



OPEN MEETING

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

**Monday, June 10, 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 May 13, 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
9. Variance Requests
 - a. 2269-P: Variance to Install Acorn Stairlift in Common Area

10. Items for Discussion and Consideration
 - a. Revision to Standard 6: Block Walls
 - b. Discussion Standard 41: Solar Panels, 1 Story Buildings
 - c. Discussion Standard 41A: Solar Panels, 2 Story Buildings
 - d. Discussion “Your Mutual Resale Fees at Work” handout
 - e. Discussion Ways to Get Information on Your Manor
 - f. Announcement “Helpful Tips to Expedite Resale Process” article in The Village Breeze Coming Soon
11. Items for Future Agendas
 - a. Revision to Standard 11A: Flooring for Second and Third Floor Manors & the Elimination of the Third Laguna Hills Mutual Interior Hard-Surface Flooring Complaint Rules
 - b. Revision to Standard 18: Gutters and Downspouts
 - c. Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl
 - d. Revision to Standard 34: Windows & Window Attachments
 - e. Enact Standard 41C: Solar Panels, Carports and Patio Covers
12. Committee Member Comments
13. Date of Next Meeting: Monday, July 08, 2024 at 1:30 p.m.
14. Recess: At this time, the meeting will recess for a short break and reconvene to Closed Session to discuss the following matters:

Closed Session Agenda

Approval of the Agenda

Chair’s Remarks

Discuss Contractual Matters

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

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

**Monday, May 13, 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, Andy Ginocchio (Alternate for Brad Rinehart), Reza Karimi, Nathaniel Ira Lewis, David Veeneman, Advisors: Mike Butler, Lisa Mills

COMMITTEE MEMBERS ABSENT: Brad Rinehart (Excused), Mike Plean (Advisor-Excused)

OTHERS PRESENT: S.K. Park

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director (In the Audience), Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, 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

Chair Cook asked for approval of the agenda.

Director Lewis made a motion to approve the agenda. Director Karimi seconded.

Hearing no objection, the agenda was approved by unanimous consent.

3. Approval of the Meeting Report for April 08, 2024

Chair Cook asked for approval of the meeting report.

Director Veeneman made a motion to approve the meeting report. Director Karimi seconded.

Hearing no objection, the meeting report was approved by unanimous consent as written.

4. Remarks of the Chair

None.

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

None.

6. Response to Member Comments

None.

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** – None.

9. Variance Requests

- a. 3412-A: Variance to Install a Patio Enclosure on an Existing Patio

One member commented on the variance request and staff responded.

Chair Cook asked for approval of the variance.

Director Karimi made a motion to approve the variance. Director Lewis seconded.

Hearing no objection, the variance to install a patio enclosure on an existing patio was approved by unanimous consent.

10. Items for Discussion and Consideration

- a. Revision to Standard 47: Bathroom Splits

Chair Cook asked for approval of the revised standard.

Director Ginocchio made a motion to approve the revised standard. Director Veeneman seconded.

Hearing no objection, the motion to recommend the revised Standard 47: Bathroom Splits was approved by unanimous consent.

b. Discussion Enact Standard 41C: Solar Panels, Carports and Patio Covers

Staff asked for direction from the Architectural Control and Standards Committee on how they want to proceed, Director Rinehart to provide proposal.

11. Items for Future Agendas

- Revision to Standard 11A: Flooring for Second and Third Floor Manors & the Elimination of the Third Laguna Hills Mutual Interior Hard-Surface Flooring Complaint Rules
 - Two members commented on this issue and staff responded.
- Revision to Standard 34: Windows & Window Attachments
- Third Mutual Resale Inspections: Roles & Responsibilities

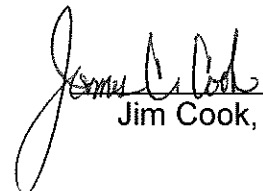
12. Committee Member Comments

- Advisor Mills suggested that the Third Laguna Hills Mutual in order to encourage members to replace their 10 year or older water heaters by offering a monetary incentive to do so. That incentive might decrease the possibility of water intrusion events that cause thousands of dollars of damage. Chair Cook offered to bring the issue to the Third Maintenance and Construction Committee and request a publication on *What's Up in the Village* and *The Village Breeze*. Even without a monetary incentive members should entertain the replacement of older water heaters as the member is ultimately responsible for all damages their water heater may cause.

13. Date of Next Meeting: Monday, June 10, 2024 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 2:15 p.m.



Jim Cook, Chair

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

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	Over-The Counter Variances	
Approved Variances in	Description of Variance	Previously Approved Resolution #
2173-A	<ul style="list-style-type: none"> • Install Pavers on Common Area for Golf Car 	03-22-112
3282-B	<ul style="list-style-type: none"> • Install Fence to Enclose Common Area at Entry 	03-23-39 03-23-98

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Third ACSC – Monday, June 10, 2024

Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	2269-P	Install Acorn Stairlift in Common Area	<p><u>GENERAL NOTES:</u></p> <ul style="list-style-type: none">• 2269-P is one of eight manors.• The stairlift is up to two units and the adjacent unit has approved the installation. <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 2269-P

Variance Request Form

SA 21922948

Model: <u>Castilla</u>	Plan: <u>HH08_1 CASTILLA</u>	Date: <u>4/26/2024</u>
Member Name: <u>[REDACTED]</u>	Signature: <u>[REDACTED]</u>	
Phone: <u>[REDACTED]</u>	E-mail: <u>[REDACTED]</u>	
Contractor Name/Co: <u>Acorn Stairlifts</u>	Phone: <u>407-650-0216</u>	E-mail: <u>SKaawach@acornstairlifts.com</u>
Owner Mailing Address: (to be used for official correspondence) <u>2269 Via Puerta # P, Laguna Woods, CA 92637</u>		

Description of Proposed Variance Request ONLY:

Installation of stairlift

PAID

SCANNED

Dimensions of Proposed Variance Alterations ONLY:

