"  
27'0" x 7'0"



**GENERAL NOTES:**

1. 3468-A is an end unit
2. Fences and gate between entry pillars are common area.
3. Dimensions are:
  - (1) 24"W x 48"H x 1.5"D fence.
  - (2) 46"W x 56"H x 1.5"D gate.
  - (3). 70"W x 48"H x 1.5"D.
4. (3.) Fence will be between the entry pillar and will attach to 3468-B garage stucco wall.
5. Fences and gate will be black metal material.

Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367253)

3.

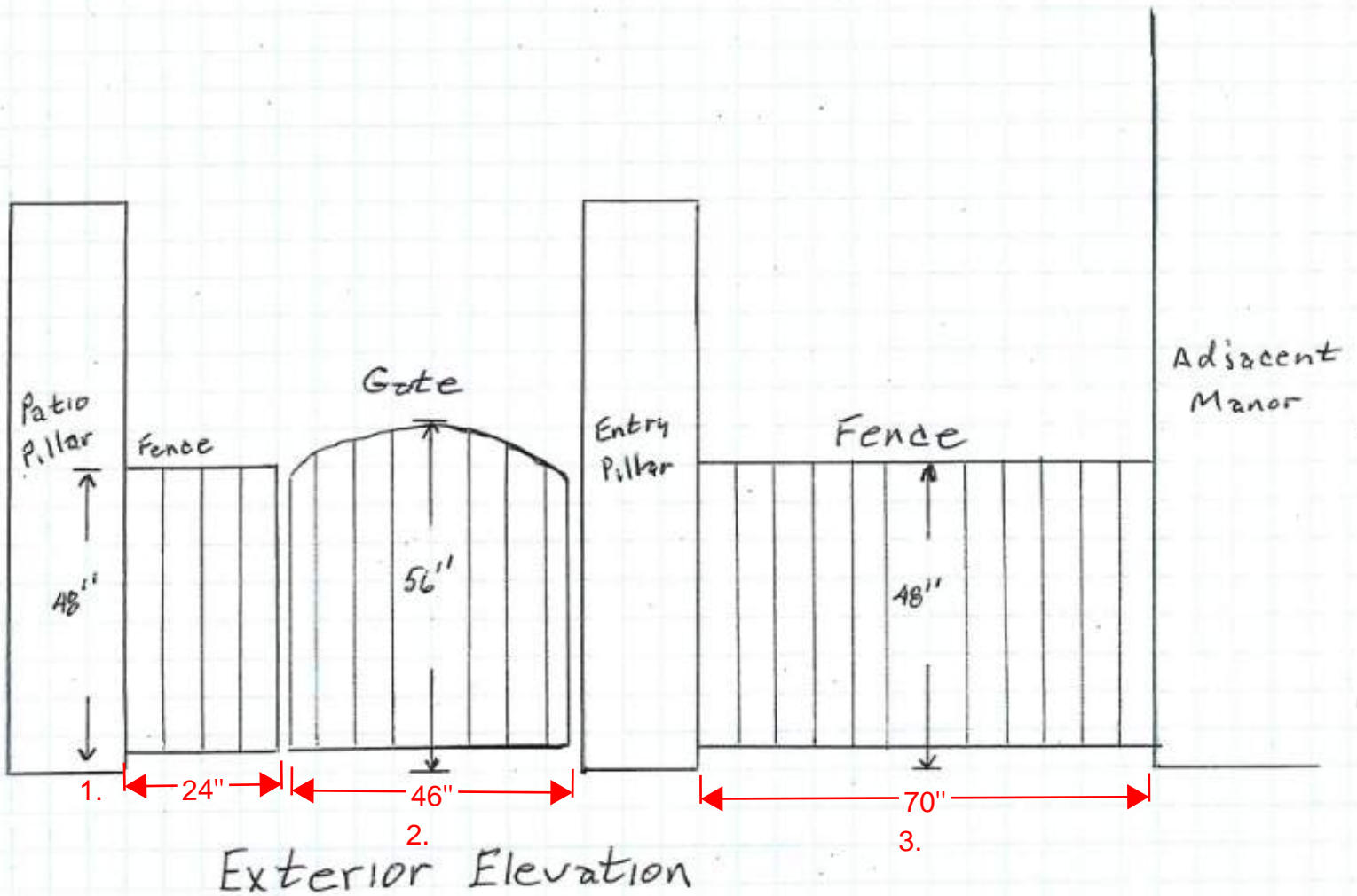
Requested Alteration

3468-A



ATTACHMENT 4  
SCOPE PLAN(S)  
PROPOSED

3468-A



ATTACHMENT 4  
PROPOSED GATE  
& FENCE EXAMPLE



Proposed gate and fence to be installed.

ATTACHMENT 5  
DRAFT CONDITIONS OF APPROVAL

**CONDITIONS OF APPROVAL**

**Manor:** 3468-A

**Variance Description:** Install fences and gate between entry pillars on common area

A Variance for Alterations has been granted at the above manor.

**Manor-Specific Conditions:**

A. General Comments:

- A.1. During the installation both standards Standard 13: Fences, Wrought Iron and Standard 17: Gates must be followed.
- A.2. No future room additions or room enclosures will be considered in the fenced in area.
- A.3. Any future maintenance or repairs to the irrigation system will be a chargeable service.

B. Materials and Methods:

- B.1. Prior to the issuance of a Mutual Consent for Alterations, a rendering of the black wrought fence and gate to be installed shall be provided to Manor Alterations for review and approval.
- B.2. Any Irrigation or landscape revisions to accommodate the approved variance request will be performed by VMS Landscape Division as a chargeable service to the Member.
- B.3. Upon installation of the alteration fence and gate, the member is responsible for all future landscape maintenance within the fenced area.

C. Requirements for Final Inspection by Manor Alterations:

- C.1. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; wrought iron fence/gate will be

black or existing body color of the building; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

**General Conditions:**

**G. General Conditions**

- G.1. Conformance Deposit: Not Applicable
- G.2. No improvement shall be installed, constructed, modified or altered at 3468-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.3. 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, with reasonable notice, to inspect the permitted improvements, and for their representatives and contractors to remedy any violation upon the Property, including, but not limited to, unauthorized disturbance of regulated materials, removing trash from common areas, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval. Any remedial work performed on behalf of the manor owner as a result of violations to Mutual policy and/or regulatory violations will be processed as a chargeable service.
- G.4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3468-A and all future Mutual Members at 3468-A
- G.5. 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.6. 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.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 invitees.
- G.8. 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.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.
- G.10. Must obtain an approved Mutual Consent application within 180 days or 6 months of the variance approval before it is expired.
- G.11. 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 City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. 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.12. 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.13. 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.14. 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.15. 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.16. 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.17. 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.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of Notice of Approval issued by Manor Alterations, 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.21. 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.22. 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.

DRAFT



ATTACHMENT 6  
DRAFT RESOLUTION

**RESOLUTION 03-22-XX**

**Variance Request**

**WHEREAS**, Mr. Michael D Lilburn of 3468-A Bahia Blanca West, a Navarro style manor, requests Architectural Controls and Standards Committee approval of a variance for fences and gate between entry pillars on common area; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on November 28, 2022; and,

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance fences and gate between entry pillars on common area;

**NOW THEREFORE BE IT RESOLVED**, on November 28, 2022, the Architectural Controls and Standards Committee hereby approves the request for fences and gate between entry pillars on common area; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3468-A Bahia Blanca West and all future Mutual Members at 3468-A Bahia Blanca West; 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.



**Manor 5043**

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**ATTACHMENT 1  
VARIANCE REQUEST  
FORM**



Laguna Woods Village

BY:                     

MANOR # 5043

☐ ULWM

☒ TLHM

**Variance Request Form**

SA **21735803**

Model: Villa Teraza	Plan: C10B_1	Date: 10/31/2022
Member Name: Kimiko Berger	Signature: <u>                    </u>	
Phone: <u>                    </u>	E-mail: <u>                    </u>	
Contractor Name/Co: Doctor Remodel	Phone: (949) 584-5919	E-mail: drremodel@cox.net
Owner Mailing Address: (to be used for official correspondence) 5043 Avenida del Sol, Laguna Woods, CA 92637		

**Description of Proposed Variance Request ONLY:**

- A. Front Walkway - replace with pavers.
- B. Kitchen patio - extend patio at common area entrance by 2' X 3' 6"
- C. Living Room Patio - enlarge existing patio to 12' X 4' 3"
- D. Side wall - replace existing 12' X 6' wood wall with stucco

**Dimensions of Proposed Variance Alterations ONLY:**

Front Walkway - 50-1/2" wide from driveway, 70" in length to front planter area & 49" wide at courtyard entrance.

Kitchen patio - extend patio 2' X 3' 6"

Living Room Patio - enlarge existing 8' X 40-1/2" patio to 12' X 4' 3"

Side Wall - existing wood wall 12' by 6' tall

**FOR OFFICE USE ONLY**

**PAID**

RECEIVED BY:                      DATE RECEIVED:                      check# **CC** BY:                     

<b>Alteration Variance Request</b>	<b>Complete Submittal Cut Off Date:</b>
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: <u>                    </u>	Meetings Scheduled: Third AC&S Committee (TACSC): <u>                    </u> United M&C Committee: <u>                    </u> Board Meeting: <u>                    </u> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other: <u>                    </u>

v.1.18



ATTACHMENT 2  
PHOTOS



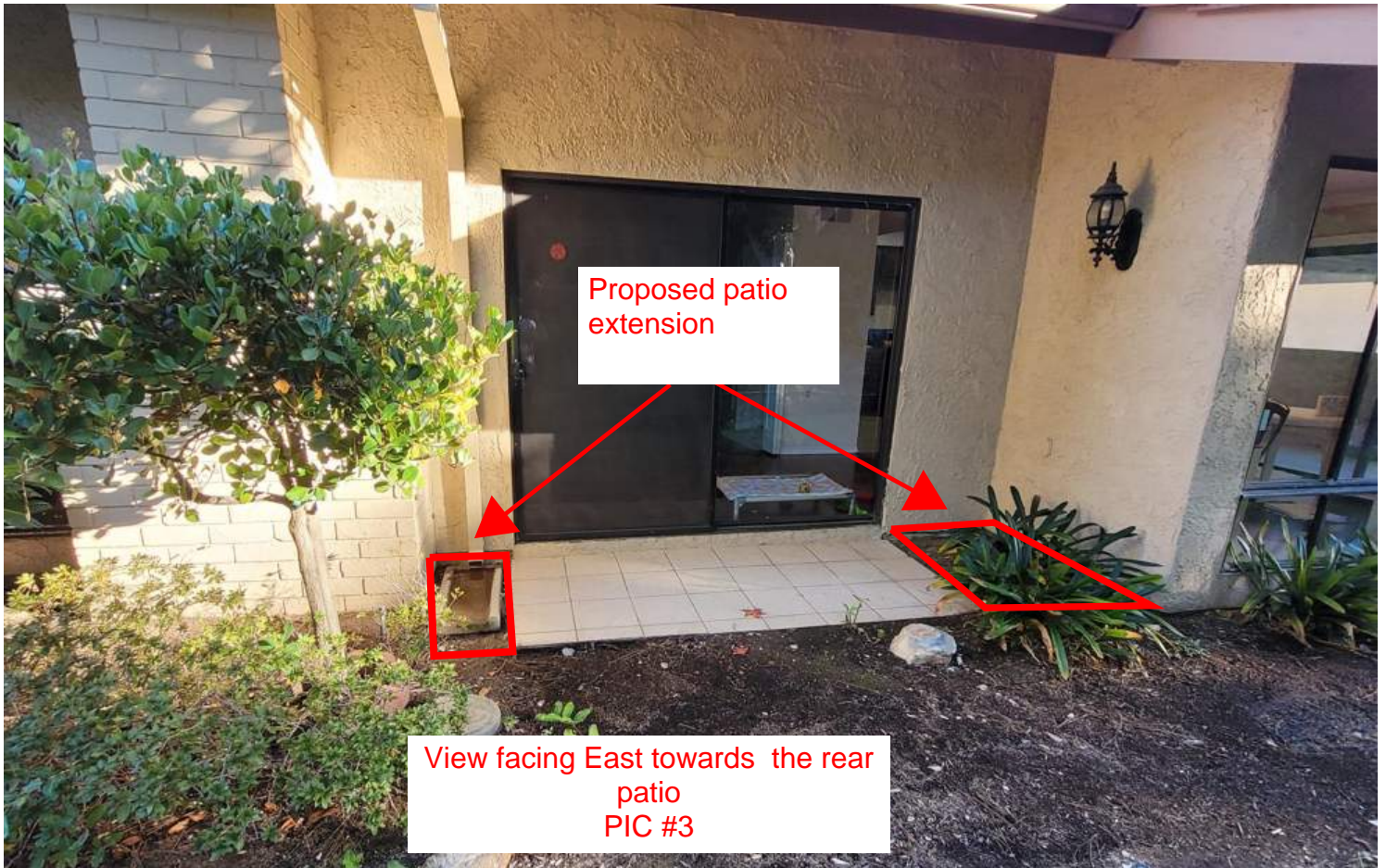
View facing West towards front  
walkway  
PIC #1



