



OPEN MEETING

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

**Monday, February 12, 2024 – 1:30 p.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 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 January 08, 2024
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 – None
9. Variance Requests
 - a. 5110: Variance for Extension of Rear Patio
10. Items for Discussion and Consideration
 - a. Revision to Resale Inspection Fees

11. Items for Future Agendas
 - a. Elimination of Standard 8: Porch Lift/Elevators
 - b. Proposed Standard 41B: Solar Panels, 3 Story Buildings
 - c. Proposed Standard 41C: Solar Panels, Carports and Patio Covers
 - d. Proposed Standard #: Flooring Guidelines for 2nd and 3rd Floors
12. Committee Member Comments
13. Date of Next Meeting: Monday, March 11, 2024 at 1:30 p.m.
14. Adjournment

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

Jim Cook, Chair
Alan Grimshaw, Manor Alterations Manager
Telephone: 949-597-4616



OPEN MEETING

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

**Monday, January 08, 2024 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Jim Cook – Chair, Ralph Engdahl, Andy Ginocchio (Alternate for Reza Karimi), Nathaniel Ira Lewis, Brad Rinehart, Advisors: Michael Butler, Lisa Mills

COMMITTEE MEMBERS ABSENT: Reza Karimi (Excused), Mike Plean (Advisor-Excused)

OTHERS PRESENT: S.K. Park

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Alan Grimshaw – Manor Alterations Manager, David Rudge – Inspector II, Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

Chair Cook called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

The agenda was amended to include item 10e. Elimination of Manor Alterations Conformance Deposit Fee. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report for December 11, 2023

The *Committee Members Absent* section was revised to remove Andy Ginocchio as absent being that he's an alternate, hearing no objection, the meeting report was unanimously approved as corrected.

4. Remarks of the Chair

None.

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

- A member commented on his request for consideration to reverse a decision by Manor Alterations regarding his mutual consent for a bedroom extension into common area.
- A member commented on the likelihood for a patio extension into common area and to confirm if her rain gutters are up to code. She also inquired about handicap allowance.
- A member commented on her concern regarding handicap resident's accessibility to enter their front door. The member suggested installing railings for the front step.

6. Response to Member Comments

- The committee informed the member that per Davis Stirling permanent structures and enclosed areas are not permitted into common area.
- The committee informed the member that patio extensions are not allowed in common areas; however, some of these areas may be covered with interlocking pavers through the variance process. The member was also advised to contact the Manor Alterations Department, so they can research whether the rain gutters are standard or a variance. Lastly the member was informed that the mutual complies with the California accessibility laws.
- The committee informed the member that she would need to put her request in writing to the Third Maintenance and Construction Committee.

7. Department Head Update

None.

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 – Hearing no objection, the Over-The-Counter Variance report was approved by unanimous consent.

5189: Request for Extend Entry into EUCA, Extended Rear Patio on Common Area and EUCA Area and Extend Master Bedroom into Private Garden on EUCA.

9. Variance Requests

None.

10. Items for Discussion and Consideration

a. Elimination of Low-Flow Toilet Statement of Compliance

A motion was made to recommend the Third Board approve the elimination of the Low-Flow Toilet Statement of Compliance. Hearing no objection, the motion was approved by unanimous consent.

b. Revision to Architectural Standard 8: Porch Lift/Elevators

A motion was made to recommend that the standard be reviewed by legal counsel prior to it going to the Third Board. Hearing no objection, the motion was approved by unanimous consent.

c. Revision to Architectural Standard 21: Patio Slabs

The committee requested a revision to section 3.3. by adding "Wire mesh or #3 rebar reinforcement recommended **as a minimum**".

A motion was made to recommend the Third Board approve the standard with the suggested edits. Hearing no objection, the motion was approved by unanimous consent.

d. Discussion on Flooring on 2nd and 3rd Floors

Mr. Grimshaw advised the committee that staff's recommendation is to provide the membership with sound guidelines as opposed to mutual approved flooring materials. The committee had concern with its practicality. Are the requirements achievable? Will it work with hard wood flooring? Mr. Grimshaw pointed that there are products on the market now that meet these guidelines. Additionally, the member can have the construction of the flooring itself (e.i. wood framing, concrete) tested by acoustical engineering to come up with a base IIC rating to install the sound cushioning.

A motion was made to recommend that staff draft a standard for noise insulation on 2nd and 3rd floors. Hearing no objection, the motion was approved by unanimous consent.

e. Elimination of Manor Alteration Conformance Deposit Fee

A motion was made to recommend the Third Board approve the elimination of the Manor Alteration Conformance Deposit Fee. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- a. Revision to Resale Inspections Policy
- b. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- c. Proposed Architectural Standard 41C: Solar Panels, Carports and Patio Covers
- d. Proposed Architectural Standard #: Noise Insulation on 2nd and 3rd Floors

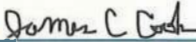
12. Committee Member Comments

- Advisor Mills recommended updating the floor plans for manors with garages. The floor plans currently show the patio extending across the back end. Secondly, seeing if the City of Laguna Hills can forward the city final to Manor Alterations without requiring that the member physically drop it off to expedite the process.
- Advisor Butler had concerns regarding maintenance responsibility if a member uses the lift/elevator without the permission of the owner.