Copy of measurements included

FOR OFFICE USE ONLY

RECEIVED BY: Cynthia DATE RECEIVED: 5/8/24 Check# 061436 BY: Neil Rosenstein

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

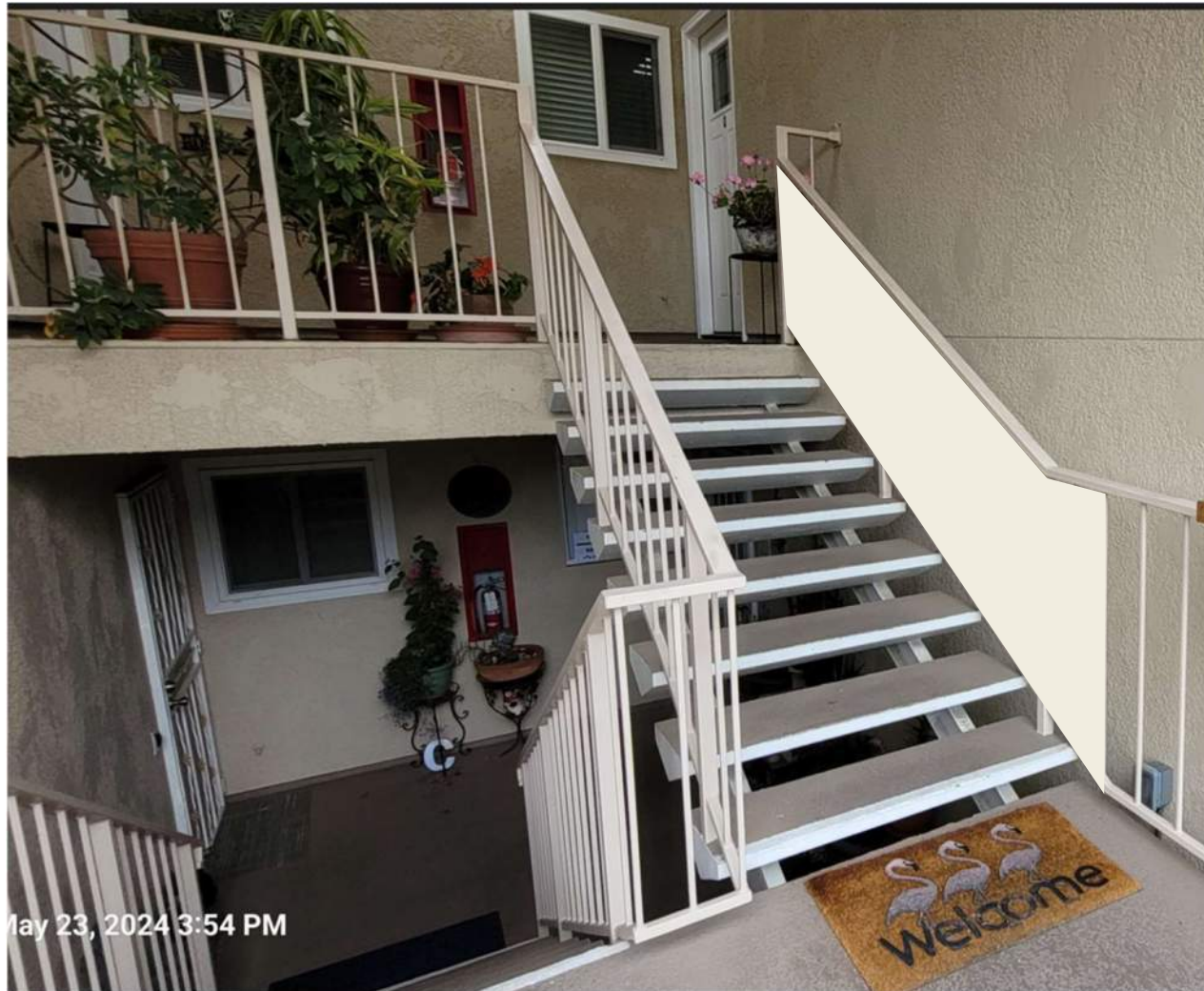
☐ Approved

☐ Tabled

☐ Other: _____

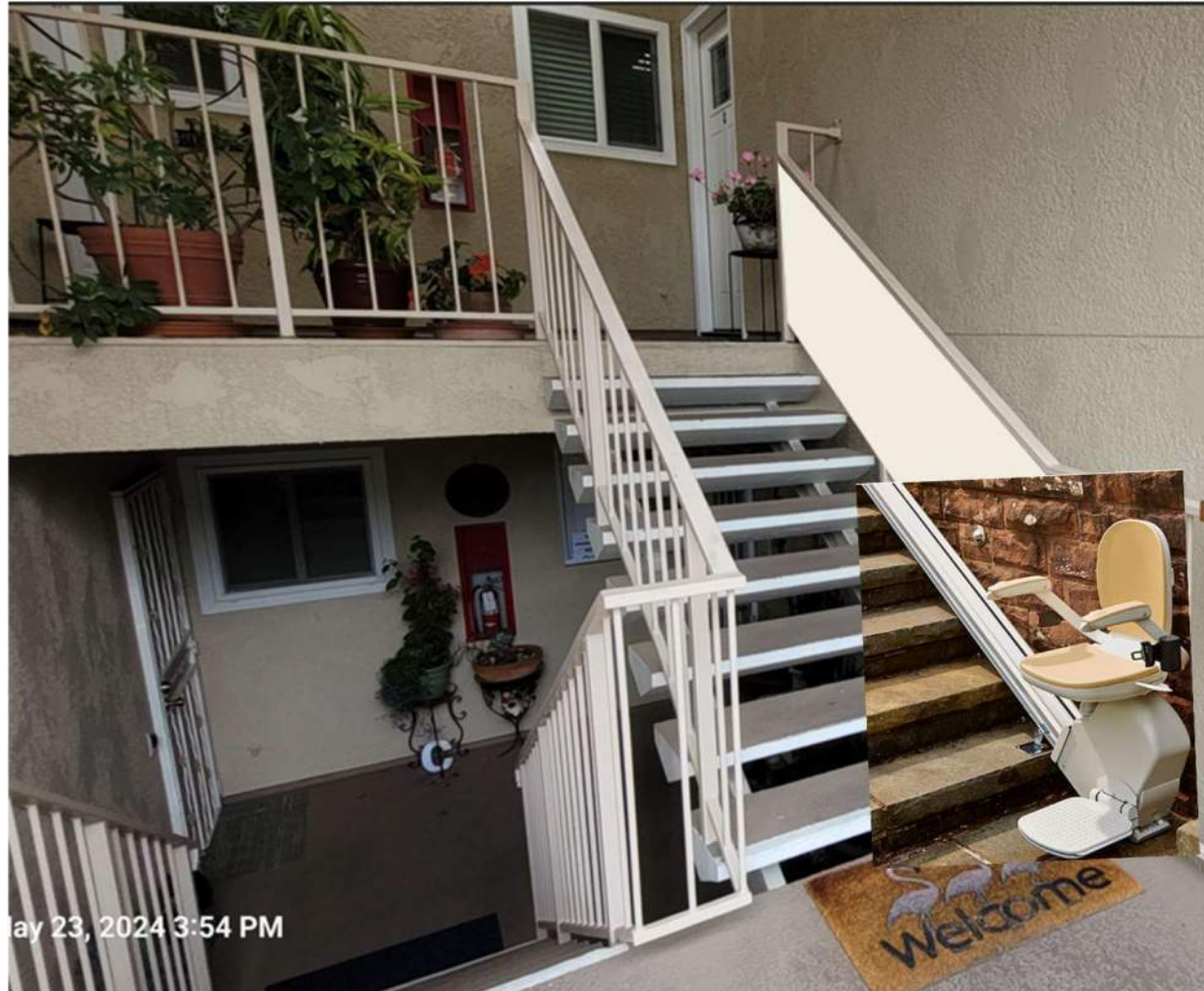
ATTACHMENT 2
PHOTOS

2269-P Acorn Stairlift

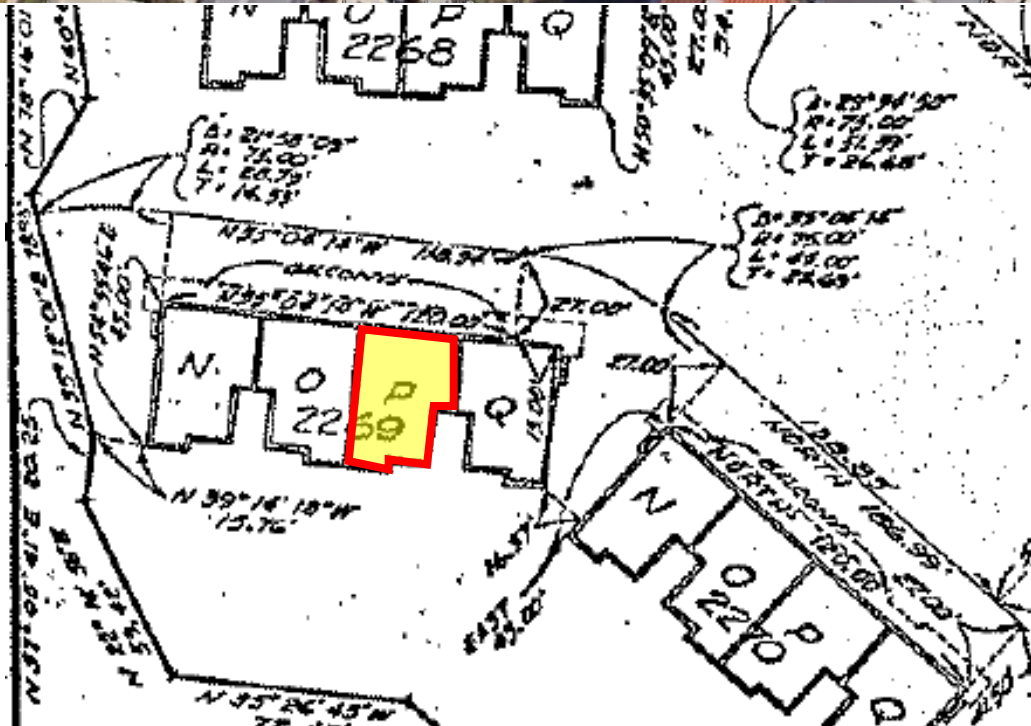
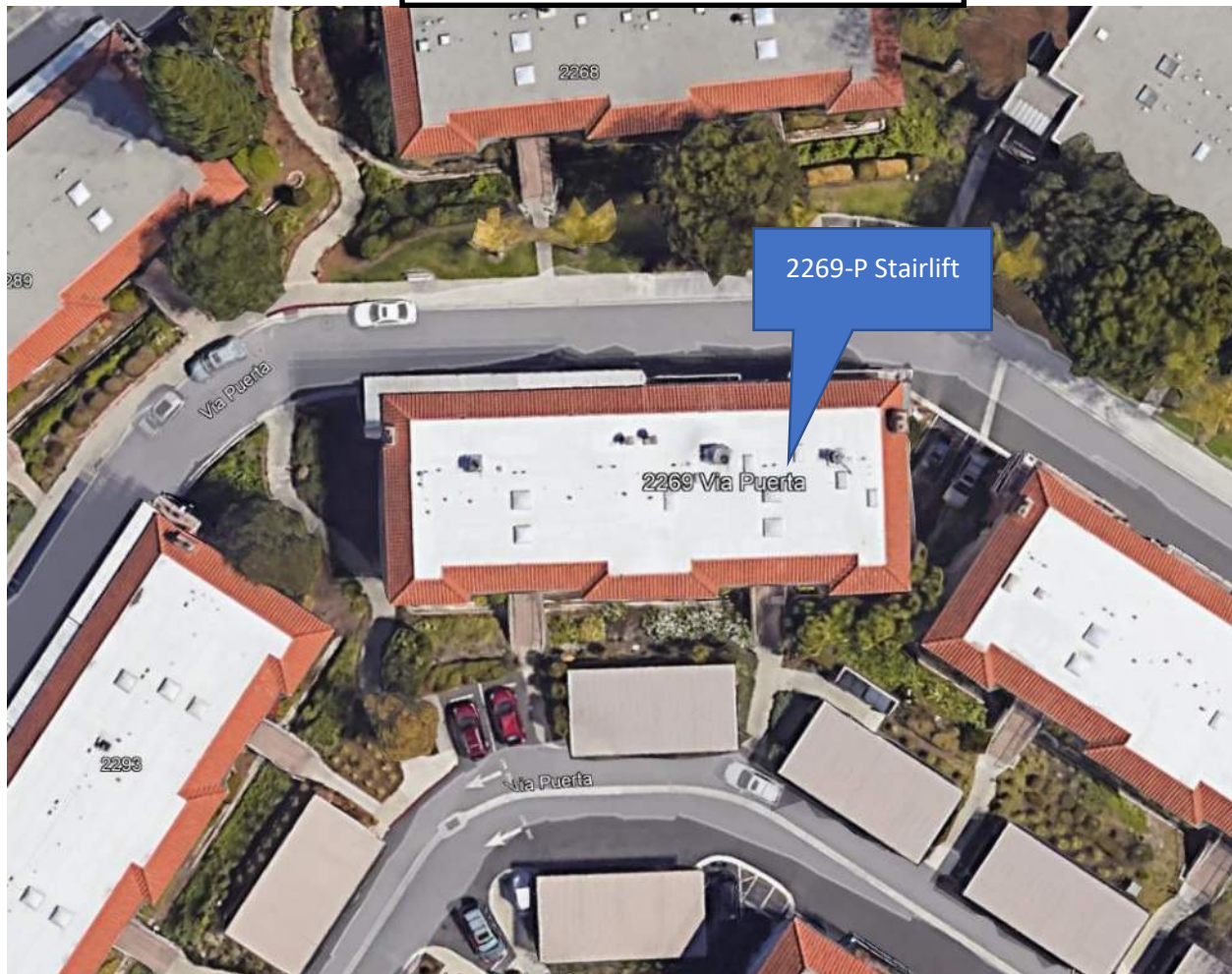


ATTACHMENT 2
PHOTOS

2269-P Acorn Stairlift



ATTACHMENT 3 AERIAL & LOCATION MAP



MODEL: ACORN SUPERGLIDE 130 - STANDARD

RATED LOAD: 300lbs
DRIVE TYPE: STEEL RACK & PINION
TRACK: EXTRUDED ALUMINIUM PROFILE
MAX SPEED: 27 fpm