View facing Eas towards Avenida  
Del Sol  
PIC #2

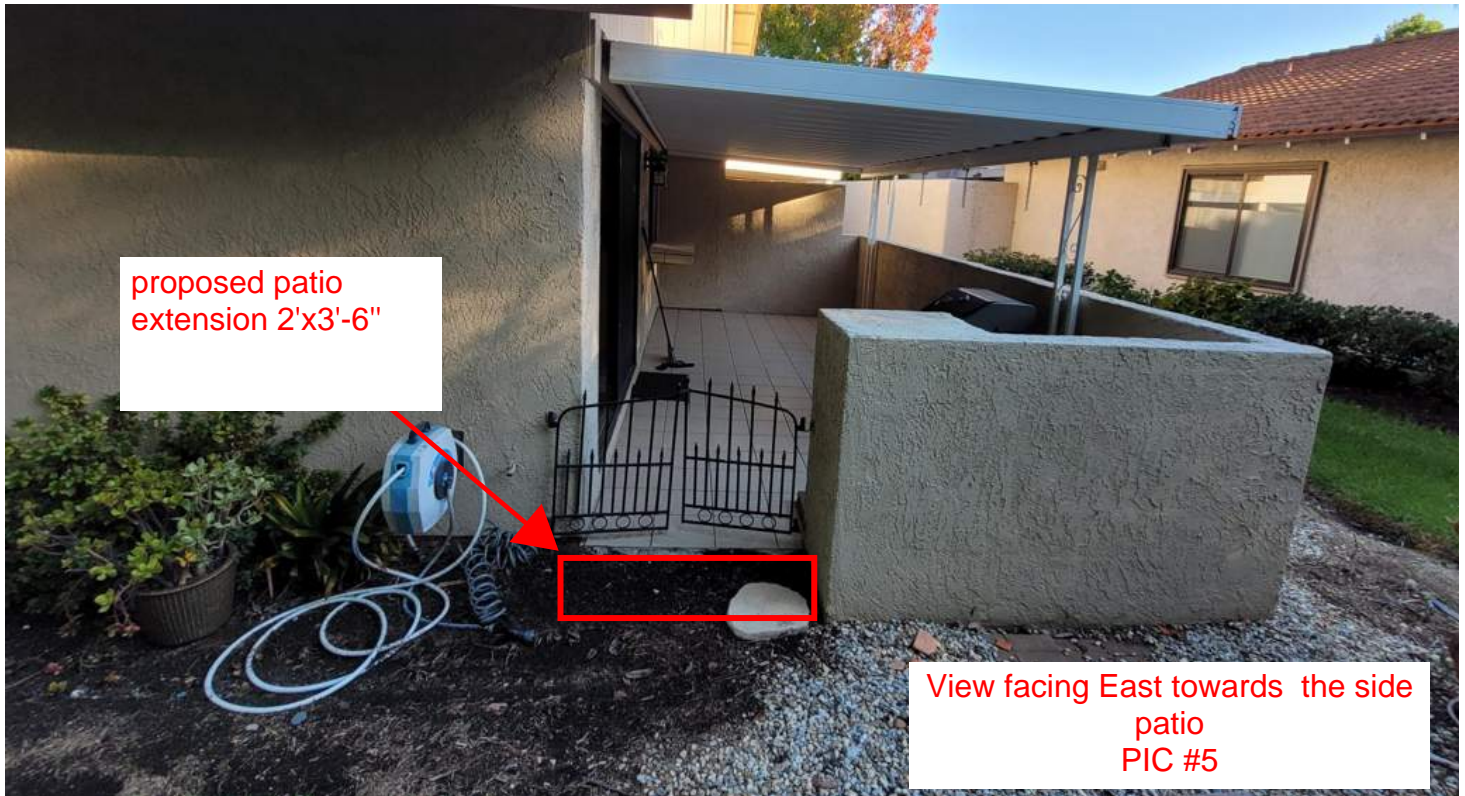


ATTACHMENT 2  
PHOTOS



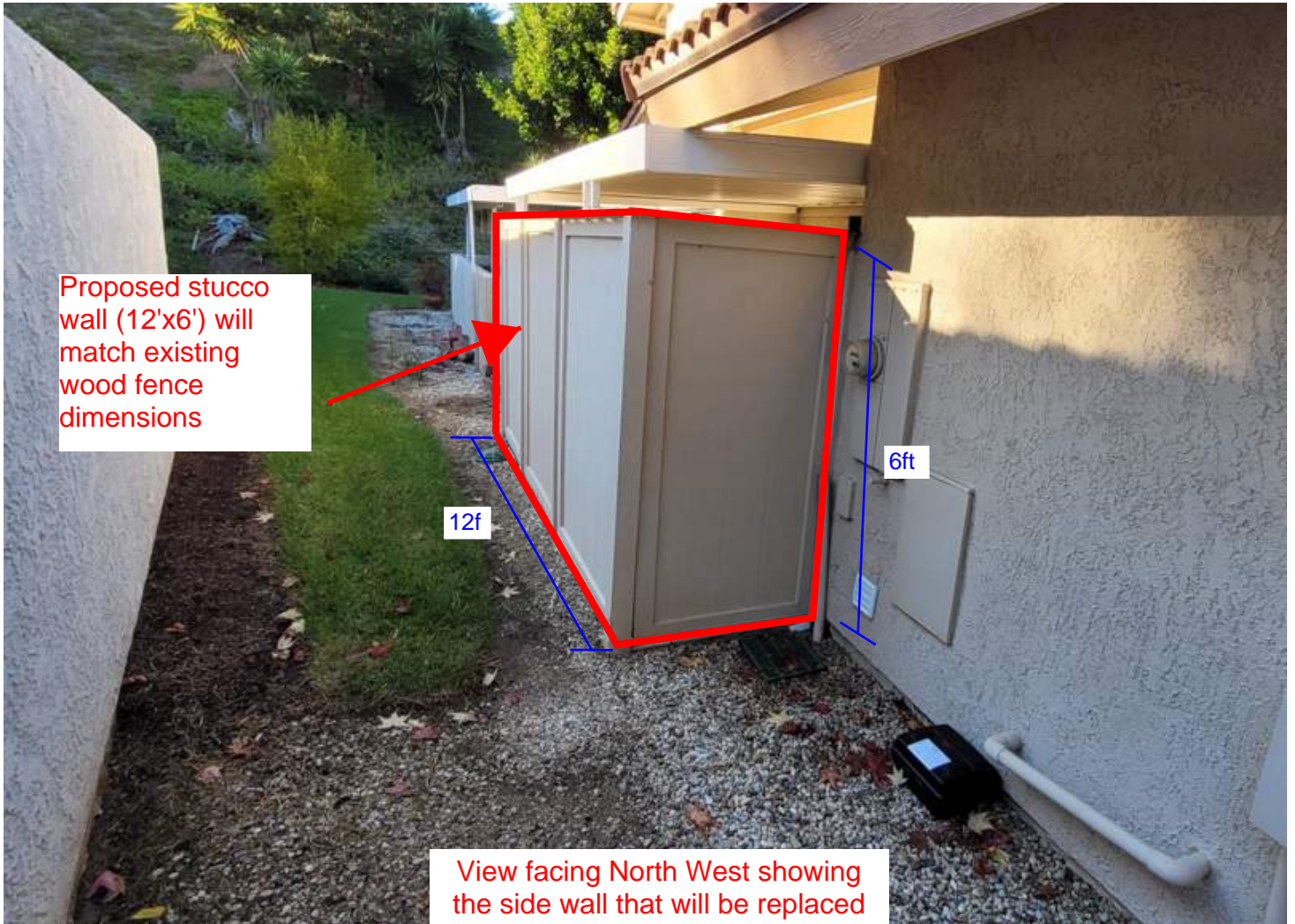


ATTACHMENT 2  
PHOTOS





ATTACHMENT 2  
PHOTOS



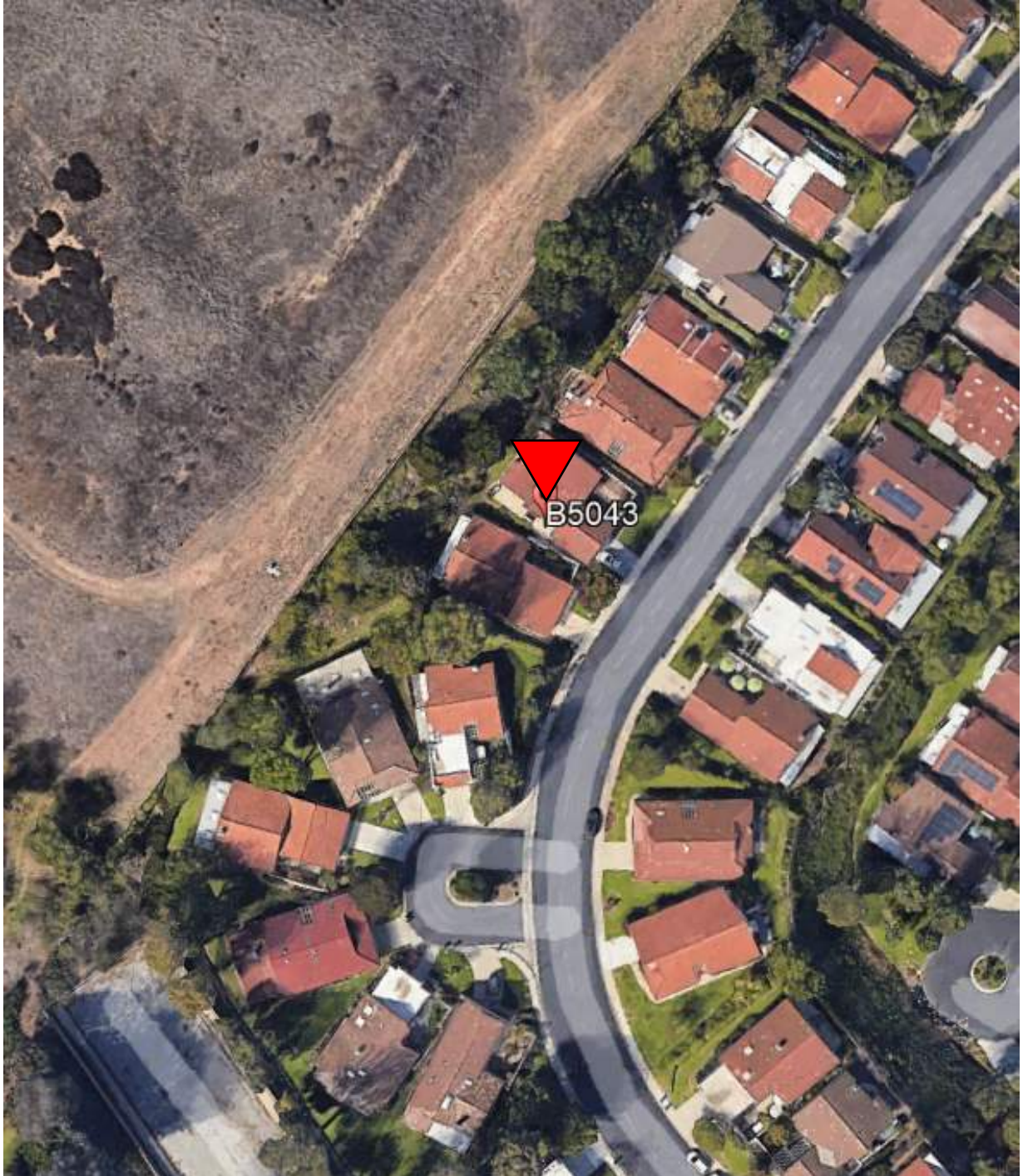
View facing North West showing  
the side wall that will be replaced  
with stucco  
PIC #7