13. Date of Next Meeting: Monday, February 12, 2024 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 2:44 p.m.


JIM COOK (Jan 29, 2024 08:18 PST)
Jim Cook, Chair

Jim Cook, Chair
Alan Grimshaw, Manor Alterations Manager
Telephone: 949-597-4616

Third ACSC – Monday, February 12, 2024

Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	5110	Extension of Rear Patio	<p><u>GENERAL NOTES:</u></p> <ul style="list-style-type: none">• 5110 is a one-unit Manor.• Variance to extend Rear Patio with installation of Interlocking Pavers per Standard 21 on Rear Common Area 4'-6" x 40'-0. <p>Staff Recommendation: Approve</p>

(*) 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

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Manor 5110

Variance Request Form

SA _____

Model: <u>Villa Serena</u>	Plan: _____	Date: <u>1/7/2024</u>
Member Name: [REDACTED]	Signature: [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Caleb Construction Inc</u>	Phone: <u>714-313-2022</u>	E-mail: <u>Nlee725@gmail.com</u>
Owner Mailing Address: (to be used for official correspondence) [REDACTED]		

Description of Proposed Variance Request ONLY:

patio extension at rear Common Area
with interlocking pavers as per plan attached

Dimensions of Proposed Variance Alterations ONLY:

Rear patio extended interlocking paver
dimension is 40'-0" x 4'-6"