DRIVE POWER: BATTERY 2 X 12VDC, 8.5Ah
TRANSFORMER: INPUT 120VAC, 60Hz, 29W,
CLASS 2', OUTPUT 15 VAC, 60Hz, 2.5A
CONTROLS: 2 X I/R REMOTE CONTROL
UL CERTIFIED FOR USA & CANADA # SA 13138

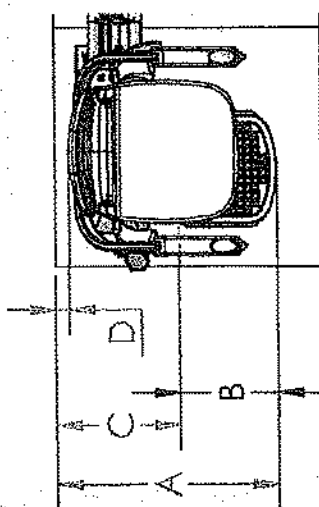
STANDARD SAFETY EQUIPMENT

AUTOMATIC STOP LIMIT SWITCHES
FINAL LIMIT SWITCH (UP & DOWN)
MECHANICAL OVERSPEED GOVERNOR
SAFETY GEAR CAM
SELF LOCKING DRIVE
EMERGENCY HAND WINDING HANDLE
CARRIAGE & FOOTREST SAFETY EDGES (5)
SEATBELT
CONSTANT PRESSURE DIRECTION CONTROLS
SWIVEL SEAT (UP SIDE DIRECTION ONLY)
FOLDING ARMRESTS, FOOTREST & SEAT

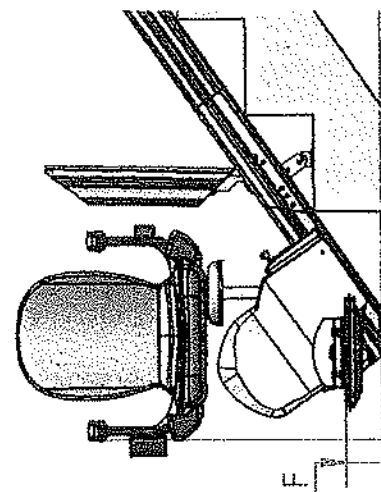
CRITICAL MEASUREMENTS (as indicated on drawing)