ATTACHMENT 3  
AERIAL

5043  
Avenida  
Del  
Sol



SYMBOL DENOTES LOCATION OF MANOR





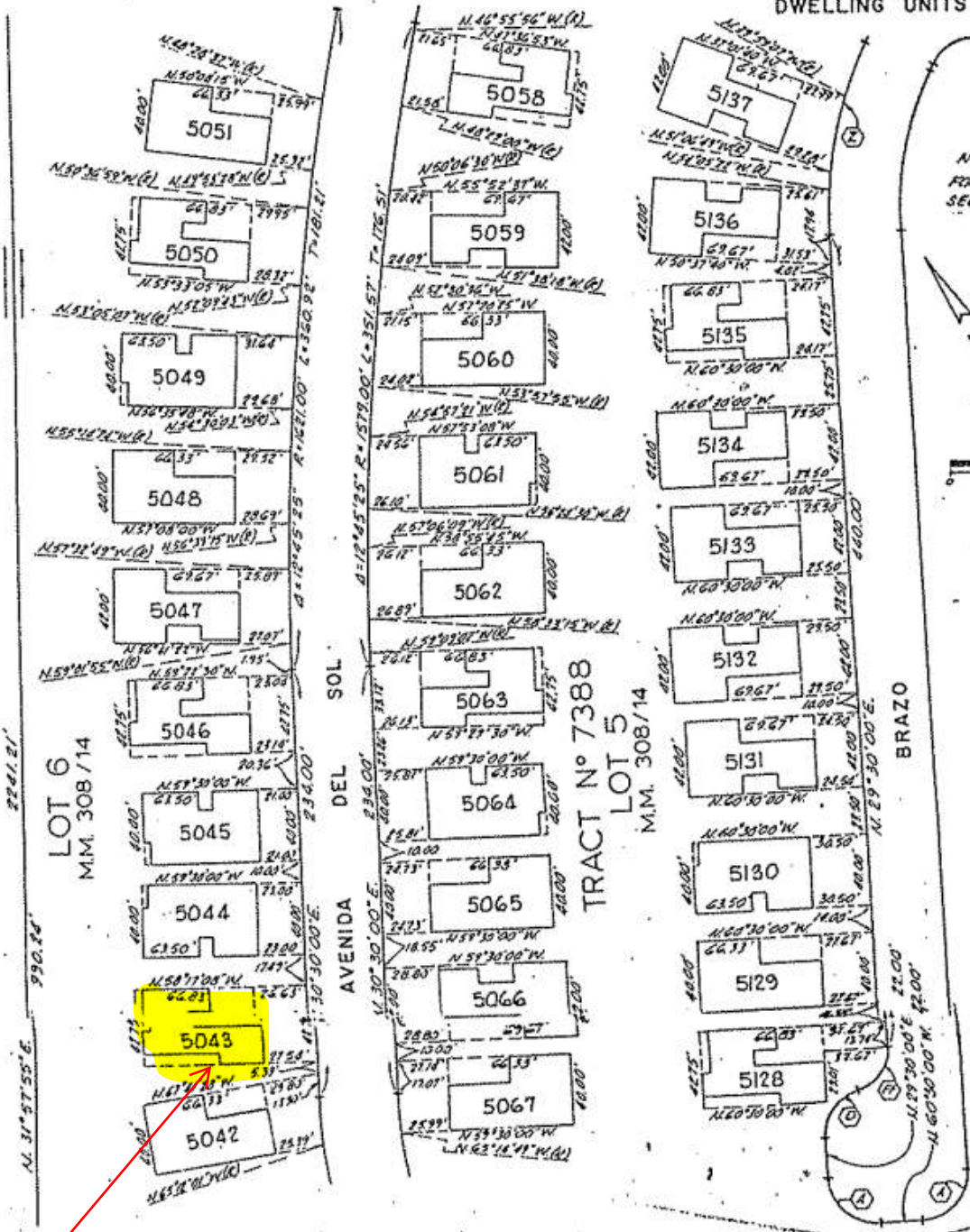
SEE SH. NO 16

FIRST LEVEL  
DWELLING UNITS

NOTE:  
FOR CURVE DATA  
SEE SH. 17

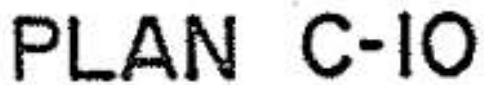
SCALE  
0 20 40

SEE SH. NO 13



5043

ATTACHMENT 3  
TRACT MAP



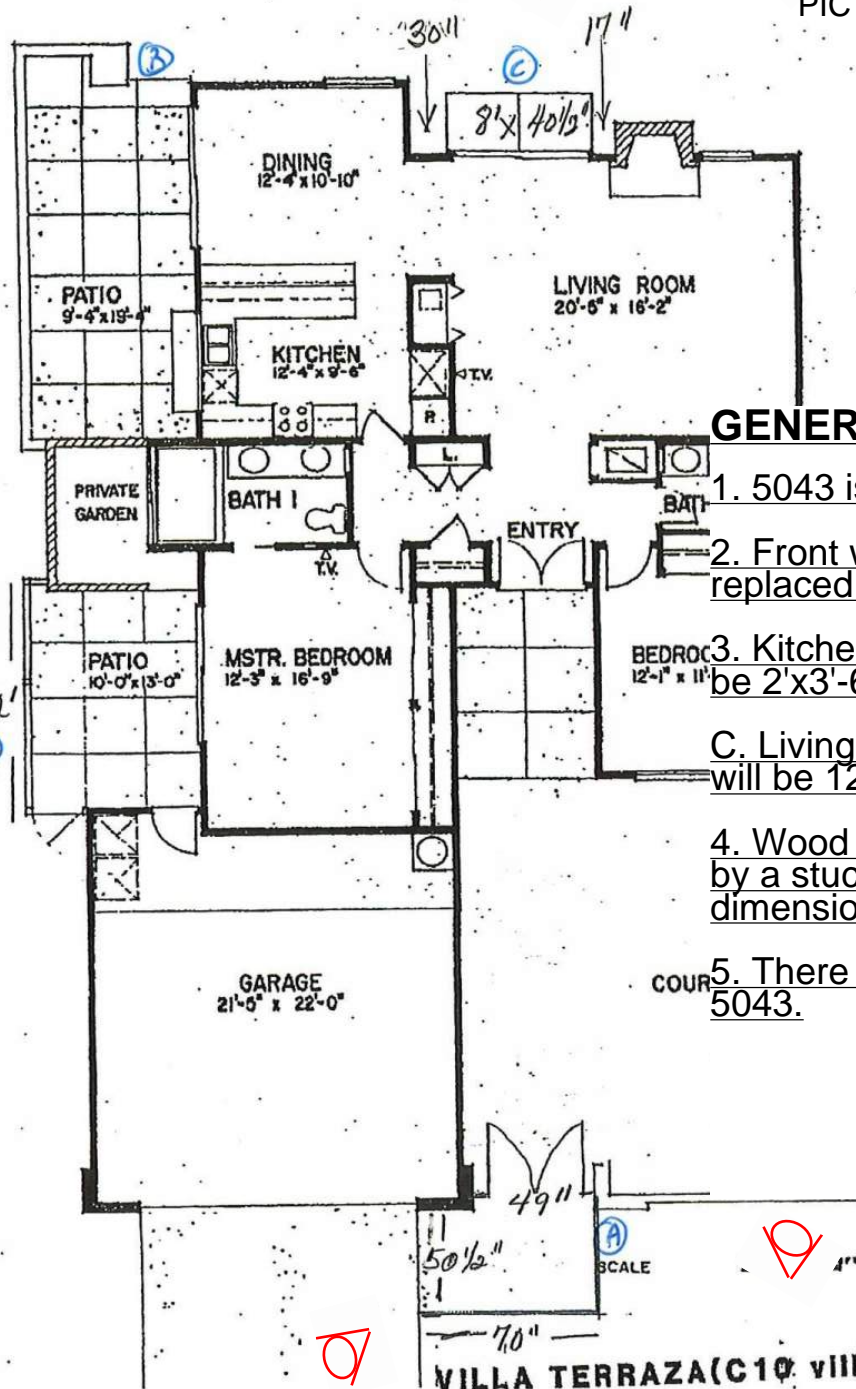
# ATTACHMENT 4 EXISTING FLOOR PLAN

PIC #6

PIC #5

PIC #3

PIC #4



## GENERAL NOTES:

1. 5043 is a stand manor

2. Front walkway will be replaced with pavers (A)

3. Kitchen patio extension will be 2'x3'-6" (B).

C. Living room patio extension will be 12'x4'-3" (C).

4. Wood fence will be replaced by a stucco wall of same dimensions of 12'x6' (D).

5. There are no manors behind 5043.

PIC #7

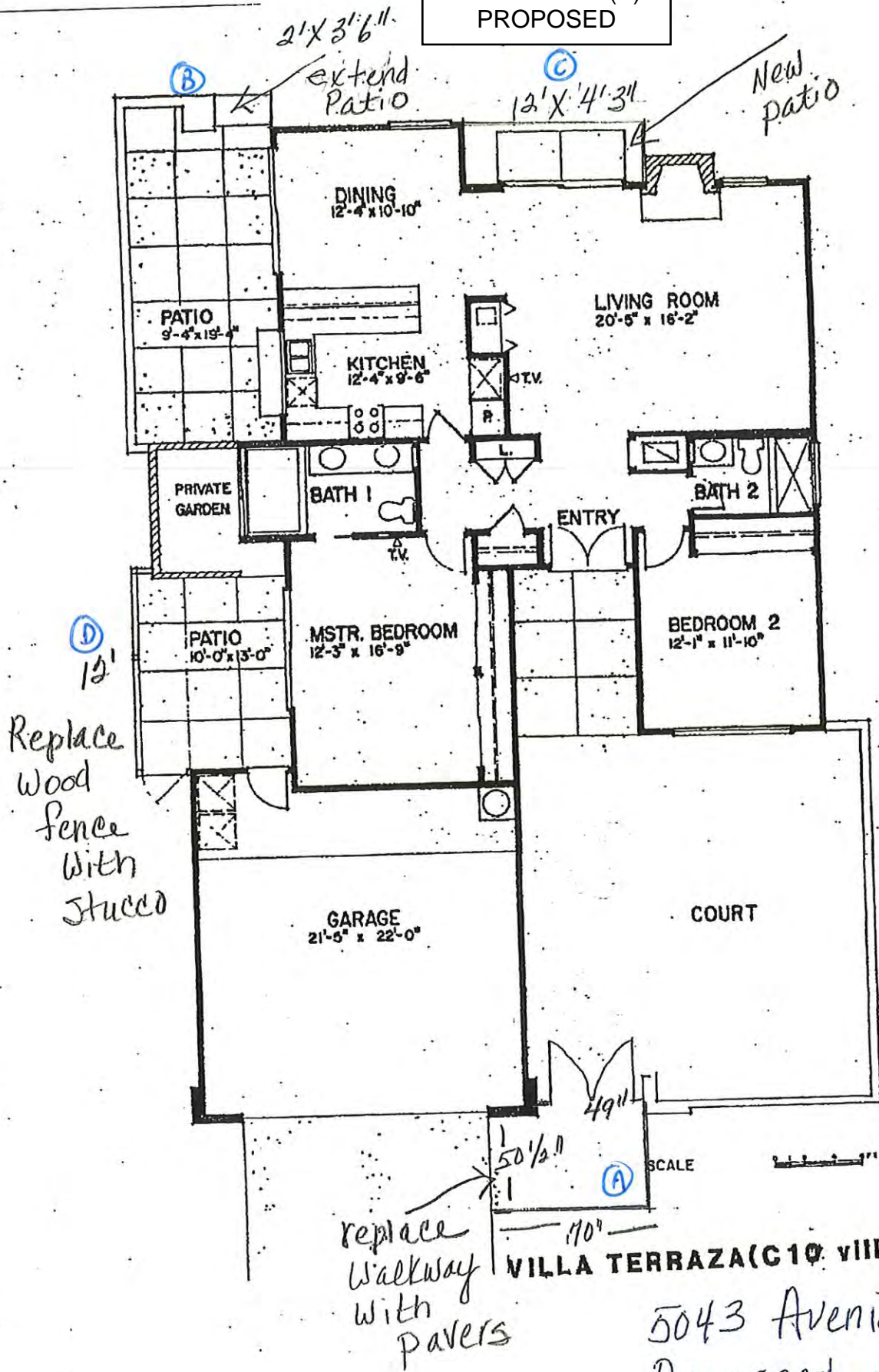
PIC #1

VILLA TERRAZA (C10 villa's)

5043 Avenida del Sol  
Existing floor plan



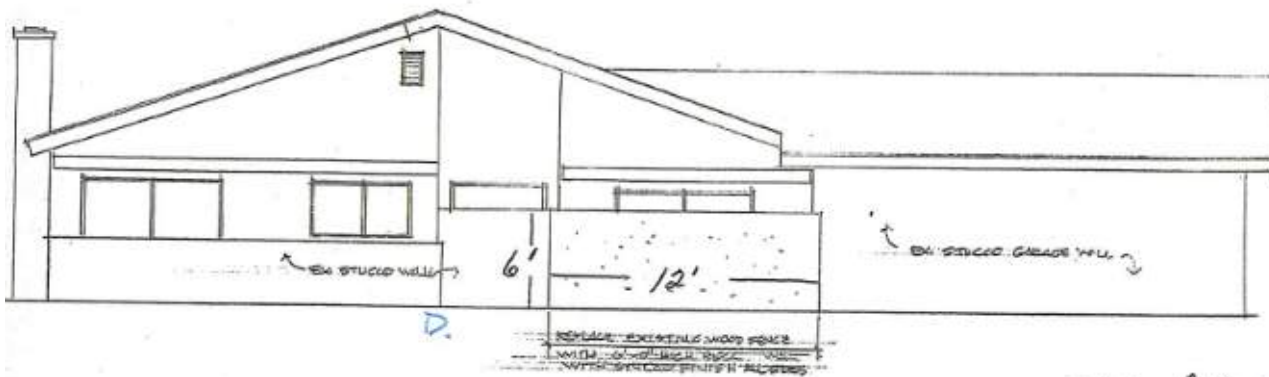
ATTACHMENT 4  
SCOPE PLAN(S)  
PROPOSED



5043 Avenida del Sol  
Proposed Floor Plan

-73-

ATTACHMENT 4  
SCOPE PLAN(S)  
PROPOSED



LEFT ELEVATION

5043 Avenida del Sol  
Side wall



ATTACHMENT 4  
PAVERS TO BE  
INSTALLED



## CONDITIONS OF APPROVAL

**Manor:** 5043

**Variance Description:** Pavers on front walkway, patio extension off of kitchen, living room patio extension and replace side patio fence with stucco wall

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. Due to this approval involving the use of Common Area, the member shall provide to Manor Alterations a copy of the Grant Deed and Legal Description for the unit, prior to application for Mutual Consent for Demolition and Alteration, for use in preparation of the "Recordable Common Area Agreement" as mentioned in Section G General Conditions.
- A.2. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- 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. Pavers installation must be set in compacted subgrade.
- B.2. Prior to the issuance of a Mutual Consent for Alterations, a sample of the pavers to be installed shall be provided to Manor Alterations for review and approval.