FOR OFFICE USE ONLY

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

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

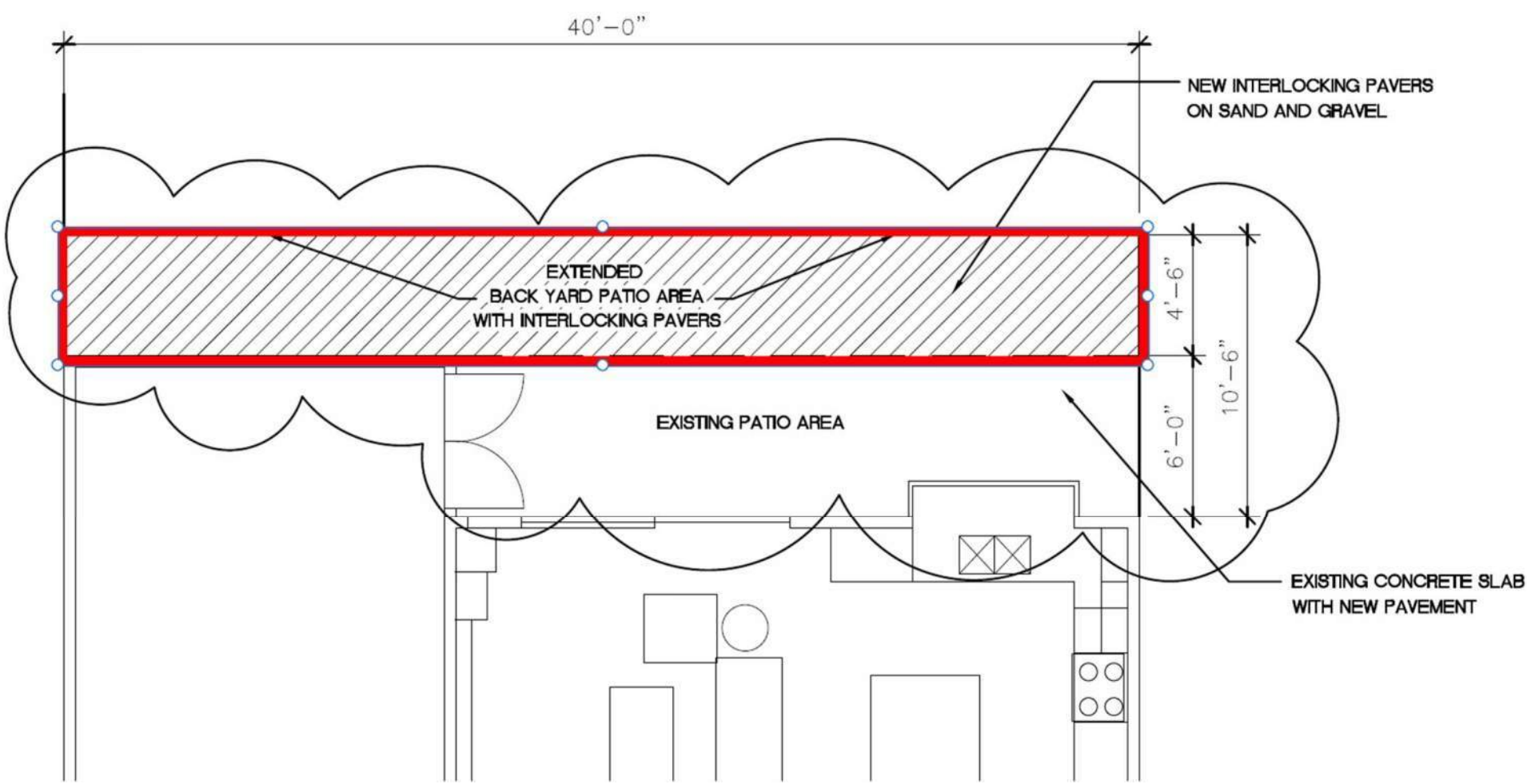
United M&C Committee: _____

Board Meeting: _____

- ☐ Denied ☐ Approved
- ☐ Tabled ☐ Other _____

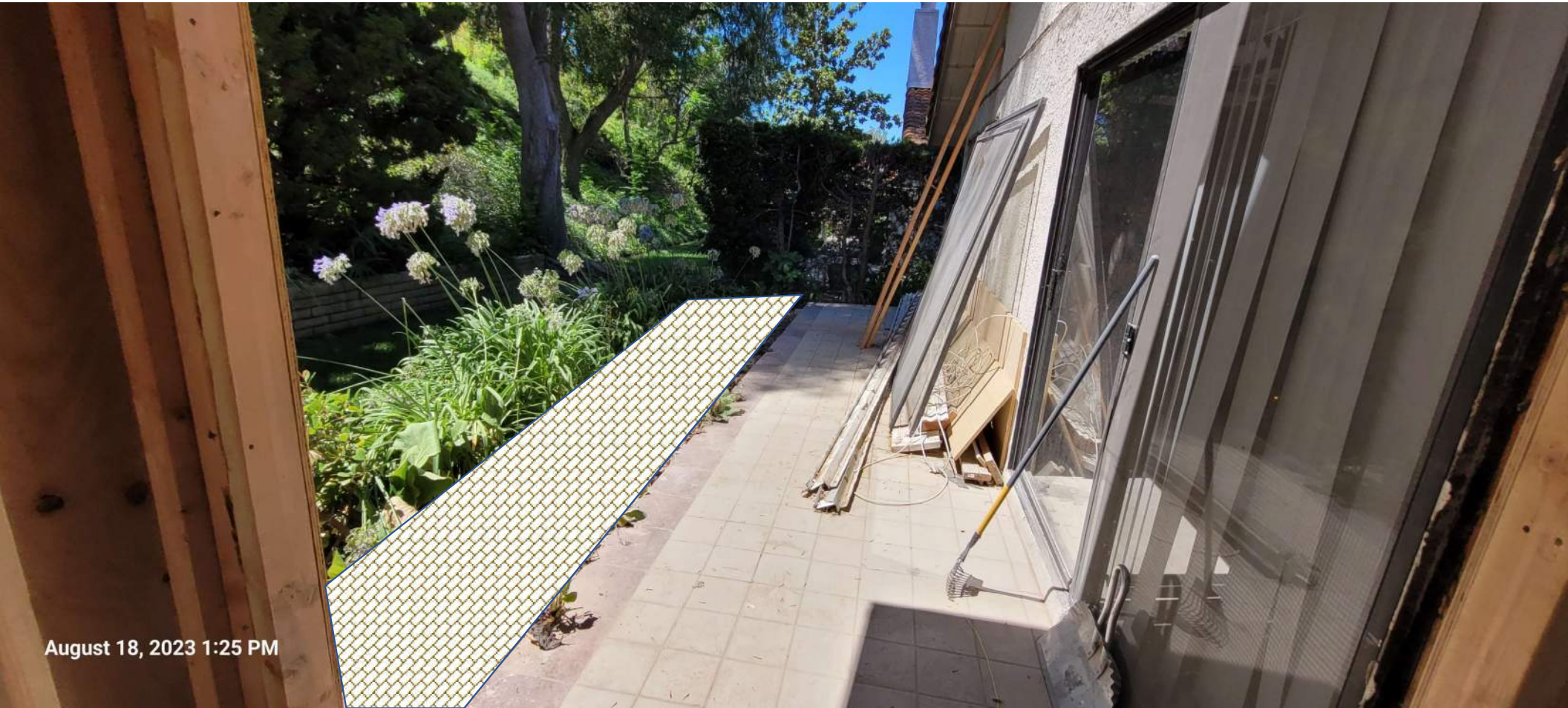
ATTACHMENT 2
PHOTOS

