



OPEN MEETING

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

**Monday, August 22, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

At this time, 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. To access the link from your computer or smart device, go to: Lagunawoodsvillage.Com - Calendars - Third Laguna Hills Mutual - Click On The Meeting Box - Click Agenda - Click The Link
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call Meeting to Order / Establish Quorum
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Reports
 - a. July 25, 2022 – Regular Open Session
 - b. August 8, 2022 – Special Open Session
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

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

8. Over-The-Counter Variances

Third Architectural Controls and Standards Committee
Regular Open Meeting
August 22, 2022
Page 2 of 2

9. Variance Requests:
None.
10. Unfinished Business:
 - a. Revised Standard 10 – Doors, Exterior (Swing)
11. New Business
 - a. Revise “Final Step” Handout
 - b. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As a Chargeable Service

Concluding Business:

12. Committee Member Comments
13. Date of Next Meeting – September 26, 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, July 25, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

MEMBERS PRESENT: Jim Cook – Chair, Ralph Engdahl, John Frankel,
Nathaniel Ira Lewis, Cris Prince

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Mark Laws
Michael Butler, Michael Plean - Advisors

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Gavin Fogg – Manor Alterations Supervisor,
Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

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

2. Acknowledgement of Media

Chair Cook noted that there was no media present.

3. Approval of Agenda

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

4. Approval of Meeting Report for June 27, 2022

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

5. Chair's Remarks

None.

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

- A member commented on the status of her variance appeal. Staff will respond directly to the member with an update.

7. Division Manager Update

Mr. Mejia updated the committee on steps being taken to improve the variance process which include the committee having authorization to approve variances; tracking of prior approved variances will be brought to the committee each month; the revised fee schedule is being reviewed for both appropriate fees and which items should be included; a survey has been launched to gain feedback from residents; incoming calls are being recorded to provide customer satisfaction feedback; and the department is beta-testing an app that will allow resale inspectors to input their findings electronically.

Staff is working with the city to minimize the number of mutual consents that Manor Alterations needs to approve, for example, water heater replacements, which are not visible from outside the manor but still require a city permit. This item is being considered as a no-fee, no mutual consent "permitless" item but the database would still be updated to reflect the replacement. Additionally, E-filing services are being established with the city for convenience and efficiency.

Manor Alterations has brought in temporary staff to deal with shortages caused by Covid 19 cases; cross training of staff continues; Abraham Ballesteros has replaced Richard de la Fuente as Inspector II; and the search for a replacement for the Administrative Coordinator continues.

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

8. Over-The-Counter Variances

Hearing no objection, the Over-The-Counter Variances report was approved unanimously.

9. Variance Requests

- A. 3345-A Bahia Blanca (Malaga, P42) Allow Installed Brick Pavers to Remain in Common Area

Mr. Mejia presented the variance and the committee discussed details of the brick pavers.

A motion was made and approved unanimously to allow the pavers to remain at 3345-A Bahia Blanca.

B. 5206 Avenida Despacio (Villa Reposa Plan C11B 1) Allow Extension of Sloped Roof to Back of Garage

Mr. Mejia presented the variance and the committee discussed details of the proposed extended sloped roof. Director Lewis suggested that this type of variance be promoted by Manor Alterations.

A motion was made and approved unanimously to allow the extension of a sloped roof to the back of the garage at 5206 Avenida Despacio.

10. New Business:

- Consider sending the variance to allow of brick pavers to remain in place at resale to the board.

Items for Future Agendas:

- Review of Suggested Revisions to Disciplinary Rules for Contractors
- Further Review of Items Requiring a Variance
- Separate Revised Alterations Fee Schedule from Resale Fee Schedule

Director Lewis suggested clarifying the verbiage General Conditions items G2, G9 and G12.

Staff will review and make the appropriate updates so long as they do not conflict with language within the city building code regulations.

Concluding Business:

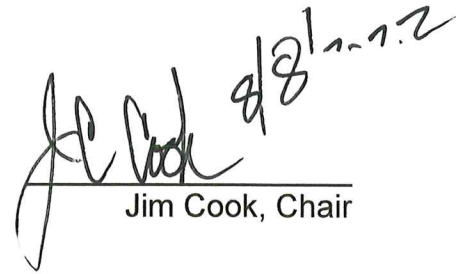
11. Committee Member Comments

None.

12. Date of Next Meeting – August 22, 2022

13. Adjournment

The meeting was adjourned at 10:12 a.m.