- B.3. Gutter and Downspout systems draining onto the approved extended patios must meet Mutual Standard 18: Gutter and Downspout requirements.

C. Requirements for Final Inspection by Manor Alterations:

- C.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan 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.
- 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 Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

**General Conditions:**

G. General Conditions

- G.1. Conformance Deposit: Not Applicable
- G.2. No improvement shall be installed, constructed, modified or altered at 5043, ("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.3. 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, with reasonable notice, to inspect the permitted improvements, and for their representatives and contractors to remedy any violation upon the Property, including, but not limited to, unauthorized disturbance of regulated materials, removing trash from common areas, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval. Any remedial work performed on behalf of the manor owner as a result of violations to Mutual policy and/or regulatory violations will be processed as a chargeable service.
- G.4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5043 and all future Mutual Members at 5043.
- G.5. 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.6. 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.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 invitees.
- G.8. 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.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.
- G.10. Must obtain an approved Mutual Consent application within 180days or 6 months of the variance approval before it is expired.
- G.11. 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.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 City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. 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 Notice of Approval issued by Manor Alterations, 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.

ATTACHMENT 6  
DRAFT RESOLUTION

**RESOLUTION 03-22-XX**

**Variance Request**

**WHEREAS**, Ms. Kimiko M. Berger of 5043 Avenida Del Sol, a Villa Terraza style manor, requests Architectural Controls and Standards Committee approval of a variance for pavers on front walkway, patio extension off of kitchen, living room patio extension and replace side patio fence with stucco wall; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on November 28, 2022; and,

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance pavers on front walkway, patio extension off of kitchen, living room patio extension and replace side patio fence with stucco wall;

**NOW THEREFORE BE IT RESOLVED**, on November 28, 2022, the Architectural Controls and Standards Committee hereby approves the request for pavers on front walkway, patio extension off of kitchen, living room patio extension, and replace side patio fence with stucco wall; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5043 Avenida Del Sol and all future Mutual Members at 5043 Avenida Del Sol; 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.

## **Manor 5110**

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ATTACHMENT 1  
VARIANCE REQUEST  
FORM

MANOR # 5110

☐ ULWM

☒ TLHM

Variance Request Form SA

Model: <u>Villa Serena</u>	Plan: <u>C12A_1</u>	Date: <u>8/13/2022</u>
Member Name: <u>Paul Lee</u>	Signature: <u>[Redacted]</u>	
Phone: <u>[Redacted]</u>	E-mail: <u>[Redacted]</u>	
Contractor Name/Co: <u>Caleb Construction Inc</u>	Phone: <u>562-572-3896</u>	E-mail: <u>Pauljae@gmail.com</u>
Owner Mailing Address: (to be used for official correspondence) <u>5330 Emerywood dr Buena Park Ca 90621</u>		

Description of Proposed Variance Request ONLY:

To be approved via Mutual Consent. No variance necessary for this item.

- A. Room addition @ Front patio (Coffee); 130 sqft
- B. Room extension of master Suite @ rear patio; 90 sqft
- C. Installation of new 3rd Bathroom and Laundry room by Hall
- D. Relocation of kitchen to the Original dining area.
- E. enlarge & Relocate the Living Room sliding door; 10 feet
- F. Relocation of new 36" entry door with side lights.

Dimensions of Proposed Variance Alterations ONLY:

~~Installation of garden window~~  
 Room addition; Front patio (Coffee); 14' x 11' @ Kitchen.  
 Room extension of master Suite; 6' x 14' - 10"  
 new Living Room sliding door; 10' x 6' - 8"  
 new entry door; 5468 with side lights; 5'-4" x 6'-8"  
 new garden window @ Kitchen; 6'-0" x 3'-6"

To be approved via Mutual Consent. No variance necessary for this item.

FOR OFFICE USE ONLY

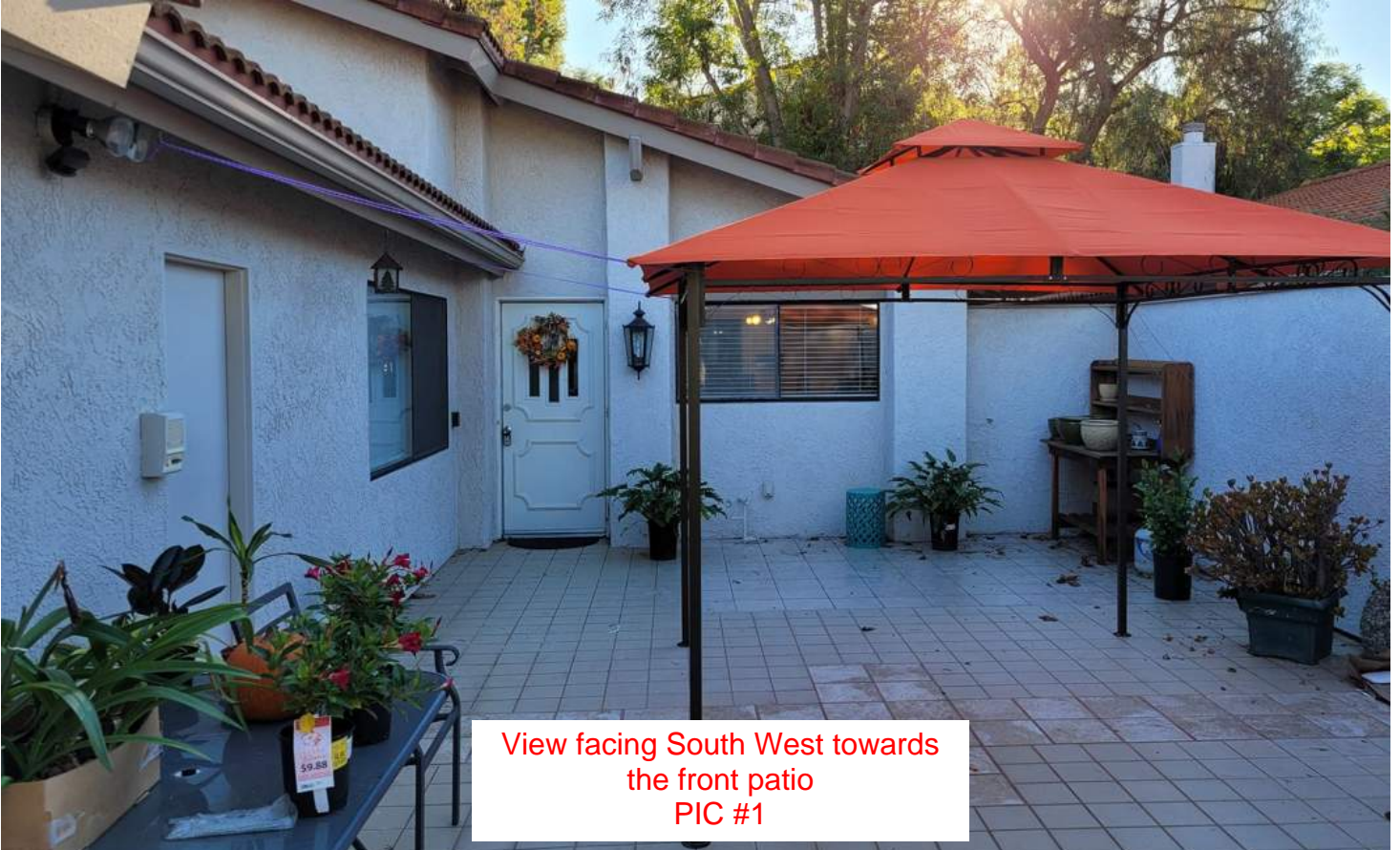
**PAID**

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ CC: 064817 BY: \_\_\_\_\_

Alteration Variance Request	Complete Submittal Cut Off Date:
<b>Check Items Received:</b> <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: _____	<b>Meetings Scheduled:</b> Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Denied           <input type="checkbox"/> Approved         </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Tabled           <input type="checkbox"/> Other _____         </div>