5110 Extend Patio 4'6" x 40'-0" Interlocking Pavers



ATTACHMENT 2
PHOTOS

5110 Extend Patio 4'6" x 40'-0" Interlocking Pavers

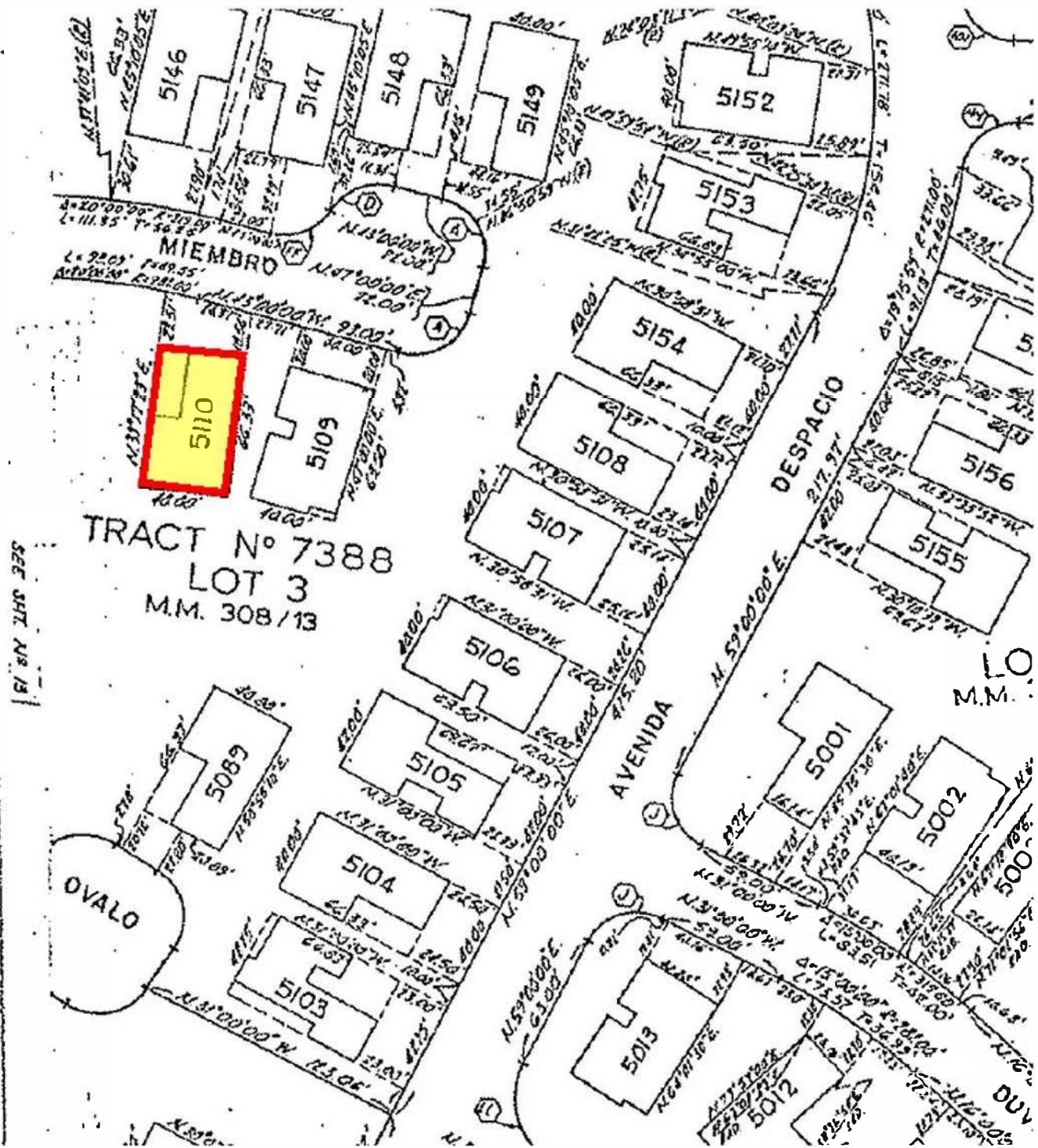


August 18, 2023 1:25 PM

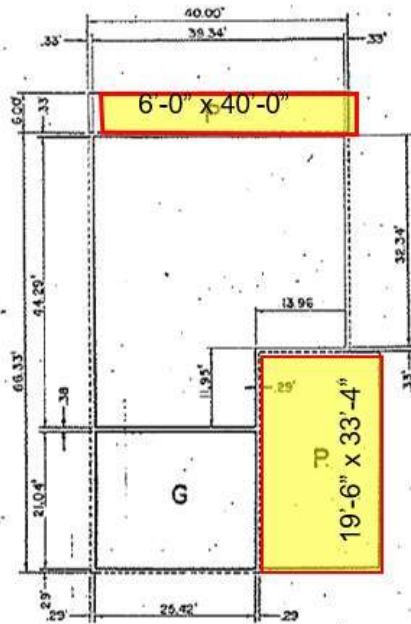
ATTACHMENT 3
AERIAL



ATTACHMENT 3
LOCATION MAP

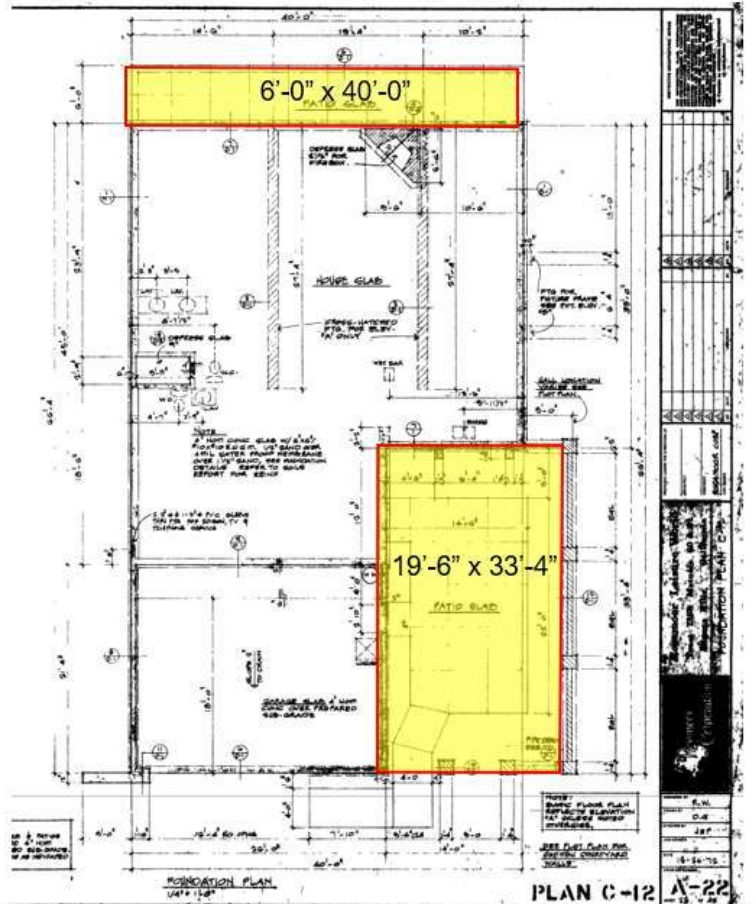


5110 Exclusive Use Common Area