- A) MAX CARRIAGE WIDTH (footrest lowered): 23.75"
- B) FOOTREST DEPTH & WIDTH: 12.75" x 12.75"
- C) MIN CARRIAGE WIDTH (footrest folded): 12.25"
- D) DISTANCE BETWEEN SEAT BACK & WALL: 0.5"
- E) SPACE REQUIRED AT FOOT OF STAIRS: 23.75"
- F) FLOOR TO FOOTREST HEIGHT: 3.75"
- G) SEAT WIDTH (between arms): 17.5"
- H) DISTANCE BETWEEN TOP OF SEAT BACK & SEAT CUSHION: 17"
- J) DISTANCE BETWEEN TOP OF ARMREST & SEAT CUSHION: 9.754"
- K) DISTANCE BETWEEN SEAT CUSHION & FOOTREST: 17.5"
- L) OVERHANG: 8"

NOTE: ALL CLEARANCES /
AT THE LANDINGS



**ATTACHMENT 4
FLOOR PLANS**



YOUR STAIRLIFT

ATTACHMENT 4 FLOOR PLANS



ACORN
STAIRLIFTS

Customer Name: [REDACTED]

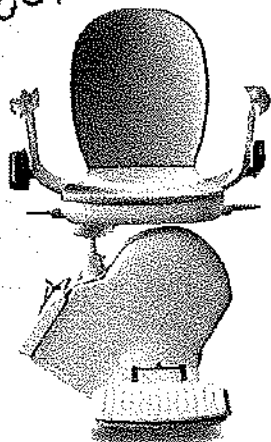
Customer #: 100 60230

Customer Advisor: Lon Chatter

Date: 2-29-24

Acorn 130 Straight Stairlift

OUTDOOR



130 Straight Stairlift #1

- Dual Paddle Controls ☒
- Safety Belt ☒
- Safety Sensors ☒
- 2 Remote Controls ☒
- Swivel Seat ☒
- Diagnostic Display ☒
- Slim, fold-away Design ☒
- Hinge* ☐
- Outdoor* ☒
- Heavy Duty* ☐

Base Price*: \$ 4,100

Tax: \$ _____

Permit Charge: \$ _____

Total: \$ _____

130 Straight Stairlift #2

- Dual Paddle Controls ☒
- Safety Belt ☒
- Safety Sensors ☒
- 2 Remote Controls ☒
- Swivel Seat ☒
- Diagnostic Display ☒
- Slim, fold-away Design ☒
- Hinge* ☐
- Outdoor* ☐
- Heavy Duty* ☐

Base Price*: \$ _____

\$ _____

Tax: \$ _____

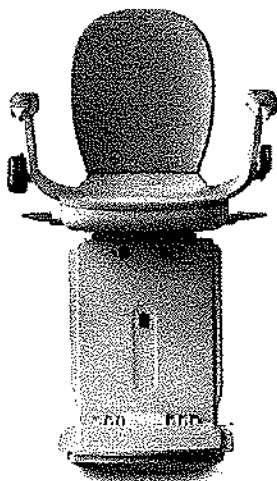
Permit Charge: \$ _____

Total: \$ _____

Notes: \$4,950 SRP-325

AAA - 325 SENIOR AAP
- 200 Buy soon = \$4,100
+ TAX

Acorn 180 Curved Stairlift



180 Curved Stairlift #1

- Dual Paddle Controls ☒
- Safety Belt ☒
- Safety Sensors ☒
- 2 Remote Controls ☒
- Swivel Seat ☒
- Diagnostic Display ☒
- Slim, fold-away Design ☒
- Powered Hinge* ☐
- Top Over run* ☐
- Top Parking Bend* ☐
- Bottom Parking Bend* ☐
- Drop Nose* ☐

Base Price*: \$ _____

\$ _____

Tax: \$ _____

Permit Charge: \$ _____

Total: \$ _____

Notes: _____

Additional Information: *Price Includes Installation, **If applicable.

180 Curved Stairlift #2

- Dual Paddle Controls ☒
- Safety Belt ☒
- Safety Sensors ☒
- 2 Remote Controls ☒
- Swivel Seat ☒
- Diagnostic Display ☒
- Slim, fold-away Design ☒
- Powered Hinge* ☐
- Top Over run* ☐
- Top Parking Bend* ☐
- Bottom Parking Bend* ☐
- Drop Nose* ☐