ATTACHMENT 2  
PHOTOS



View facing South West towards  
the front patio  
PIC #1



View facing North East towards  
Miembro  
PIC #2



ATTACHMENT 2  
PHOTOS





ATTACHMENT 2  
PHOTOS





ATTACHMENT 3  
AERIAL

5110  
Miembro



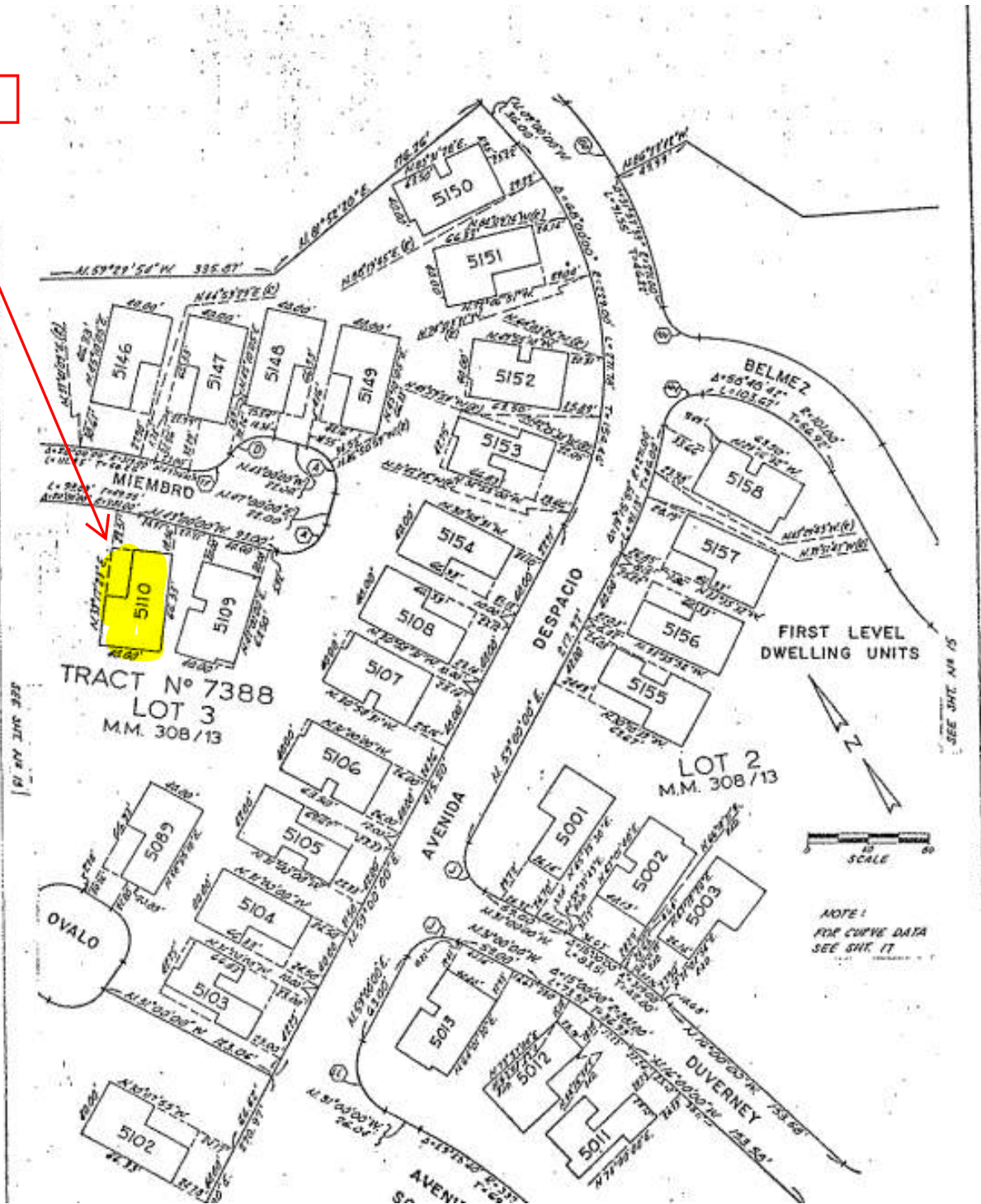
SYMBOL DENOTES LOCATION OF MANOR



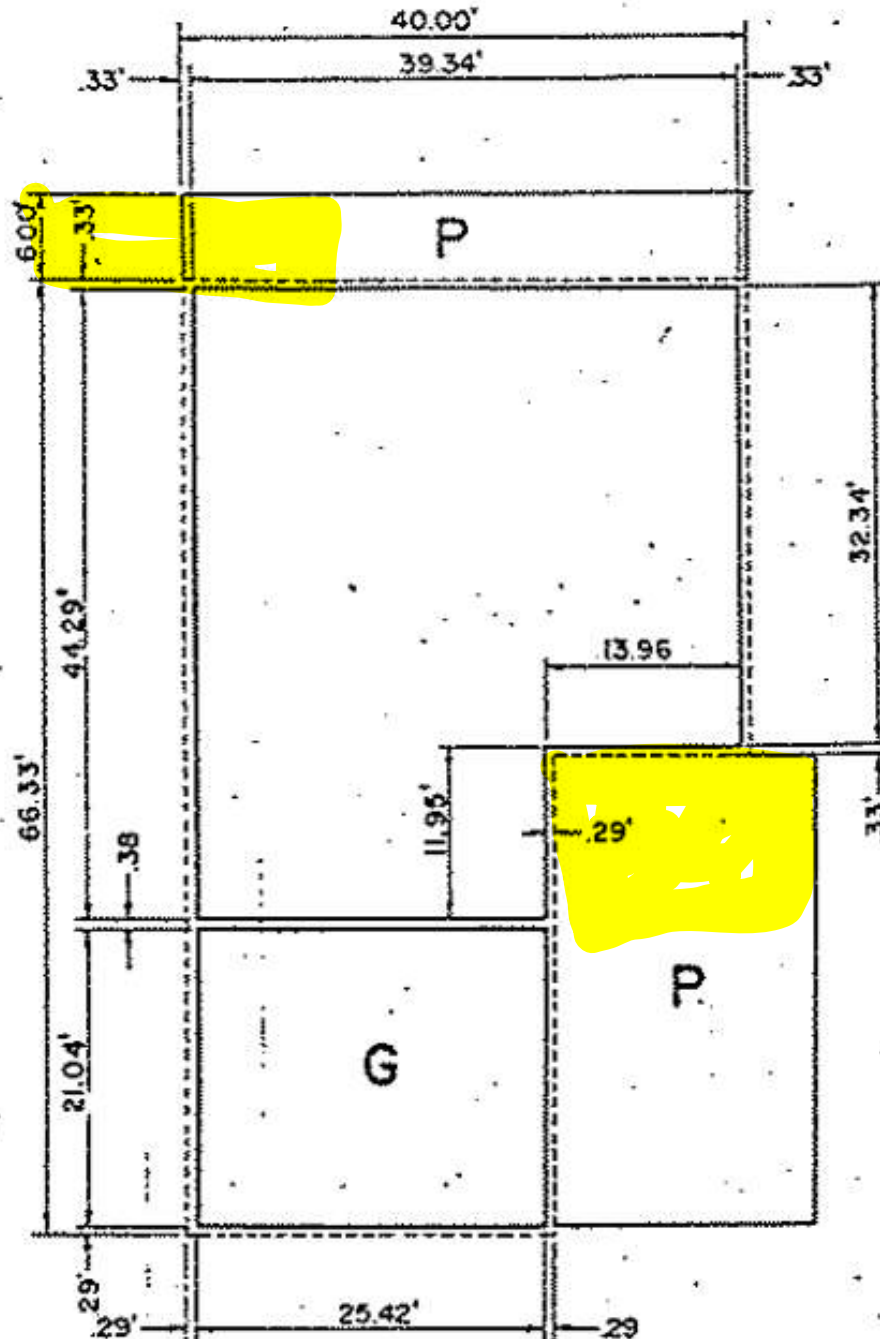


ATTACHMENT 3  
LOCATION MAP

5110

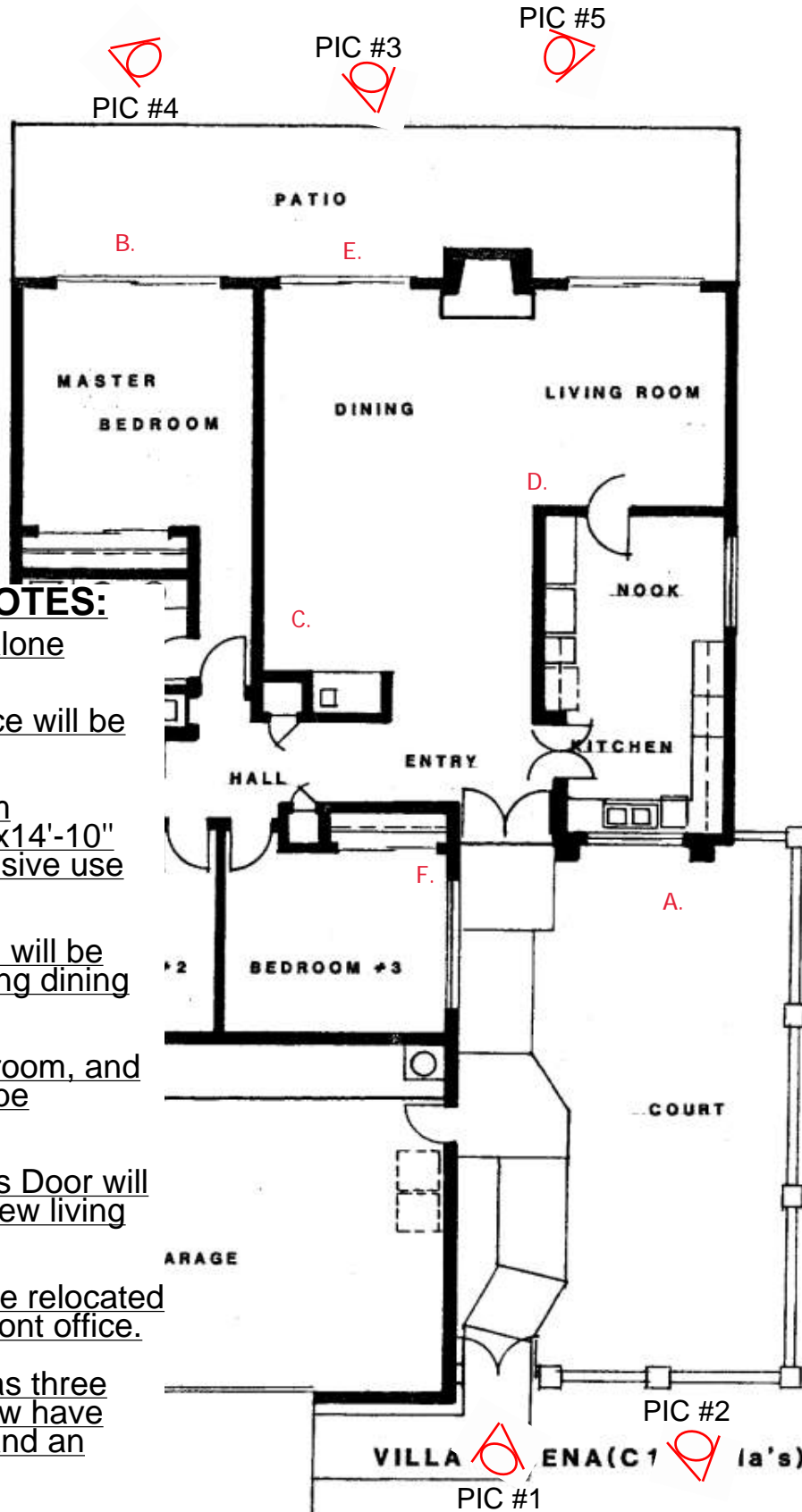


ATTACHMENT 3  
TRACT MAP



PLAN C-12

ATTACHMENT 4  
EXISTING FLOOR PLAN

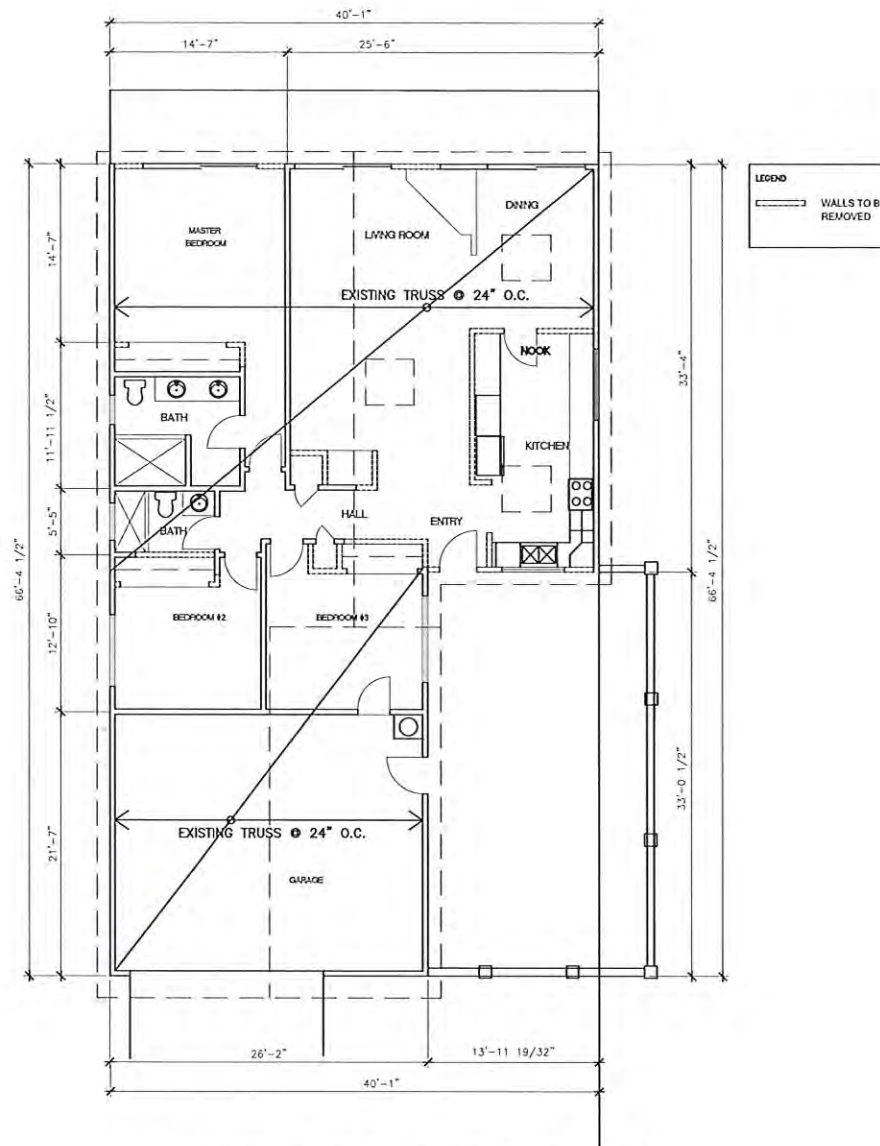


**GENERAL NOTES:**

1. 5110 is a stand alone manor
2. (A) The front office will be 14'x11'.  
(B) Master Bedroom Extension will be 6'x14'-10" and will be on exclusive use common area.  
(C) Third bath room will be located in the existing dining room.  
(D). Kitchen, living room, and dining room will all be relocated.  
(E) 10' Sliding Glass Door will be installed in the new living room.  
(F) Entry door will be relocated to account for the front office.
3. 5110 currently has three bedrooms. It will now have only two bedroom and an office.
4. Office will not be a habitable space



# ATTACHMENT 4 EXISTING FLOOR PLAN

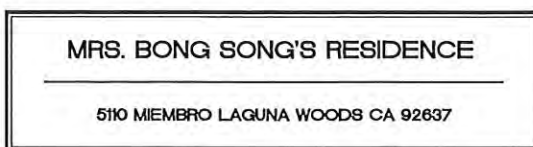
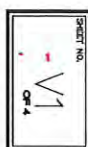


EXISTING FLOOR / DEMO PLAN

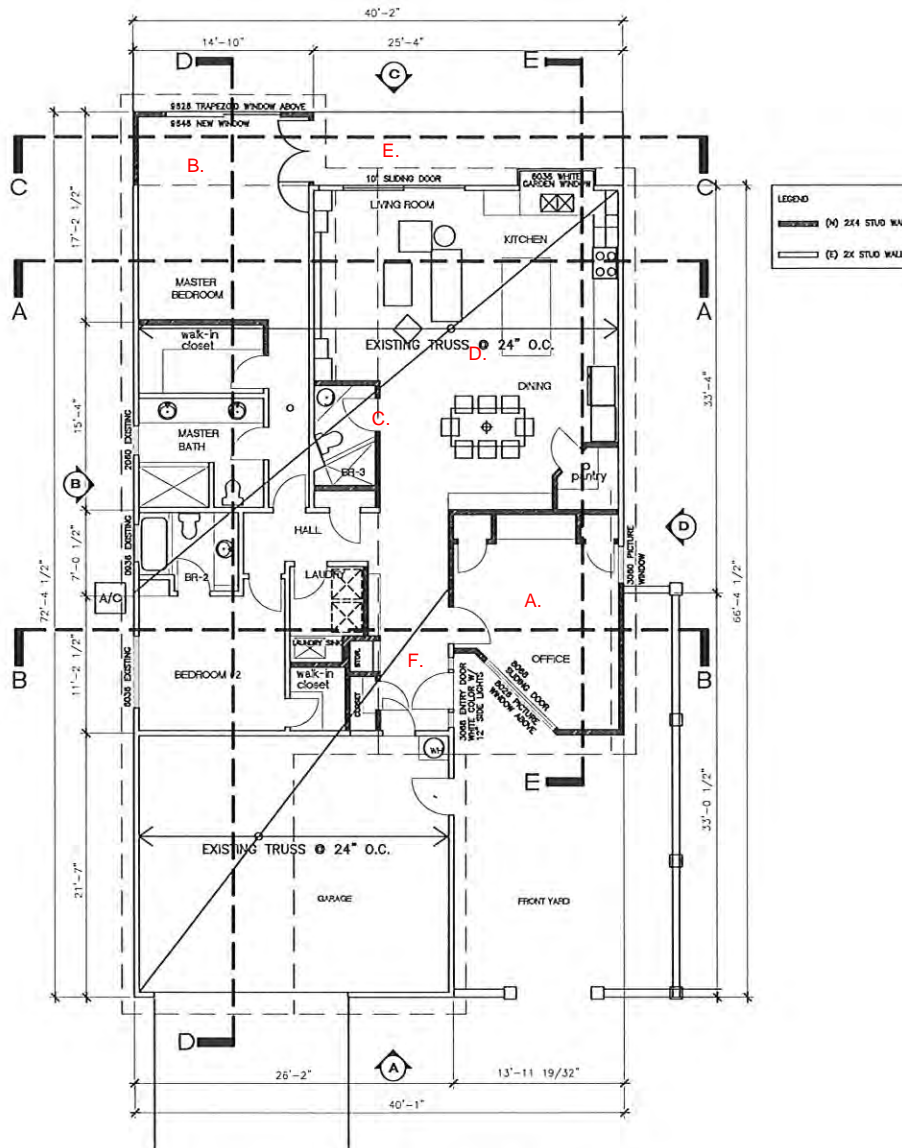
## LEGAL DESCRIPTION:

550 MIEMBRO LAGUNA WOODS CA 92637  
OCCUPANCY: RES  
CONSTRUCTION TYPE: TYPE 5  
EXISTING RESIDENCE AREA: 1000 SQFT  
EXISTING GARAGE AREA: 650 SQFT  
ADDITION 1: FRONT PATIO: 120 SQFT  
ADDITION 2: REAR PATIO: 90 SQFT

TOTAL SQFT: 1820 SQFT



# ATTACHMENT 4 SCOPE PLAN(S) PROPOSED



## SCOPE OF WORK; VARIANCE

- A. ROOM ADDITION AT FRONT PATIO (OFFICE); 130 SQFT; 14' X 11'
- B. ROOM EXTENSION OF MASTER SUITE AT REAR PATIO; 90 SQFT; 6' X 14'-10"
- C. INSTALLATION OF NEW 3RD BATHROOM AND LAUNDRY BY THE HALLWAY
- D. RELOCATION OF KITCHEN TO THE ORIGINAL DINING AREA; SWAPPING KITCHEN/DINING
- INSTALLATION OF NEW KITCHEN GARDEN WINDOW; 6'-0" X 6'-6" *To be processed through a Mutual Consent*
- E. ENLARGE AND RELOCATE THE LIVING ROOM SLIDING DOOR; 10' LONG; 10'-0" X 6'-8"
- F. RELOCATION OF NEW 36' ENTRY DOOR WITH SIDE LIGHTS; 5'-4" X 6'-8"

SHEET NO. <b>V/2</b> OF 4	PROJECT NAME <b>MRS. BONG SONG'S RESIDENCE</b> 5110 MIEMBRO LAGUNA WOODS CA 92637	SCALE DATE: 1/11/12-02/22/12 DRAWN BY: J. BONG SONG CHECKED BY: J. BONG SONG 714-440-7114	APPROVED BY: [Signature] DATE: 1/11/12	<b>MRS. BONG SONG'S RESIDENCE</b> 5110 MIEMBRO LAGUNA WOODS CA 92637		CALIF. COMM. DIV. 1001 L STREET, SUITE 100 SACRAMENTO, CA 95811 TEL: (916) 227-8800 FAX: (916) 227-8801
				5110 MIEMBRO LAGUNA WOODS CA 92637		

Architectural elevation drawing of a building facade. The drawing shows a gabled roof with a 12/3 pitch. The existing roof is labeled "EXISTING TILE ROOF". A new roof section, labeled "EXTENDED TILE ROOF", is shown extending from the existing roofline. The new roof is labeled "NEW LIGHTWEIGHT SLAT TILE ROYAL CANADIAN BLDG. ASTM C1187 4 in./sq ft". The existing roof is labeled "EXISTING ATTIC VENT". The existing wall is labeled "EXISTING STUCCO". The new wall section is labeled "NEW MORTAR STUCCO". The drawing includes dimensions: a total height of 14'-4" on the left, a height of 8'-2" for the existing wall, and a height of 17'-5" for the new roof section. A red letter "A." is at the bottom right.

[illegible]

Architectural drawing of a proposed addition to a house, showing a side elevation. The drawing includes labels for existing and proposed features, dimensions, and a north arrow.

**Labels:**

- EXISTING TILE ROOF
- EXISTING ATTIC VENT
- NEW LIGHTWEIGHT CLAY TILE ROOFING OVER EXISTING BLDG
- NEW WATERBURY STUCCO
- EXISTING STUCCO
- EXISTING METAL PATIO COVER

**Dimensions:**


- Overall height: 17'-5"
- Height to eave: 6'-2"
- Height to ridge: 14'-5"
- Roof pitch: 12/3
- Height to roofline: 1'-5"

**Other features:**

- EXISTING WINDOW
- EXISTING DOOR
- EXISTING PATIO COVER
- EXISTING PORCH
- EXISTING WALKWAY
- EXISTING DRIVEWAY
- EXISTING SIDEWALK
- EXISTING FENCE
- EXISTING LANDSCAPE
- EXISTING TREES
- EXISTING SHRUBS
- EXISTING GRASS
- EXISTING DRIVEWAY
- EXISTING SIDEWALK
- EXISTING FENCE
- EXISTING LANDSCAPE
- EXISTING TREES
- EXISTING SHRUBS
- EXISTING GRASS

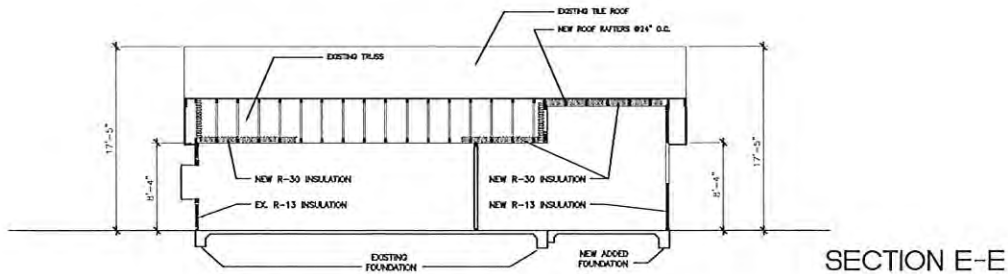
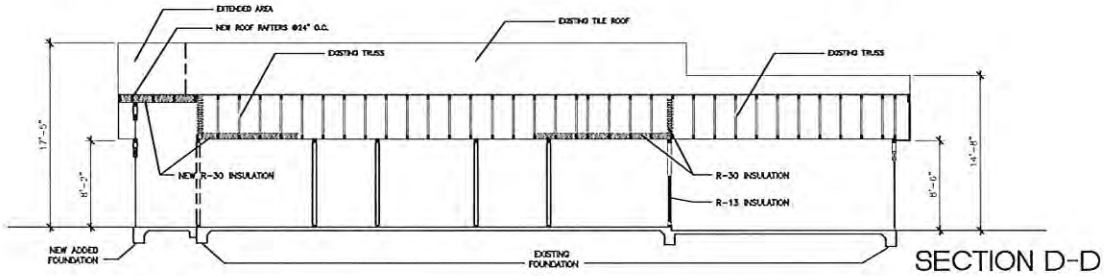
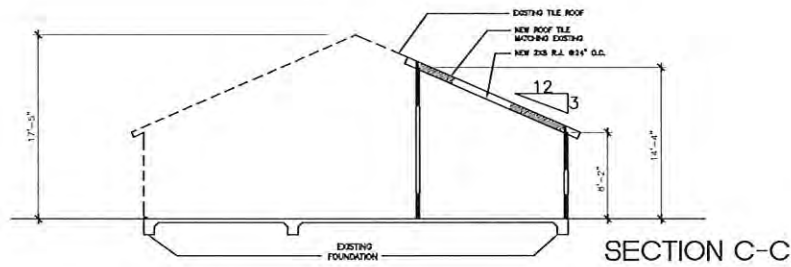
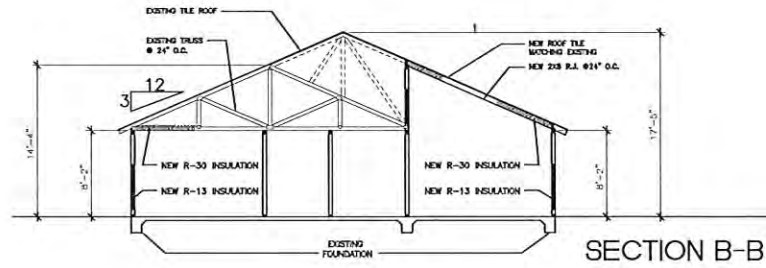
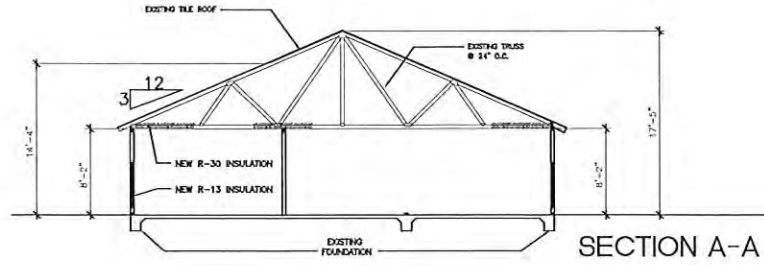
**North Arrow:** Indicated by a line pointing towards the top right of the drawing.

Architectural elevation drawing of the rear of a building. The drawing shows a long, low structure with a flat roof. On the left, there is a section labeled "EXISTING TILE ROOF" and "EXISTING STUCCO". In the center, there is a section labeled "EXISTING TILE ROOF" and "NEW LIGHTWEIGHT CLAY TILE BONDING OVER EXISTING BUILDING ASTM C1147 @ 1 LB/SQFT". To the right of this central section, there is another section labeled "EXISTING TILE ROOF" and "EXISTING STUCCO". On the far right, there is a section labeled "EXISTING METAL AUTO COVER" and "EXISTING STUCCO". The drawing includes several dimension lines: a vertical dimension of 14'-4" on the left, a vertical dimension of 10'-5" below it, a vertical dimension of 17'-5" on the right, and a vertical dimension of 6'-4" below that. A horizontal dimension line is also present. A dashed line indicates a break in the wall. A label "NEW MATCHING STUCCO" points to a small rectangular area on the wall.

SPECIAL USE: USE: 3000 DIST. BY: 3000 DATE: 3000 BY: 3000 3000	MRS. BONG SONG'S RESIDENCE <hr/> 5110 MIEMBRO LAGUNA WOODS CA 92637	<div style="text-align: center;">  <p><b>GABLE CONSTRUCTION</b></p> <p>214 ALABAMA          LOS ANGELES, CA 90012          TEL: (213) 677-9999          FAX: (213) 677-9700</p> </div>
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# ATTACHMENT 4 SCOPE PLAN(S) PROPOSED



SHEET NO. <b>V4</b> OF 4	PROJECT NO. 17-03-0001	PROJECT NAME 5110 MIEMBRO LAGUNA WOODS CA 92637	PROJECT LOCATION 5110 MIEMBRO LAGUNA WOODS CA 92637	PROJECT DATE 01/15/2023	PROJECT STATUS IN PROGRESS	PROJECT OWNER MRS. BONG SONG'S RESIDENCE	PROJECT ADDRESS 5110 MIEMBRO LAGUNA WOODS CA 92637	PROJECT PHONE (951) 275-0000	PROJECT FAX (951) 275-0000	PROJECT EMAIL info@bong.com	PROJECT WEBSITE www.bong.com	PROJECT LOGO 

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## GENERAL NOTES

## FROM CXC TABLE 2304.101

**WARNING**  
IF ANY PART OF THE OBSERVATION IS NOT PERFORMED (EXAMPLE, CONCRETE IS POURED PRIOR TO EOR'S STRUCTURAL OBSERVATION REGARDLESS CITY INSPECTOR'S DEPUTY LOOKED AT THEM OR NOT) HE WILL NO LONGER PROVIDE ANY OF THE FUTURE OBSERVATIONS. THIS INCLUDES THE FINAL OBSERVATION

IF ANY PART OF THE OBSERVATION IS NOT PERFORMED (EXAMPLE, CONCRETE IS POURED PRIOR TO EOR'S STRUCTURAL OBSERVATION, REGARDLESS CITY INSPECTOR DEPUTY LOOKED AT THEM OR NOT) HE WILL NO LONGER PROVIDE ANY OF THE FUTURE OBSERVATIONS. THIS INCLUDES THE FINAL OBSERVATION

FOUNDATION INSPECTION TASK- WHEN TO REQUEST OBSERVATION	CALL LOG
<p>PILE CAPSION</p> <ul style="list-style-type: none"> <li>- AFTER REBAR, TIES, STEEL BM, ANCHORS, ETC. ARE PLACED, BEFORE CONCRETE IS POURED</li> </ul>	NOT APPLICABLE
<p>GRADE BEAM</p> <ul style="list-style-type: none"> <li>- AFTER REBAR, TIES, STEEL BM, ANCHORS ETC ARE PLACED, BEFORE CONCRETE IS POURED</li> </ul>	NOT APPLICABLE
<p>FOUNDATION STEEL WALL / PIERS</p> <ul style="list-style-type: none"> <li>- AFTER REBAR, TIES, STEEL BM, ANCHORS ETC ARE PLACED, BEFORE CONCRETE IS POURED</li> </ul>	YES
<p>MAT FOUNDATION</p> <ul style="list-style-type: none"> <li>- AFTER REBAR, TIES, ANCHORS ETC ARE PLACED, BEFORE CONCRETE IS POURED</li> </ul>	NOT APPLICABLE
<p>STEPPED FOOTING, RETAINING FOUNDATION, ALLOWING SPECIAL ANCHORS</p> <ul style="list-style-type: none"> <li>- AFTER REBAR, TIES, STEEL BM, ANCHORS ETC ARE PLACED, BEFORE CONCRETE IS POURED</li> </ul>	NOT APPLICABLE
OTHER:	