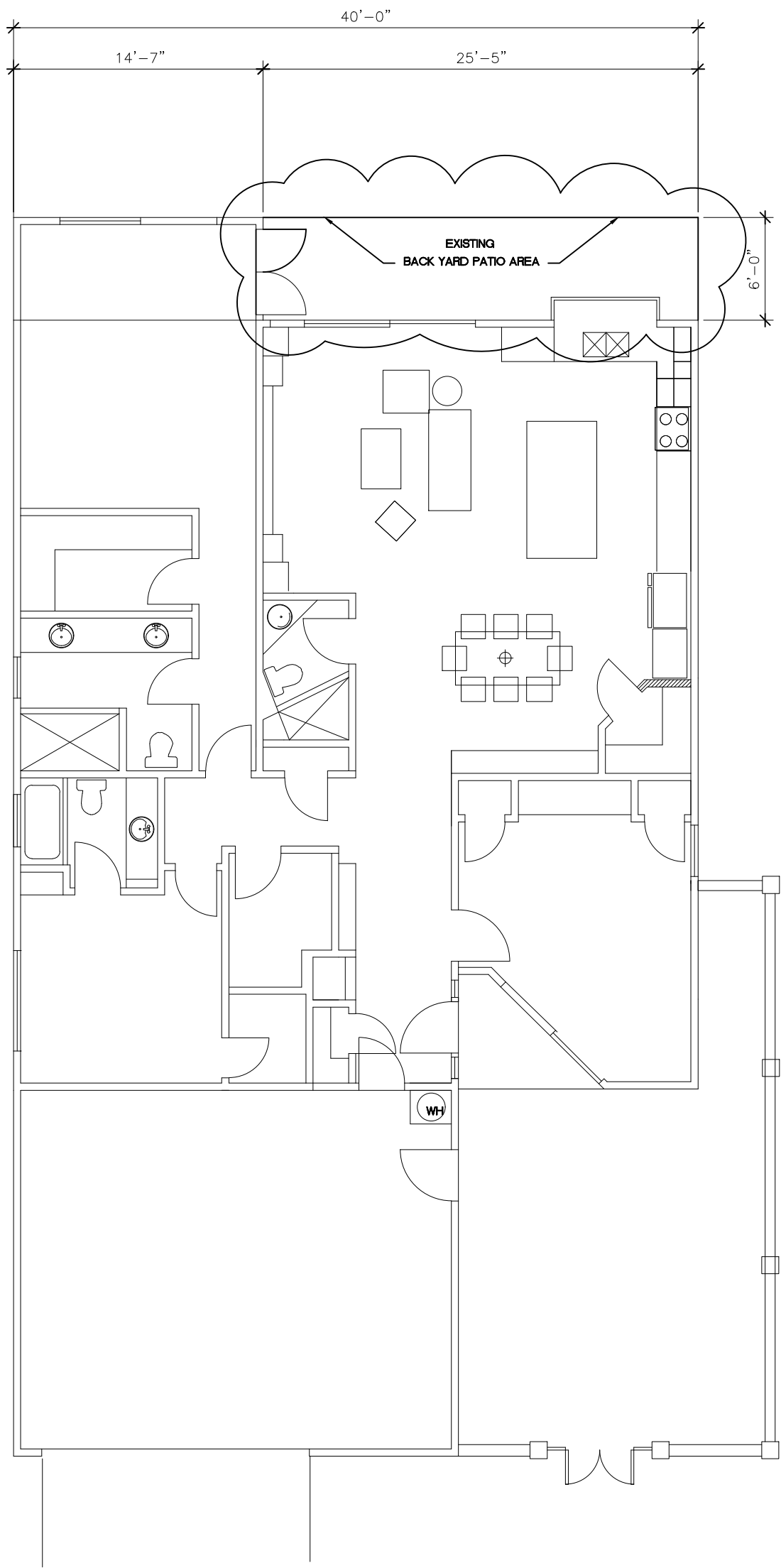
PLAN C-12

TYPICAL FOR Bldgs. R5001, 5003, 5006, 5008, R5012, 5016, R5017, R5022, 5024, R5032, R5036, R5039, 5042, 5048, 5051, R5057, R5060, R5062, R5065, R5067, 5072, R5076, 5079, R5080, R5082, R5084, 5085, R5087, R5089, 5090, R5093, 5102, R5104, 5108, 5110, R5111, 5121, R5122, 5129, R5140, 5146, R5147, 5148, R5149, R5151, R5154, R5156, 5157, 5162, R5163, 5164.



PLAN C-12 A-22

ATTACHMENT 4
FLOOR PLANS



EXISTING PERMITTED FLOOR PLAN

SCOPE OF WORK; VARIANCE

REAR PATIO AREA EXTENSION with INTERLOCKING PAVERS: 40'-0" X 4'-6"

LEGAL DESCRIPTION:
5110 MIEMBRO LAGUNA WOODS CA
OCCUPANCY: R1
CONSTRUCTION TYPE: TYPE 5

SHEET NO.

V1

OF 2

REMODEL FOR:

MRS. BONG SONG

5110 MIEMBRO

LAGUNA WOODS CA 92637

714-313-2022

ISSUE DATE: JULY-31-2023

CALIB CONSTRUCTION

5330 BURNWOOD DR.

BUENA PARK CA 90621

962-572-3898

KEY PLAN

NOT TO SCALE

MRS. BONG SONG'S RESIDENCE

5110 MIEMBRO LAGUNA WOODS CA 92637

5110 MIEMBRO CA

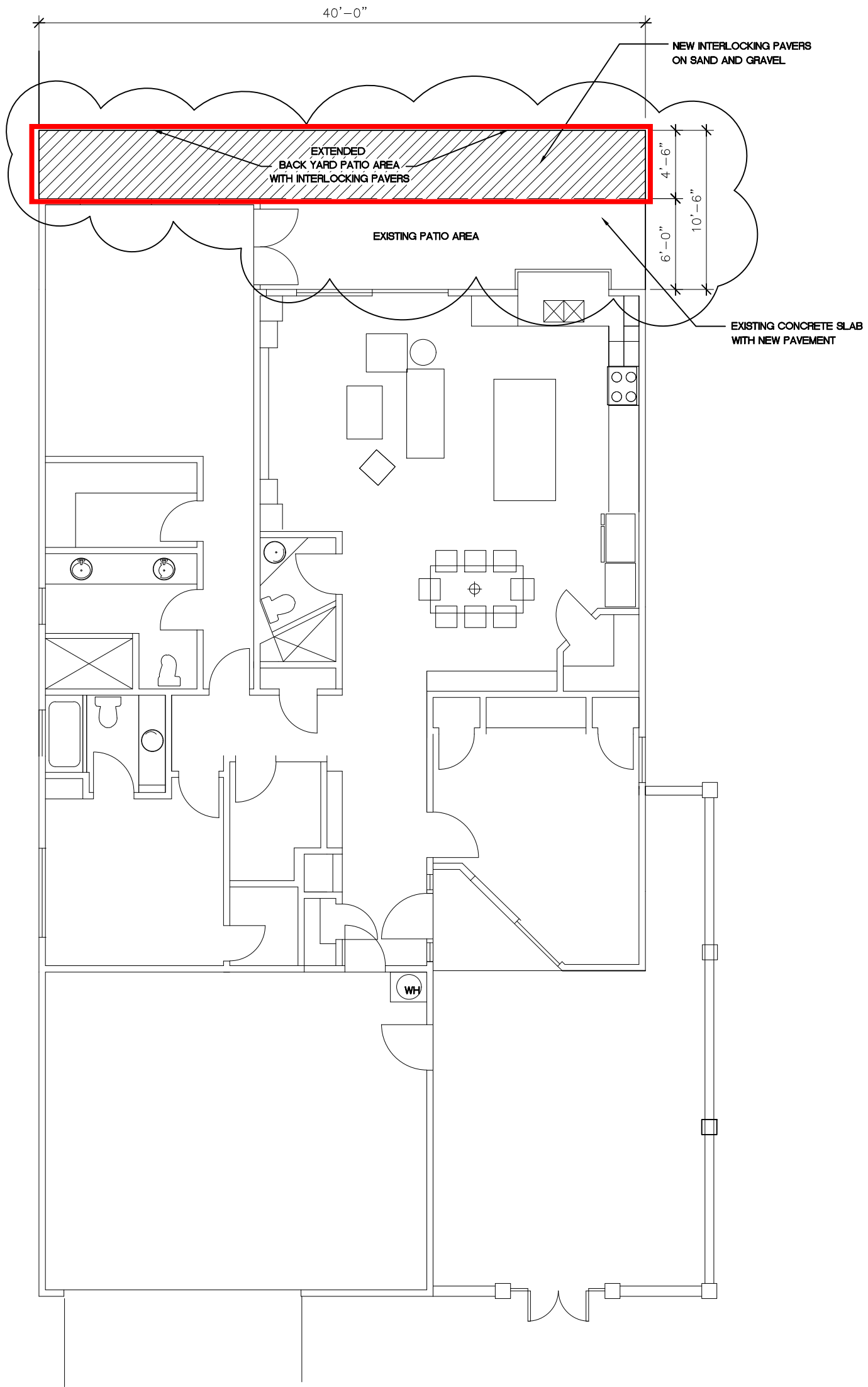
LAGUNA WOODS CA 92637

TEL: (952) 572-3898

FAX: (714) 880-6708

CALIB CONSTRUCTION

ATTACHMENT 4
APPLICATION PLANS



PROPOSED FLOOR PLAN

<p>SHEET NO.</p> <p>V2</p> <p>OF 2</p>	<p>REMODEL FOR:</p> <p>MRS. BONG SONG</p> <p>5110 MIEMBRO</p> <p>LAGUNA WOODS CA 92637</p> <p>714-313-2022</p>	<p>ISSUE DATE: JULY-31-2023</p> <p>CALEB CONSTRUCTION</p> <p>5330 BURNWOOD DR.</p> <p>BUENA PARK CA 90621</p> <p>926-572-3898</p>	<p>KEY PLAN</p> <p>NOT TO SCALE</p>	<p>MRS. BONG SONG'S RESIDENCE</p> <p>5110 MIEMBRO LAGUNA WOODS CA 92637</p>	<p>CALEB CONSTRUCTION</p> <p>5741 AMWOOD CR.</p> <p>PALLETTON CA 92666</p> <p>TEL: (926) 672-6866</p> <p>FAX: (714) 880-6708</p>
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CONDITIONS OF APPROVAL

Manor: 5110

Variance Description: Request 4'-6" x 40'-0" Patio Extension per Standard 21 Interlocking Pavers on Common Area.

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 pay a fee of \$750.00 and 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 Exclusive Use of Common Area Revocable License" 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. 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. Materials and Methods:

- B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
- B.2. Pavers installation must be set in compacted subgrade per Standard 21.

- B.3. Prior to the issuance of a Mutual Consent for Alterations, a sample of the stone veneer to be installed shall be provided to Manor Alterations for review and approval.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- C.2. Prior to the Issuance of a Mutual Consent for Manor Alterations if required, an acoustical impact report shall be prepared by a licensed acoustics engineer regarding the proposed improvement and must be submitted to the Division office located in the Laguna Woods Village Community Center for consideration and approval by Manor Alterations Division.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations if required, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.
- C.4. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- C.5. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements

proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.

- C.6. Prior to the issuance of a Mutual Consent for Manor Alterations if required, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

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

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at **5110 Miembro**, ("Property") within the Third Laguna Hills Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department, and their representatives, a right of entry upon the Property, 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.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at **5110 Miembro** and all future Mutual Members at **5110 Miembro**
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered

resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

- G.9. Must obtain an approved Mutual Consent application within 180 days or 6 months of the variance approval before it is expired.
- G.10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Exclusive Use Revocable License" 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 Exclusive Use of Common Area Revocable License" must be filed with the Orange County Clerk/Recorder.
- 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 Laguna Hills Mutual 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 03-24-XX

Variance Request

WHEREAS, Member located at 5110 Miembro, a Villa Serena style manor, requests the Architectural Control and Standards Committee approval of a variance for 4'-6" x 40'-0" patio extension per Standard 21 Interlocking Pavers 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on February 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance for 4'-6" x 40'-0" patio extension per Standard 21 Interlocking Pavers on common area;

NOW THEREFORE BE IT RESOLVED, on February 20, 2024, the Third Laguna Hills Mutual Board hereby approves the variance for 4'-6" x 40'-0" patio extension per Standard 21 Interlocking Pavers 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 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

DATE: February 12, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Resale Inspection Fees

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the revised Resale Inspection Fees.