Base Price*: \$ _____

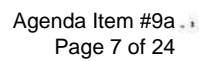
\$ _____

Tax: \$ _____

Permit Charge: \$ _____

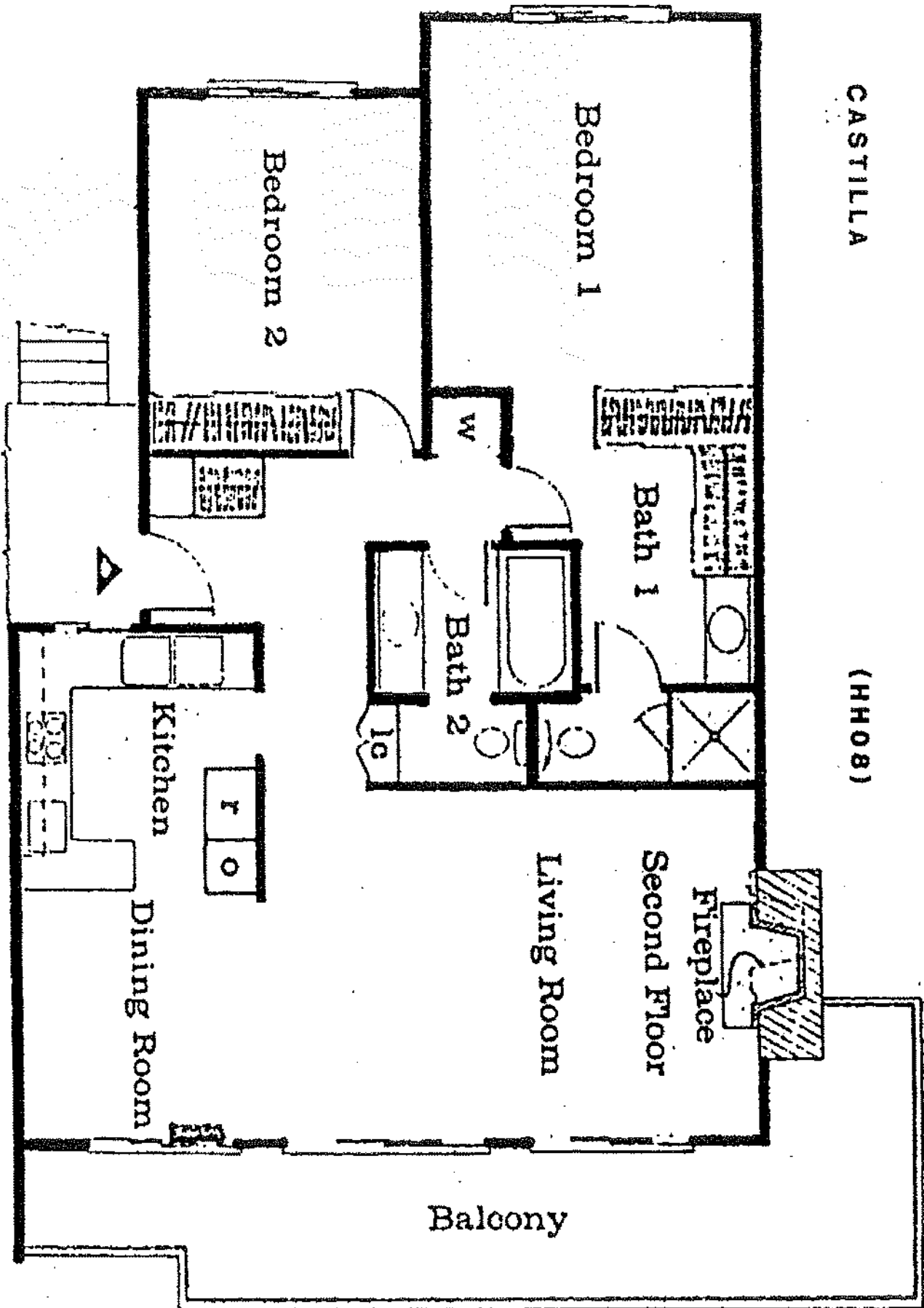
Total: \$ _____

8 Stairs
40 inches wide



ATTACHMENT 4
FLOOR PLANS

-18-

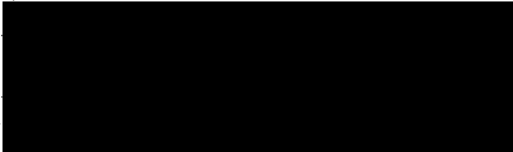




ATTACHMENT 4 FLOOR PLANS

Scope of Work, Site and Technical Information

Customer Information:



Configuration:

RH Hand Installation (Standing at the bottom, looking up)

Scope of Work:

Installation of an Acorn Model 130 Stairlift on the interior steps located at address above.

Unit is affixed to the tread of the steps.

Unit is plugged into an existing 110 outlet to charge 2 each 12 volt batteries.

Upon approval, the Installation will be completed in one day and will take approximately 3 hours.

Minimum Width of the Staircase:

40 Inches

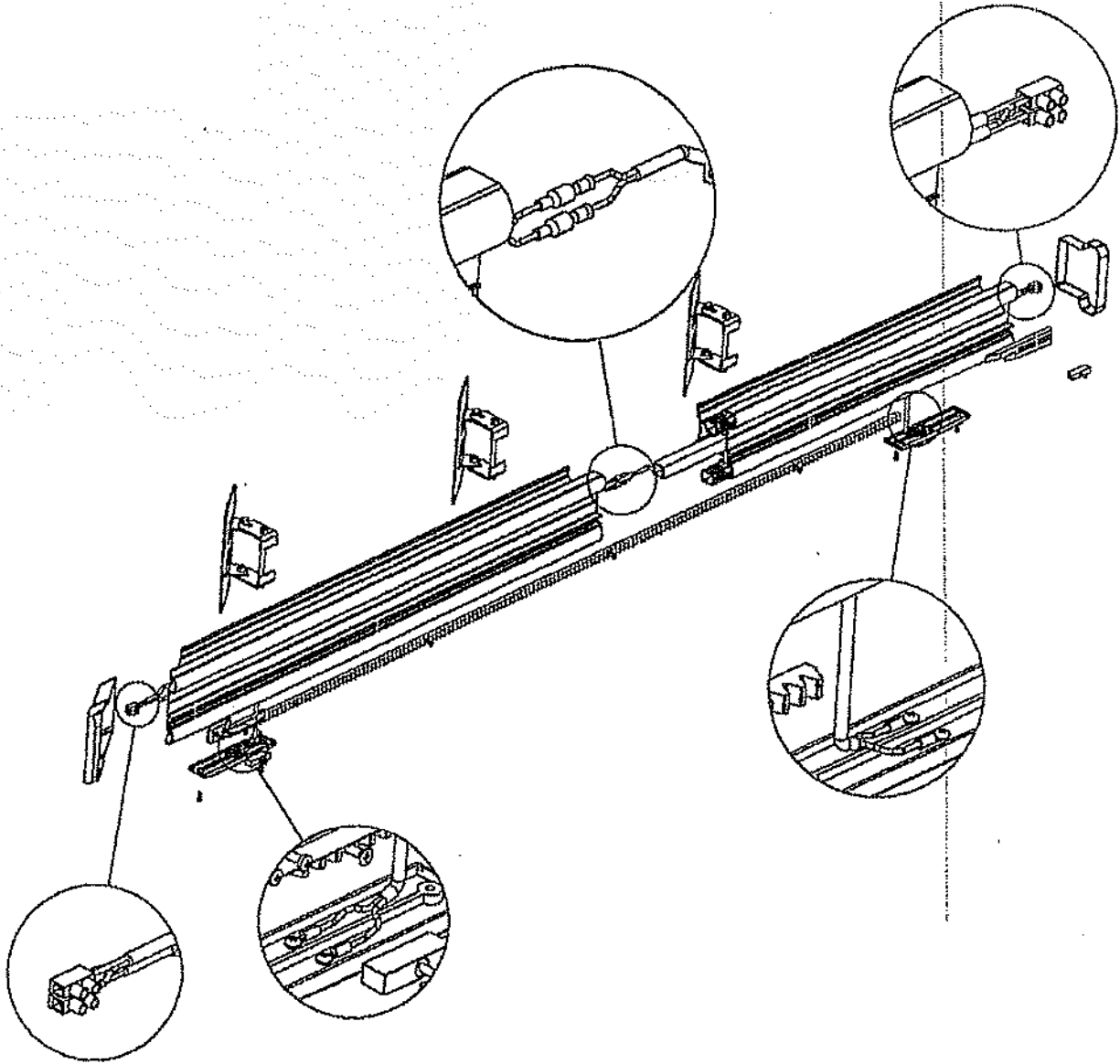
Staircase Angle:

28.4 Degrees

Step Construction:

Concrete/9 Risers

ATTACHMENT 4 FLOOR PLANS

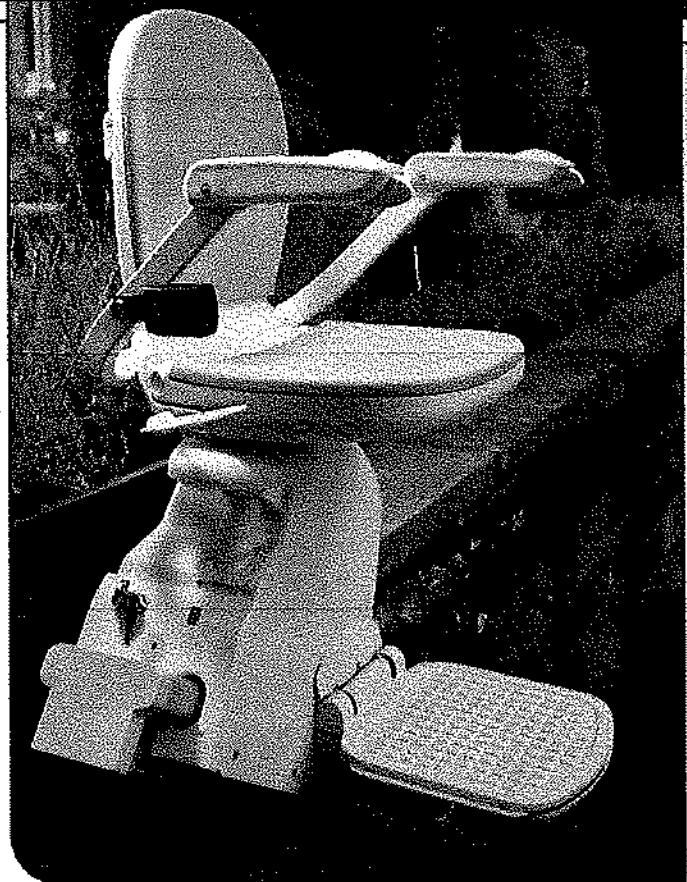


49351-ASSY/3	Roof Wiring
LEAD	
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ATTACHMENT 4 FLOOR PLANS