 8/8/22

Jim Cook, Chair

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



SPECIAL OPEN MEETING

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

**Monday, August 8, 2022 – 11:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

MEMBERS ABSENT: John Frankel

OTHERS PRESENT: **Third:** Mark Laws
Michael Butler, Michael Plean - Advisors

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

1. Call Meeting to Order / Establish Quorum

Chair Cook called the meeting to order at 11:30 a.m.

2. Approval of the Agenda

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

3. Member Comments

None.

4. Discuss and Consider the Proposed Variance Requests:

a. 3374-C: Extension of Patio and Adding a Screen Wall in Common Area

Chair Cook provided background on the variance request including that the owner previously applied for a variance request for 3 items; the committee approved two items and the third item was rejected. The owners then applied for an appeal on the last item and since the appeal did not take place in a timely manner, the variance was approved

per the established rules. Chair Cook requested this committee formally address this request once again to document the final resolution of the variance. After discussion, a motion was made and seconded to approve the variance and was ultimately passed by a vote of 3/2/0 (Directors Engdahl, Lewis, and Prince voting in favor, Voting Advisors Butler and Plean voting against).

Mr. Mejia joined the meeting at 11:37 a.m.

b. 5185: Retain Red Front Door

Mr. Mejia introduced the variance. After discussion, a motion was made and seconded to approve the variance and was ultimately passed by unanimous vote.

c. 5210: Approve Replacement of Existing Red Front Door with a New Red Front Door

Mr. Mejia introduced the variance. After discussion, a motion was made and seconded to approve the variance and was ultimately passed by unanimous vote.

5. Unfinished Business

a. Revised Resale Inspection Fee

Mr. Mejia presented the Revised Fee schedule and answered questions from the committee. Discussion ensued regarding the fees; the isolation of this section of the fee schedule from the fee schedule as a whole; the average amount of time staff spends on each resale inspection; and the wording of the resolution.

Staff was directed to clarify the language on the resolution before presenting to the Third Board.

After discussion, a motion was made and seconded to recommend the Third Board approve the Revised Resale Inspection Fee and was ultimately passed by unanimous vote.

6. New Business

a. Revised Standard 10 – Doors, Exterior (Swing)

Mr. Mejia presented the item and answered questions from the committee. Discussion ensued regarding additional door materials than those listed in the standard (metal, other composites); colors that door manufacturers use at this time; proposed generic wording options; exterior paint schedule; and the Neighbor Awareness Notice process.

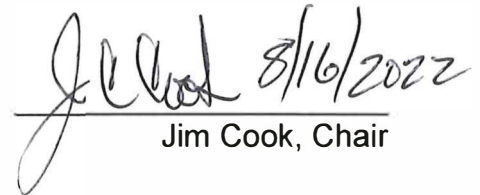
Ultimately, the motion and second was rescinded and the item was tabled for further revisions before being forwarded to the Board for a recommendation.

7. Committee Member Comments

- Advisor Plean commented on water heater replacements.
- Advisor Butler commented on common area usages rules.

8. Adjournment

The meeting was adjourned at 12:44 p.m.

 8/16/2022
Jim Cook, Chair

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

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Over-The-Counter Variances		
Date Approved by ACSC	Description of Variance	Approved Variances in August 2022
3/28/2022	Patio Cover Like-for-Like Improvements	5504-B

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STAFF REPORT

DATE: August 22, 2022
FOR: Third Architectural Controls and Standards Committee
SUBJECT: Revised Architectural Standard No. 10 – Exterior Doors

RECOMMENDATION

Staff recommends the Third Architectural Controls and Standards Committee (ACSC) recommend the Third Laguna Hills Mutual Board approve the revised Architectural Standard No. 10- Exterior Doors as proposed within Resolution 03-22-XX for the Revised Architectural Standard No. 10 – Exterior Doors dated August 22, 2022.

BACKGROUND

Third Architectural Standard No. 10 – Exterior Doors was originally adopted in 1989 and has been revised a number of times with the last revision in March 2018 with Resolution No. 03-18-40 (Attachment 1). A copy of the current Standard No. 10 is included as Attachment 2.

On August 8, 2022, the ACSC considered a preliminary revision to Standard No. 10, provided suggested revisions and requested that it comes back to Committee for consideration.

DISCUSSION

The number of manor remodels has increased in the last few years and with it is the implementation of more modern concepts in space utilization and modernization. Associated with this and newly adopted exterior colors for the various buildings in the Mutual, the number of requests for new colors for front doors has increased. However, Standard No. 10 – Exterior Doors, as currently written, only allows colors that match current colors of the building or trim, or be white.