DIAPHRAGM FLOOR/ROOF INFLECTION TASK WHEN TO REQUEST OBSERVATION		CALL FOR
CONCRETE DIAPHRAGM - AFTER REBAR, TIES, STEEL BM ANCHORS, ETC. ARE PLACED BEFORE CONCRETE IS POURED - AFTER THE DECK CONNECTIONS ARE MADE, BEFORE CONCRETE IS POURED		NOT APPLICABLE
STEEL DECK DIAPHRAGM - AFTER THE DECK CONNECTIONS ARE MADE, BEFORE CONCRETE IS POURED		NOT APPLICABLE
WOOD DIAPHRAGM - AFTER PL/WOOD IS PLACED, BONDANT NAILING SHALL BE VISIBLE (MAJOR CONSTRUCTIONS SHALL NOT BE PERFORMED PRIOR TO EIGHTH APPROVAL)		YES

WALL INSPECTION TASK: WHEN TO REQUEST OBSERVATION	CALL FOR
<p>CONCRETE WALL</p> <ul style="list-style-type: none"> <li>- AFTER REBAR, TIES, STEEL, BAY ANCHORS, ETC. ARE PLACED BEFORE CONCRETE IS POURED</li> <li>- ADDITIONAL VISITS REQUIRED FOR SEPARATE PORTS OF THE CONCRETE</li> </ul>	NOT APPLICABLE
<p>MAJORITY WALL</p> <ul style="list-style-type: none"> <li>- AFTER REBAR, TIES, STEEL, BAY ANCHORS ETC. ARE PLACED, BEFORE CONCRETE IS POURED</li> <li>- ADDITIONAL VISITS REQUIRED FOR EACH PHASE OF BLOCK CONSTRUCTION</li> </ul>	NOT APPLICABLE
<p>WOOD WALL</p> <ul style="list-style-type: none"> <li>- AFTER PLYWOOD IS PLACED, BORDOARY NAILING SHALL BE VISIBLE</li> <li>- AFTER ALL CONNECTIONS FOR WALLS ARE PLACED</li> <li>- EX. A32 BETWEEN WALL AND FLOOR, DRAG STRAP, ANCHOR, HOLD-DOWN, STRAP, HOLD-DOWN, ETC)</li> </ul>	YES
OTHER:	

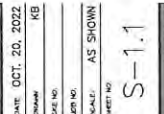
FRAME INSPECTION TASK- NEED TO REQUEST OBSERVATION	CALL FOR
<p>CONCRETE JOINTS FRAME</p> <ul style="list-style-type: none"> <li>- AFTER REBAR, TIES, STEEL BH ANCHORS ETC. ARE PLACED BEFORE CONCRETE IS POURED</li> </ul>	NOT APPLICABLE
<p>STEEL JOINTS FRAME/ STEEL BRACED FRAME/ STEEL CANTILEVER COLUMN FRAME</p> <ul style="list-style-type: none"> <li>- AFTER FRAMES ARE INSTALLED</li> <li>- BE AWARE THAT OTHER OBSERVATIONS MAY NEED TO BE PERFORMED PRIOR</li> </ul> <p>EX: FOUNDATION PRIOR, GRADE BH AFTER COLUMN IS PLACED</p>	NOT APPLICABLE
<p>LATERAL RESISTING JOINT FRAME</p> <ul style="list-style-type: none"> <li>- AFTER LATERAL RESISTING CONNECTIONS ARE PLACED.</li> </ul>	NOT APPLICABLE
OTHER:	

ADDITION & INTERIOR REMODEL  
PO BOX 60, LAGUNA WOODS, CA 92637

**WARNING**

Signature \_\_\_\_\_ License No. \_\_\_\_\_ Date \_\_\_\_\_

WHETHER OR NOT THE CITY INSPECTOR ACKS THE CONTRACTOR FOR THE ENGINEER'S REPORT, IF ANY PHASE OF THE STRUCTURAL OBSERVATIONS WAS NOT REQUESTED TO THE ENGINEER OF RECORD FOR DURING THE CONSTRUCTION, WORK WILL NO LONGER BE RESPONSIBLE OF THE BUILDING DESIGN AND WILL NOT APPROVE/REVIEW ANY DOCUMENTS REGARDING THE JOBSITE INSPECTION.





## 6-1.2

BEING AT LEAST THAT NOTED ON THE PLAN.

DATE	OCT. 20, 2022
SHOW#	KB
CASE NO.	
JURY NO.	
SCALE	AS SHOWN
SHEET NO.	

S-20

TYPE	FOUNDATION
(1)	2'x0" x 2'x0" x 12" MIN UNDERPINNING CONC. PAD W/ (3) - #4 EX.
(2)	2'x0" x 2'x0" x 24" MIN (FROM NG.) CONC. PAD W/ (4) - #5 EX.

TYPE	FOUNDATION
(1)	2'x0" x 2'x0" x 12" MIN UNDERPINNING CONC. PAD W/ (3) - #4 EX.
(2)	2'x0" x 2'x0" x 24" MIN (FROM NG.) CONC. PAD W/ (4) - #5 EX.

ATTACHMENT 4  
SCOPE PLAN(S)  
PROPOSED





DATE	OCT. 20, 2022
DRAWN	KB
CUR NO.	
JOB NO.	
SCALE	AS SHOWN
SHEET NO.	

S-2.1

S-2.1

### WALL LEGEND

-  : INDICATES (A) WOOD WALLS  
2x4 @ 16" O.C. UNDER 10'-0" HEIGHT  
2x6 @ 12" OR 3x4 @ 16" O.C. OVER 10'-0" HEIGHT
-  : INDICATES (E) WALL TO REMAIN

ROOF FRAMING PLAN

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

- [illegible]

### LEGEND

 : INDICATES SHEAR WALL. SEE SHEAR WALL SCHEDULE TABLE.

55 : ALL WOOD POST & BEAM CONNECTION NEED SIMPSON COLUMN CAP "CCG"

OR EQ. APPROVED SEE  $\frac{P}{2.31}$

HTR : INDICATES HEADERS TO BE 4x6 #2 U. N. O.  $\left(\frac{1}{3-917}\right)$

DRAG : INDICATES DRAGS TO BE 4x10 MIN OR 4x BLOCK'S.

W PST 72 W FULL NAILS U. N. O. SEE 

SHEAR WALL SCHEDULE

AP &amp; PA 2004-205 TABLE 4.3A

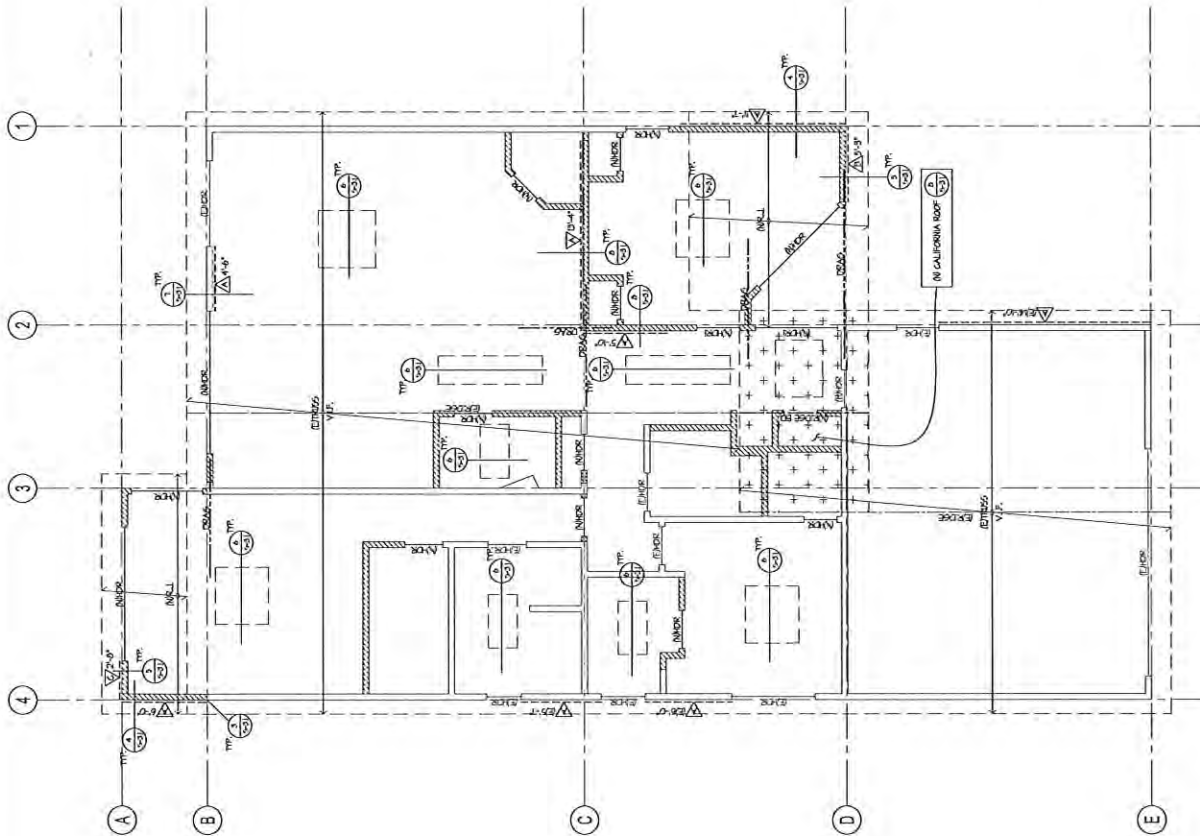
[illegible]

NOTES:

- a. 100 COMMON NAIL, SHOULD BE WITH FULL HEADS.
- b. 100 COMMON NAIL (20x8" COMMON OR 0.125" GALVANIZED BOX 14x17" MIN. PENETRATION)
- c. 2" MINIMUM PENETRATION IS REQUIRED FOR 14x14 LAG SCREW.

## JOIST &amp; BEAM SCHEDULE

TYPE	SIZE
RIDGE BO.	200 #2
NSL	200 #2 @ 24" O.C.
HOR TYP.	400 #2
HOR	400 #2





# ATTACHMENT 4 SCOPE PLAN(S) PROPOSED

**Bas's Engineering**  
2400 Wilshire Blvd. #1001A CA 90010  
Tel: 213-355-0000 Fax: 213-355-0000  
Email: email@bassengr.com

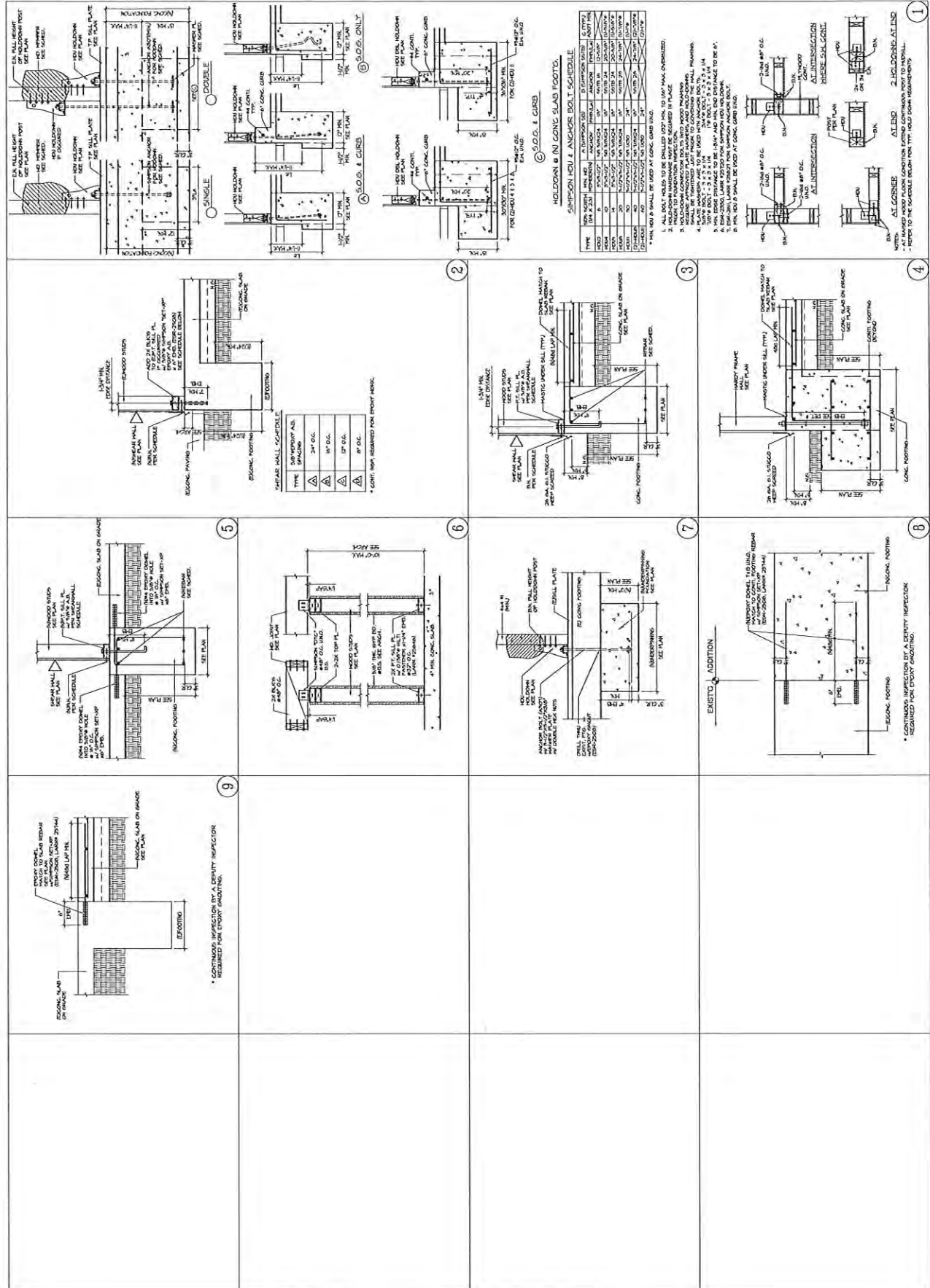
REVISIONS, LAGUNA WOODS, CA 92637

PROJECT

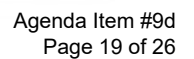
ION & INTERIOR REMODEL



DATE: OCT. 20, 2022  
DRAWN: KB  
CHECKED: AS SHOWN  
SHEET NO: S-3.0



## CONCRETE & INTERIOR REMODEL



ATTACHMENT 5  
DRAFT CONDITIONS OF APPROVAL

**CONDITIONS OF APPROVAL**

**Manor:** 5110

**Variance Description:** Office on front patio, master bedroom room extension, third bathroom install, relocating kitchen, living room and dining room, 10' sliding glass door in living room and entry door relocation