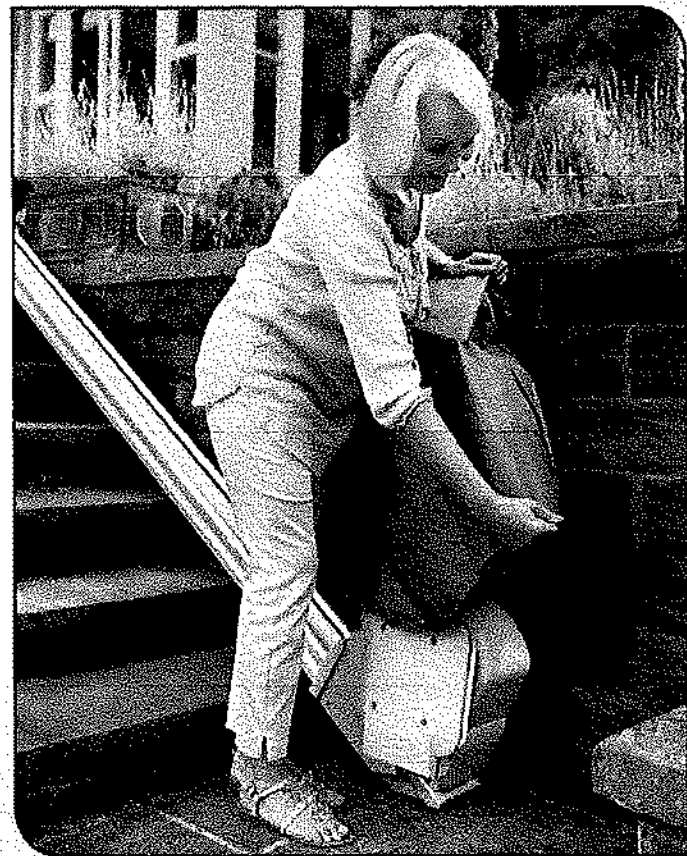
Any Outdoor Need

The Acorn 130 Outdoor Stairlift can be used for virtually any outdoor application, such as front entry steps, patios, decks, steps to and from a garage, and even to a boat dock or landing.



Waterproof Cover

Enjoy the home you love, both inside and out. The Acorn 130 Outdoor Stairlift is weather proof and comes with a durable, waterproof cover for extra protection.



ATTACHMENT 4
FLOOR PLANS

The Acorn 130 Outdoor Stairlift



Acorn 130 Outdoor Stairlift

This Acorn Stairlift is the perfect solution for anyone who struggles with their patio or porch steps. With all of the same features as the Acorn 130 Stairlift, the Acorn Outdoor stairlift is weather sealed to International Protection Code IP55 to protect it from the elements. While regaining access within your home is top priority, it's equally important for you to enjoy the freedom of being able to go outside your home to a garage, front porch, or patio.

ATTACHMENT 4 FLOOR PLANS

March 2, 2024

TO: City of Laguna Woods and Third Mutual of Laguna Woods

RE: Authorization from Resident [REDACTED] to allow installation of a chairlift to the mutually shared landing at 2269 Via Puerta, Units P and Q

I, [REDACTED], consent to the installation of a chairlift on the stairs leading to the landing I share with [REDACTED] who reside at 2269 #P Via Puerta in Laguna Woods.

March 3, 2024
Date

2269 Via Puerta Unit Q, Laguna Woods, CA 92637

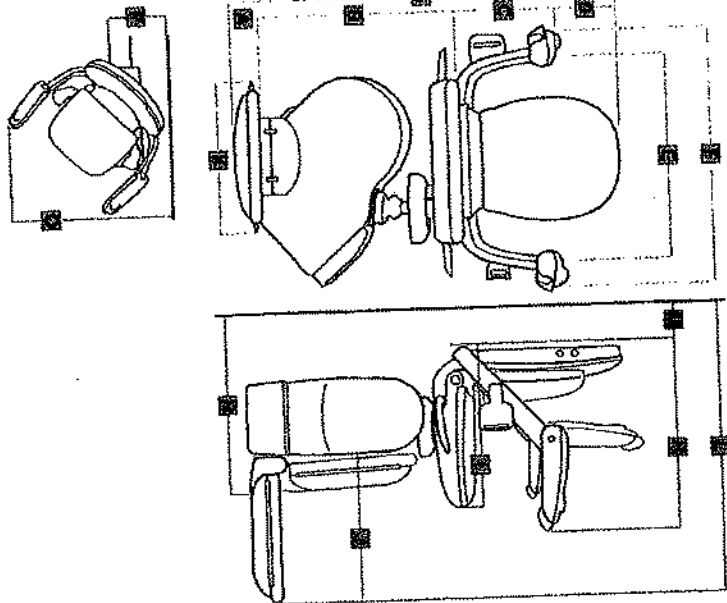
ATTACHMENT 4 FLOOR PLANS

Acorn 130 Straight Stairlift

	Inch	mm
A. Floor to top of footrest	36	95
B. Top of footrest to top of seat	17 1/4	445
C. Top of seat to top of arms	9 1/4	250
D. Top of arms to top of seat back	7 1/4	190
E. Width between armrests (wide arm version)	17 1/2 (19 1/2)	445 (495)
F. Overall width	23 3/4	605
G. Overall height	38 1/4	990
H. Length of arms from seat back	18 1/4	470
I. Length of seat base from seat back	17	435
J. Length of footrest	12 3/4	325
K. Width of footrest	12 1/4	310
L. Front of footrest to springer	22 1/4	570
M. Back of seat to springer	5	13
N. Folded width	12 1/4	310
O. Minimum width required to sit (wide arm version)	26 1/4	670
P. Distance from front of rail to springer (wide arm version)	8 1/4 (9 1/4)	215 (240)

Specifications

Motor Power	0.25kW
Motor Output Speed	No greater than 0.15 m/s
Method of Drive	Rack and Pinion
Battery Power Supply	24V DC
Maximum Capacity	300lbs (optional 350lbs)
Track	Extruded Aluminum
Main Power Supply	120V AC, 1.5 Amp Charger