BACKGROUND

The ACSC initiated a review of the current Resale Inspection Fees. Which were last revised in December 2007, via Resolution 03-07-119 (Attachment 1).

DISCUSSION

The attached Resale Inspection Cost Analysis (Attachment 2) shows that the current fee structure for resale inspections does not fully cover the costs to perform said inspections. Staff proposes a revised fee structure that not only recovers the cost for time staff spends processing these inspections but allows for the flexibility to not charge for final inspections, if during the first inspection it is determined that there are no member corrections or deficiencies.

FINANCIAL ANALYSIS

It is anticipated that if the Revised Resale Inspection Fees are approved, the revenue to the mutual will increase by approximately \$52,826 from \$44,250 to \$97,076 based on an estimated 295 inspections from 3/19/24 to 12/31/24.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor
Steve Hormuth, Financial Services Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-07-119
Attachment 2 – Resale Inspection Cost Analysis
Attachment 3 – Revised Resolution 03-24-XX

RESOLUTION 03-07-119

WHEREAS, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the Mutual's financial responsibility; and

WHEREAS; a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associate with the transactions;

NOW THEREFORE BE IT RESOLVED, December 18, 2007 that the Board of Directors of this Corporation hereby increases the Resale Inspection Fee from \$80 to \$115; and

RESOLVED FURTHER, that such fee shall be charged as follows: \$60 for the first inspection, \$55 for the final inspection, if necessary, and each charge will be billed separately; and

RESOLVED FURTHER, that the first inspection portion of the fee will be billed as a chargeable service to the seller upon completion of the first

inspection, and the final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, that Resolution M3-80-44 adopted April 15, 1980 and M3-80-145 adopted December 16, 1980 are hereby superseded and cancelled; 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.

THIRD LAGUNA HILLS MUTUAL

Cost Analysis

THIRD RESALE INSPECTION & REPORT FEES CURRENT & PROPOSED

		Current Fees	
Current Fees: \$115		\$	44,250
Current Fee is as follows:			
1st Inspection: \$60		\$	26,550
Final Inspection \$55		\$	17,700
Anticipated resales inspections (from 3/19/2024-12/31/24)		295	
1st Inspection Costs:			
	2024 Bill Rates	Hrs.	Total
Initial Request for Inspection	\$ 41.92	0.5	\$ 20.96
Research of Manor	\$ 41.92	1.5	\$ 62.88
Assembly of Archive & Material	\$ 41.92	0.5	\$ 20.96
Generate Packet	\$ 41.92	0.25	\$ 10.48
Schedule Inspection	\$ 41.92	0.2	\$ 8.38
Inspection	\$ 41.92	1	\$ 41.92
Prepare Draft Report	\$ 41.92	0.5	\$ 20.96
Final First Inspection Report	\$ 41.92	0.75	\$ 31.44
Report Issuance	\$ 41.92	0.2	\$ 8.38
Misc. Calls and Coordination	\$ 41.92	0.5	\$ 20.96
			\$ 247.33
	Proposed Fee (1st Inspection):		\$248.00
Re-Inspection Costs (to be charged when a Final Inspection is requested and it does not pass):			
	2024 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 41.92	0.5	\$ 20.96
Inspection	\$ 41.92	0.5	\$ 20.96
Inform Member of Failed Inspection	\$ 41.92	0.1	\$ 4.19
			\$ 46.11
	Proposed Fee (Re-Inspection):		\$47.00
Final Inspection Costs:			
	2024 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 41.92	0.5	\$ 20.96
Final Inspection	\$ 41.92	0.5	\$ 20.96
Prepare Final Inspection Report	\$ 41.92	0.75	\$ 31.44
Report Issuance	\$ 41.92	0.2	\$ 8.38
			\$ 81.74
Anticipated resales inspections (from 3/19/2024-12/31/24)		295	
	Proposed Fee (Final Inspection):		\$82.00
Resales Inspections Projected Annual Revenue:		\$ 97,076.24	
Resales Inspections Projected Annual Revenue Increase:		\$ 52,826.24	

RESOLUTION 03-24-XX
REVISED RESALE INSPECTION FEE

WHEREAS, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the mutual's financial responsibility; and

WHEREAS, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associated with the transactions;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby revises the Resale Inspection Fees as follows:

First Inspection	\$248
Re-Inspection (if required)	\$ 47
Final Inspection (if required)	\$ 82

RESOLVED FURTHER, that each charge will be billed separately; and

RESOLVED FURTHER, that when a progress inspection is requested or when a request for final inspection fails, the Member will be charged a re-inspection fee; and

RESOLVED FURTHER, no fee will be charged for a final inspection if, after the first inspection, it is determined that there are no corrections for the member to complete prior to the close of escrow; and

RESOLVED FURTHER, that the first inspection portion of the fees will be billed as a chargeable service to the seller upon completion of the first inspection, and the re-inspection and final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, Resolution 03-07-119 adopted December 18, 2007, 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.

MARCH 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.

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