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. Due to this approval involving the use of Common Area, the member shall provide to Manor Alterations a copy of the Grant Deed and Legal Description for the unit, prior to application for Mutual Consent for Demolition and Alteration, for use in preparation of the "Recordable Common Area Agreement" as mentioned in Section G General Conditions.
- A.2. This approval changes the number of bedrooms from three bedroom to two bedrooms and an office.
- A.3. The Member shall provide plans, specifications, and calculations from a duly licensed architect or structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- 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. Requirements for Mutual Consent for Alterations:

- B.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.

- B.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.
- B.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.
- B.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.
- B.5. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

C. Requirements for Final Inspection by Manor Alterations:

- C.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan 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.

- C.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

### **General Conditions:**

#### **G. General Conditions**

- G.1. Conformance Deposit: Not Applicable
- G.2. No improvement shall be installed, constructed, modified or altered at 5110, ("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.3. 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, with reasonable notice, to inspect the permitted improvements, and for their representatives and contractors to remedy any violation upon the Property, including, but not limited to, unauthorized disturbance of regulated materials, removing trash from common areas, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval. Any remedial work performed on behalf of the manor owner as a result of violations to Mutual policy and/or regulatory violations will be processed as a chargeable service.
- G.4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5110 and all future Mutual Members at 5110.

- G.5. 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.6. 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.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 invitees.
- G.8. 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.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.
- G.10. Must obtain an approved Mutual Consent application within 180 days or 6 months of the variance approval before it is expired.
- G.11. 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.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 City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. 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 Notice of Approval issued by Manor Alterations, 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.

ATTACHMENT 6  
DRAFT RESOLUTION

**RESOLUTION 03-22-XX**

**Variance Request**

**WHEREAS**, Mr. Paul Lee of 5110 Miembro, a Villa Serena style manor, requests Architectural Controls and Standards Committee approval of a variance for an office on front the patio, master bedroom room extension, third bathroom install, relocating kitchen, living room, and dining room, 10' sliding glass door in living room, entry door relocation; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on November 28, 2022; and,

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for an office on front the patio, master bedroom extension, third bathroom install, relocating kitchen, living room, and dining room, 10' sliding glass door in living room, entry door relocation;

**NOW THEREFORE BE IT RESOLVED**, on November 28, 2022, the Architectural Controls and Standards Committee hereby approves the request for an office on front the patio, master bedroom room extension, third bathroom install, relocating kitchen, living room, and dining room, 10' sliding glass door in living room, entry door relocation; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5110 Miembro and all future Mutual Members at 5110 Miembro; 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.



## STAFF REPORT

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**DATE:** November 28, 2022  
**FOR:** Architectural Controls and Standards Committee  
**SUBJECT:** Revision to Architectural Standard 26: Skylight Installations

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### **RECOMMENDATION**

Approve a resolution to revise Architectural Standard Section 26 – Skylight Installations

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology. There are currently 40 Architectural Standards available for members to use to perform alterations to their manor. Architectural Standard Section 26 – Skylight Installations was last revised in June 2018, via Resolution 03-18-92.

### **DISCUSSION**

The ACSC has reviewed the existing Architectural Standard Section 26 – Skylight Installations and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or mutual policies. The proposed revisions to the Standard are as follows:

- § **2.3** Skylight(s) installed on any roof under warranty with the Mutual's reroofing contractor shall ~~require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. be sealed using the same specifications in force at that time.~~
- § **2.4** Roofing ~~repairs and installation~~ must be in strict conformance with the ~~International Code Council (I.C.C.)~~, Third Mutual Standards, and standard drawings.
- § **2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the ~~National Electrical Code (N.E.C.)~~.
- § **2.6** Skylight ~~glazings~~ shall be ~~in keeping with the architecture of the building and be~~ either off-white or smoke tinted in color.  
~~2.6 . Approval by the Alterations Department office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights.~~ Clear skylights are not acceptable on any roof. All skylight glazing shall match in style with the existing skylights on the same roof. Any deviation in style will require review and approval by Manor Alterations and/or may require Architectural Controls and Standards Committee (ACSC) approval.



- § **2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by ~~the Permits and Inspections office~~ Manor Alterations.
- § **2.8** Maximum skylight size shall not exceed International Building Code and Title 24 requirements. ~~All non-standard skylights are to be reviewed by the Mutual's Board of Directors.~~
- § **2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International ~~Code Building Council Code~~ (I.~~CB.C.~~), State and/or City Standards.
- § **2.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with ~~Galvanized or equal~~ hex-head screws ~~with neoprene washers~~ to aid in removal during reroofing.
- § **2.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos ~~removal~~ ~~abatement~~ procedures.
- § **2.13** All skylights shall be of ~~International Conference of Building Officials~~ (ICBO) approved double lens construction.
- § **2.15** ~~No Modification of trusses and other structural members are not allowed unless such modifications are properly engineered and submitted to the City for review and approval. A complete set of plans and structural calculations and associated City Building permit is required to be submitted to Manor Alterations prior to the start of the work and a complete set of as-builts upon completion of the work along with a copy of the City finalized permit. shall be cut in the installation of skylights.~~

### **FINANCIAL ANALYSIS**

There is no financial impact to the mutual if these revisions are implemented.

**Prepared By:** Gavin Fogg, Manor Alterations Interim Manager

**Reviewed By:** Baltazar Mejia, Maintenance & Construction Assistant Director

### **ATTACHMENT(S)**

Attachment 1 – Current Resolution 03-18-92

Attachment 2 – Current Standard 26: Skylight Installations

Attachment 3 – Revised Resolution 03-22-XX

Attachment 4 – Redlined Revised Standard 26: Skylight Installations

Attachment 5 – Final Draft Standard 26: Skylight Installations

**Attachment 1 – Current Resolution 03-18-92**

**RESOLUTION 03-18-92**

**Revise Alteration Standard Section 26: Skylight Installations**

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 26: Skylight Installations.

**NOW THEREFORE BE IT RESOLVED**, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 26: Skylight Installations;

**1.0    GENERAL REQUIREMENTS**

**See Standard Section 1: General Requirements**

**2.0    APPLICATIONS**

- 2.1**    Skylights may be of openable or fixed type.
- 2.2**    Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3**    Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4**    Roofing must be in strict conformance with the I.B.C., Third Mutual Standards, and standard drawings.
- 2.5**    Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6**    Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the Alterations Division office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof.
- 2.7**    One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8**    Maximum skylight size shall not exceed International Building Code and Title 24 requirements. All non-standard skylights are to be reviewed by the Mutual's Board of Directors.
- 2.9**    Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Building Code (I.B.C.), State and/or City Standards.
- 2.10**    Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11**    No skylight shall be installed within 12" of any vent, ridge, or vertical structure.

- 2.12 Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13 All skylights shall be of ICBO approved double lens construction.
- 2.14 Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15 **No trusses shall be cut in the installation of skylights.**

**RESOLVED FURTHER**, that Resolution 03-03-43 adopted May 20, 2003, is hereby superseded in its entirety and no longer in effect; and

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

## **Attachment 2 – Current Standard 26**



### **STANDARD 26: SKYLIGHT INSTALLATIONS**

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

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

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED MAY 2018, RESOLUTION 03-18-92

#### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

#### **2.0 APPLICATIONS**

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing must be in strict conformance with the I.B.C., Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the Alterations Department office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof.



- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8** Maximum skylight size shall not exceed International Building Code and Title 24 requirements. All non-standard skylights are to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Building Code (I.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of ICBO approved double lens construction.
- 2.14** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15** **No trusses shall be cut in the installation of skylights.**

**Attachment 3 – Revised Resolution**

**RESOLUTION 03-22-XX**

**Revised Architectural Standard 26: Skylight Installations**

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Architectural Standard Section 26: Skylight Installations;

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors of this Corporation hereby introduces the attached Architectural Standard 26: Skylight Installations; and

**RESOLVED FURTHER**, that Resolution 03-18-92 adopted May 15, 2018, is hereby superseded in its entirety and no longer in effect; and

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

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## Attachment 4 – Redlined Revised Standard 26: Skylight Installations



### **STANDARD 26: SKYLIGHT INSTALLATIONS**

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

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

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED JUNE 2018, RESOLUTION 03-18-92

REVISED JANUARY 2023, RESOLUTION 03-23-XX

#### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

#### **2.0 APPLICATIONS**

**2.1** Skylights may be of openable or fixed type.

**2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.

**2.3** Skylight(s) installed ~~on~~ in any roof, under warranty with the Mutual's reroofing contractor, shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. ~~be sealed using the same specifications in force at that time.~~

**2.4** Roofing repairs and installation must be in strict conformance with the International Code Council (I.C.B.C.), Third Mutual Standards, and standard drawings.

**2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the National Electrical Code (N.E.C.)

**2.6** Skylight glazings shall be ~~in keeping with the architecture of the building and be~~ either off-white or smoke tinted in color. ~~Approval by the Alterations Department office will be deemed in keeping with the existing architecture. All skylights shall match other~~



~~existing skylights.~~ Clear skylights are not acceptable on any roof. All skylight glazing shall match in style with the existing skylights on the same roof. Any deviation in style will require review and approval by Manor Alterations and/or may require Architectural Controls and Standards Committee (ACSC) approval.

**2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by ~~the Permits and Inspections office~~ Manor Alterations.

**2.62.8** Maximum skylight size shall not exceed International Building Code and Title 24 requirements. ~~All non-standard skylights are to be reviewed by the Mutual's Board of Directors.~~

**2.72.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International ~~Code~~ Building Council Code (I.~~CB~~.C.), State and/or City Standards.

**2.82.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with ~~Galvanized or equal~~ hex-head screws with neoprene washers to aid in removal during reroofing.

**2.92.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.

**2.102.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos ~~removal~~ abatement procedures.

**2.112.13** All skylights shall be of International Conference of Building Officials (ICBO) approved double lens construction.

**2.122.14** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.

**2.132.15** ~~No~~ Modification of trusses and other structural members are not allowed unless such modifications are properly engineered and submitted to the City for review and approval. A complete set of plans and structural calculations and associated City Building permit is required to be submitted to Manor Alterations prior to the start of the work and a complete set of as-builts upon completion of the work along with a copy of the City final permit. shall be cut in the installation of skylights.



## **STANDARD 26: SKYLIGHT INSTALLATIONS**

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

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

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED JUNE 2018, RESOLUTION 03-18-92

REVISED JANUARY 2023, RESOLUTION 03-23-XX

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed on any roof under warranty with the Mutual's reroofing contractor, shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense.
- 2.4** Roofing repairs and installation must be in strict conformance with the International Code Council (I.C.C.), Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the National Electrical Code (N.E.C.).
- 2.6** Skylight glazing shall be either off-white or smoke tinted in color. Clear skylights are not acceptable on any roof. All skylight glazing shall match in style with the existing skylights on the same roof. Any deviation in style will require review and approval by Manor Alterations and/or may require Architectural Controls and Standards Committee (ACSC) approval.

- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by Manor Alterations.
- 2.8** Maximum skylight size shall not exceed International Building Code and Title 24 requirements.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Code Council (I.C.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with hex-head screws with neoprene washers to aid in removal during reroofing.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos abatement procedures.
- 2.13** All skylights shall be of International Conference of Building Officials (ICBO) approved double lens construction.
- 2.14** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15** Modification of trusses and other structural members are not allowed unless such modifications are properly engineered and submitted to the City for review and approval. A complete set of plans and structural calculations and associated City Building permit is required to be submitted to Manor Alterations prior to the start of the work and a complete set of as-builts upon completion of the work along with a copy of the City finalized permit.