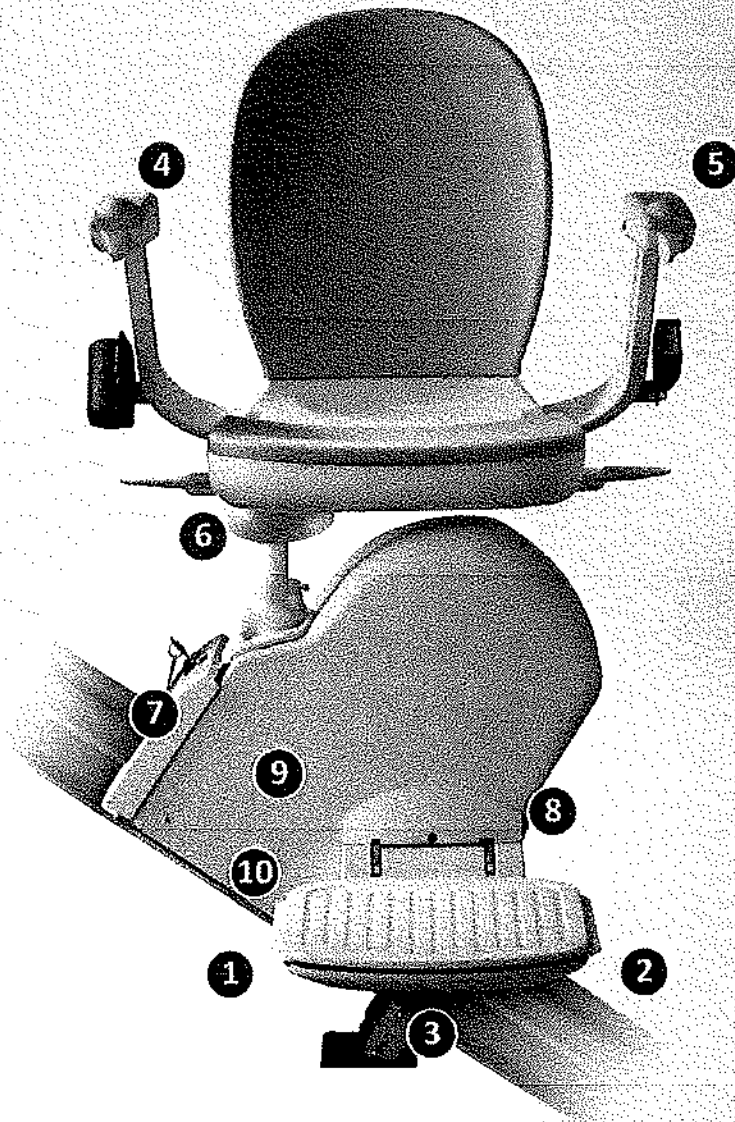


Acorn reserves the right to change specifications without notice. All measurements are approximate. Images are shown for illustrative purposes only. Product may vary slightly.

ATTACHMENT 4 FLOOR PLANS

Acorn 130 Straight Stairlift

- ① Footrest Up
- ② Footrest Down
- ③ Footrest Under
- ④ Upper Arm Interlock
- ⑤ Lower Arm Interlock
- ⑥ Seat Interlock
- ⑦ Upper Safety Cover
- ⑧ Lower Safety Cover
- ⑨ OSG Overtravel
- ⑩ 3 Limit Switches



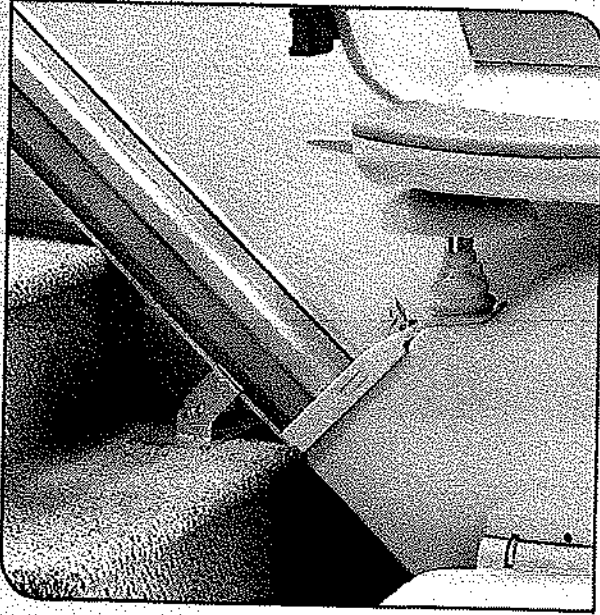
Advanced Safety Features



At Acorn Stairlifts, safety is our top priority. This is why we've made sure every stairlift includes all the safety features needed to ensure you and your loved ones are protected on or around the stairlift.

One of the most important safety features on all Acorn Stairlifts is the "soft-start" and "soft-stop" function. This feature uses advanced programming to ensure a safe and comfortable ride by providing a gradual and smooth start and stop of the stairlift every time it is used.

ATTACHMENT 4 FLOOR PLANS



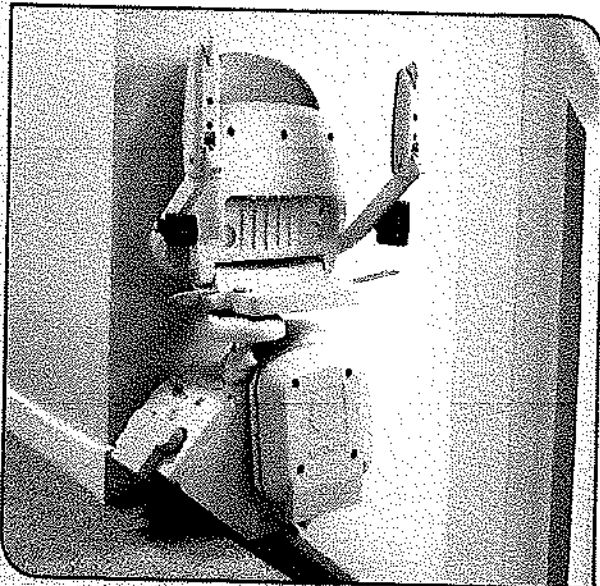
Mounted to the Stairs

The Acorn 130 is mounted to your steps, making installation quick and easy and eliminating damage to your walls.



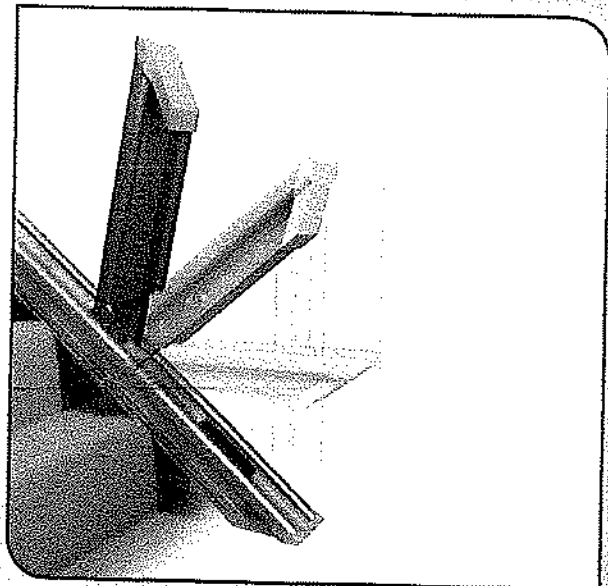
Lock and Diagnostic Display

You'll always have peace of mind with standard technology that includes the diagnostic display, safety belt and key lock.



Slim Compact Design

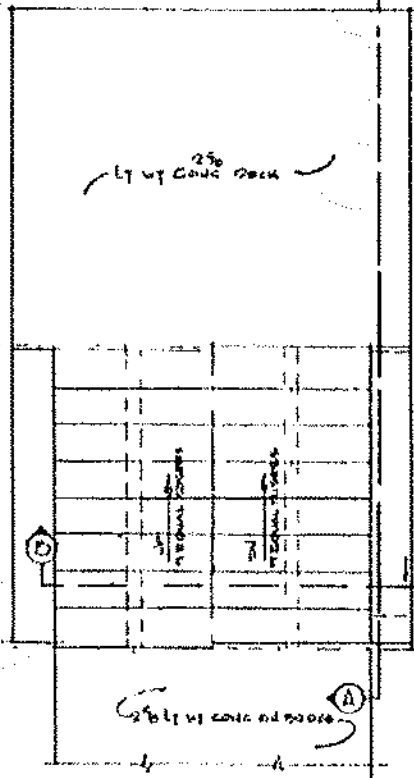
Every Acorn Stairlift is made to fold up to allow others to access the staircase.



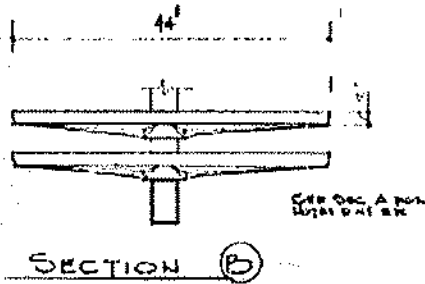
Hinged Rail

The hinge is an excellent option to avoid blocking a door or walkway at the bottom of the stairs.