The request for additional colors for new exterior doors to include colors that would match approved future door colors or new colors more in-line with current themes. Being cognizant that some colors may not complement the architecture of the buildings and its surroundings, staff recommends allowing colors to be included in the standard as follows:

1. White.
2. Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.

3. The current color of the building or trim.
4. Black.
5. Any of the new door colors approved (Attachment 3) but not yet painted.
6. Commonly used colors as per door manufacturer.
7. Colors approved via the variance process.

A redlined copy of Resolution No. 03-18-40 is attached for reference as Attachment 4. Resolution 03-22-XX (Attachment 5) enacted by the board would serve to update the existing Architectural Standard No. 10 – Exterior Doors (Attachment 6).

FINANCIAL ANALYSIS

There is going to be a small decrease in maintenance cost to the Mutual, as these alterations would now be the responsibility of the manor owner.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Robbi Doncost, Manor Alterations Manager

ATTACHMENT(S)

- Attachment 1 – Current Resolution 03-18-40
- Attachment 2 – Current Standard No. 10 – Exterior Doors
- Attachment 3 – Color Board
- Attachment 4 – Redlined Revised Resolution 03-22-XX
- Attachment 5 – Revised Resolution 03-22-XX
- Attachment 6 – Revised Standard No. 10 – Exterior Doors

Attachment 1 – Current Resolution 03-18-40

RESOLUTION 03-18-40

Revise Alteration Standard Section 10 - Doors, Exterior (Swing)

WHEREAS, the Architectural Controls and Standards Committee recognizes the necessity 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 10 - Doors, Exterior.

NOW THEREFORE BE IT RESOLVED, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 10 - Doors, Exterior (Swing);

2.0 TYPES OF DOORS

2.1 All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.

2.2 Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office. All costs of maintenance shall be borne by the Mutual member.

2.3 Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code.

2.4 Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Division.

3.0 APPLICATIONS

3.1 Doors shall be of wood, fiberglass or vinyl clad material. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.

3.2 Screen door additions are acceptable.

3.3 Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

3.4 Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.

3.5 Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

3.6 Existing header height must remain unchanged; and

RESOLVED FURTHER, Resolution 03-02-22, adopted March 18, 2003, is hereby superseded and canceled; and

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



SECTION 10 DOORS, EXTERIOR (SWING)

JANUARY 1989

REVISED AUGUST 2002, RESOLUTION M3-02-38

REVISED MARCH 2003, RESOLUTION 03-02-22

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

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

REVISED MARCH 2018, RESOLUTION 03-18-40

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 TYPES OF DOORS

- 2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.
- 2.2** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member.
- 2.3** Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code.
- 2.4** Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Department

3.0 APPLICATIONS

- 3.1** All doors shall be of wood, fiberglass, or vinyl clad materials. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.
- 3.2** Screen door additions are acceptable.
- 3.3** Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

- 3.4** Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.
- 3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.
- 3.6** Existing header height must remain unchanged.

Attachment 3 – Color Board



Attachment 4 – Redlined Revised Resolution 03-22-XX

RESOLUTION ~~03-18-40~~ 03-22-XX

Revise Alteration Standard Section 10 - Doors, Exterior (Swing)

WHEREAS, the Architectural Controls and Standards Committee recognizes the necessity 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 10 - Doors, Exterior.

NOW THEREFORE BE IT RESOLVED, ~~March 23, 2018~~ [DATE], that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 10 - Doors, Exterior (Swing);

2.0 TYPES OF DOORS

2.1 All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware. ~~Metal doors and other composite materials are also allowed provided that they meet current California Building Code requirements for entry doors.~~

2.2 Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office. All costs of maintenance shall be borne by the Mutual member.

2.3 Glass in entry doors ~~and other modern designs~~ may be allowed provided it follows the standards set for such installation as required by the current California Building Code.

2.4 Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Division.

3.0 APPLICATIONS

3.1 Doors shall be of wood, fiberglass, ~~metal~~, vinyl clad material ~~or other composite materials~~. Doors shall be ~~the body or trim color of the building, or be white. Doors may have natural or stained wood finish.~~

1. White
2. Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.
3. The current color of the building or trim.
4. Black
5. Any of the new door colors approved (Attachment 3) but not yet painted.

6. Commonly used door colors as per the door manufacturer.
7. Colors approved via the variance process.

3.2 Screen door additions are acceptable.

3.3 Door frames may not be replaced. ~~Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.~~

3.4 Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.

3.5 Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

3.6 Existing header height must remain unchanged; and

RESOLVED FURTHER, Resolution 03-02-22, adopted March 18, 2003, is hereby superseded and canceled; and

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

AUGUST INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

Attachment 5 – Revised Resolution 03-22-XX

RESOLUTION 03-22-XX

Revise Alteration Standard Section 10 - Doors, Exterior (Swing)

WHEREAS, the Architectural Controls and Standards Committee recognizes the necessity 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 10 - Doors, Exterior;

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 10 - Doors, Exterior (Swing); and

2.0 TYPES OF DOORS

2.1 All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware. Metal doors and other composite materials are also allowed provided that they meet current California Building Code requirements for entry doors.

2.2 Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office. All costs of maintenance shall be borne by the Mutual member.

2.3 Glass in entry doors and other modern designs may be allowed provided it follows the standards set for such installation as required by the current California Building Code.

2.4 Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Division.

3.0 APPLICATIONS

3.1 Doors shall be of wood, fiberglass, metal, vinyl clad material or other composite materials. Doors shall be:

1. White.
2. Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.
3. The current color of the building or trim.
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5. Any of the new door colors approved (Attachment 3) but not yet painted.
6. Commonly used door colors as per the door manufacturer.

7. Colors approved via the variance process.

3.2 Screen door additions are acceptable.

3.3 Door frames may not be replaced.

3.4 Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.

3.5 Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

3.6 Existing header height must remain unchanged; and

RESOLVED FURTHER, Resolution 03-18-40, adopted March 23, 2018, is hereby superseded and canceled; and

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

AUGUST INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

Attachment 6 - Revised Standard No. 10



SECTION 10 DOORS, EXTERIOR (SWING)

JANUARY 1989

REVISED AUGUST 2002, RESOLUTION M3-02-38

REVISED MARCH 2003, RESOLUTION 03-02-22

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

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

REVISED MARCH 2018, RESOLUTION 03-18-40

REVISED AUGUST 2022, RESOLUTION 03-22-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 TYPES OF DOORS

- 2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware. Metal doors and other composite materials are also allowed provided that they meet current California Building Code requirements for entry doors.
- 2.2** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office.
- 2.3** Glass in entry doors and other modern designs may be allowed provided it follows the standards set for such installation as required by the current California Building Code.
- 2.4** Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Department
- 2.5** All costs of maintenance shall be borne by the Mutual member.

3.0 APPLICATIONS

- 3.1** Doors shall be of wood, fiberglass, metal, vinyl clad material or other composite materials. Doors shall be:
 - 1. White.
 - 2. Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.
 - 3. The current color of the building or trim.
 - 4. Black
 - 5. Any of the new door colors approved but not yet painted.
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- 3.2** Screen door additions are acceptable.
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- 3.4** Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.
- 3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.
- 3.6** Existing header height must remain unchanged.

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FINAL STEPS

1. **TAKE (2 COPIES) OF YOUR APPROVED PERMIT DOCUMENTS TO THE CITY OF LAGUNA WOODS BUILDING DEPARTMENT TO CONTINUE THE PROCESS THERE.**

ADDRESS: 24264 EL TORO ROAD, LAGUNA WOODS, CA 92637

HOURS OF OPERATION: 7:30AM to 2:30PM (CLOSED FOR LUNCH 12pm to 1pm)

2. **ONCE FINISHED WITH YOUR PROJECT, CONTACT THE BUILDING DEPARTMENT AT THE CITY AND SCHEDULE A FINAL INSPECTION ONE WORKDAY IN ADVANCE BETWEEN 8am to 4pm FOR A NEXT DAY INSPECTION. BUILDING PERMITS HAVE TO BE SIGNED OFF BY THE CITY INSPECTOR IN ORDER TO BE ACCEPTED BY OUR OFFICE: 949-639-0500**
3. **ONCE YOUR CITY FINAL HAS BEEN SIGNED OFF PLEASE EMAIL THE SIGNED CITY FINAL TO ALTERATIONS@VMSINC.ORG.**
4. **WHEN YOUR CITY FINAL IS RECEIVED, OUR MUTUAL INSPECTOR WILL THEN PERFORM HIS OWN FINAL INSPECTION AS WELL BUT THIS **WILL NOT** REQUIRE YOU TO SCHEDULE AN APPOINTMENT OR TO BE AVAILABLE AS ALL. THIS WILL COMPLETE YOUR ALTERATION PROJECT WITH THE ASSOCIATION.**