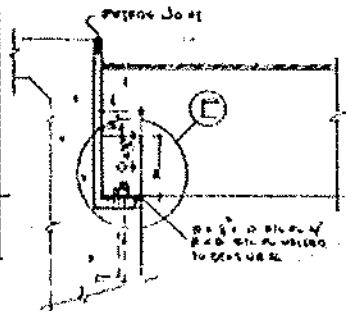
ATTACHMENT 4 FLOOR PLANS



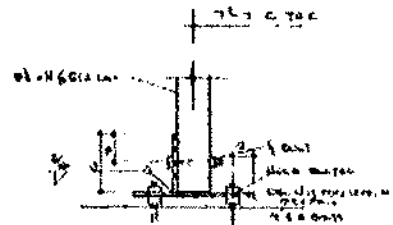
PLAN 4-1-0



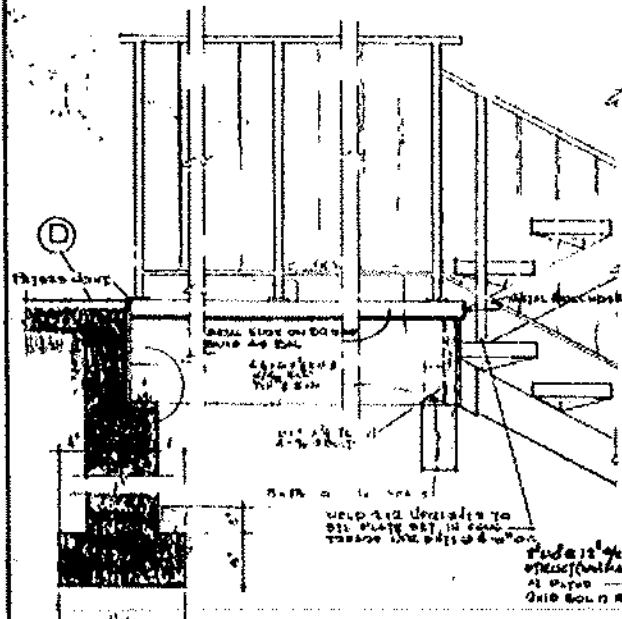
SECTION B



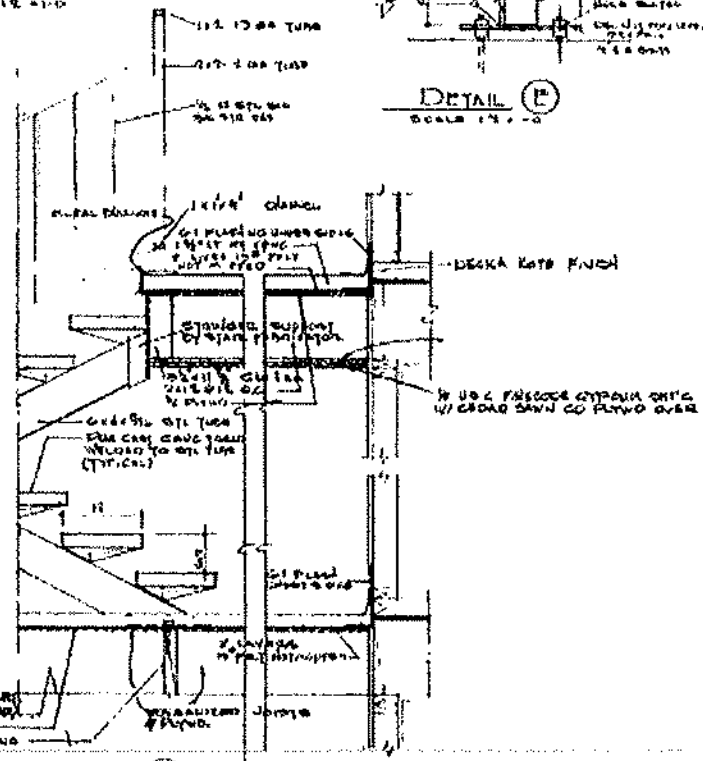
DETAIL C
SCALE 1/2" = 1'-0"



DETAIL D
SCALE 1/2" = 1'-0"



DETAIL E



SECTION F

Notes: 1. All reinforcement to be lap spliced on lap length per ACI 308.2R-05.

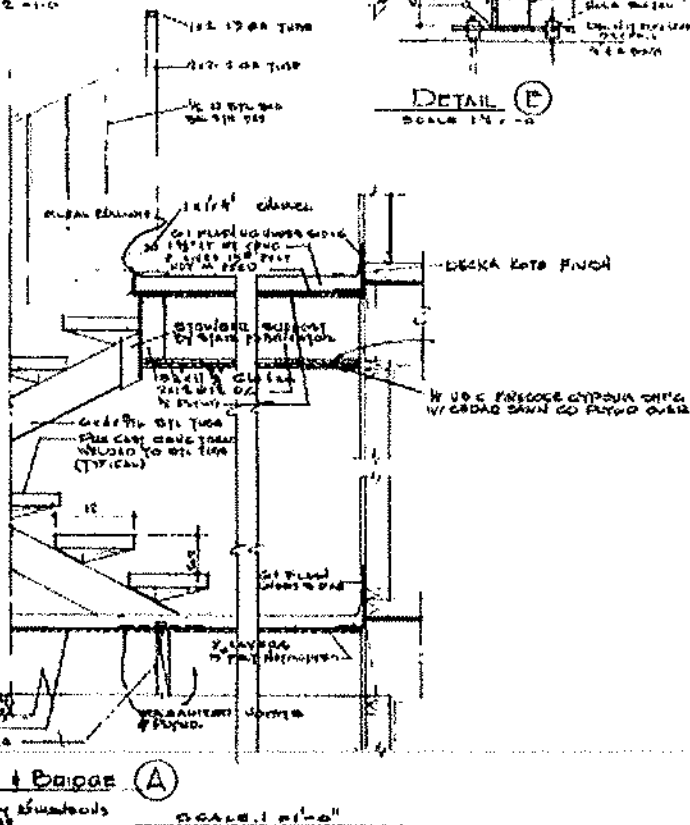
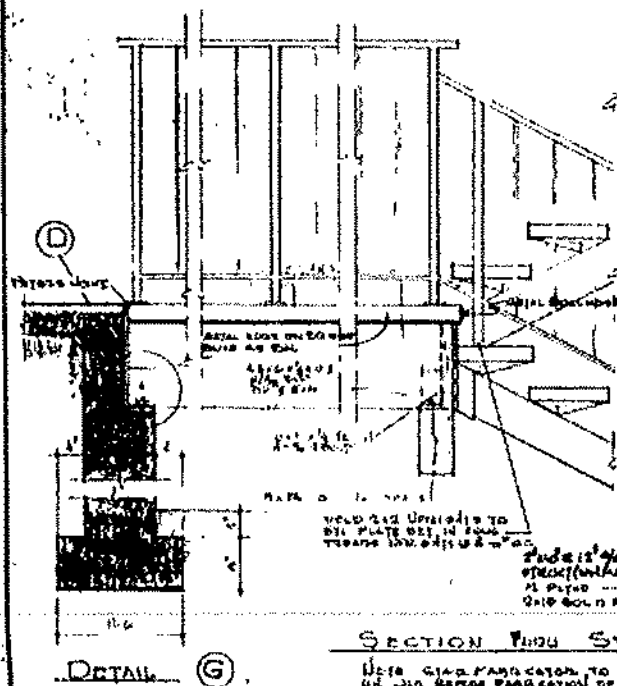
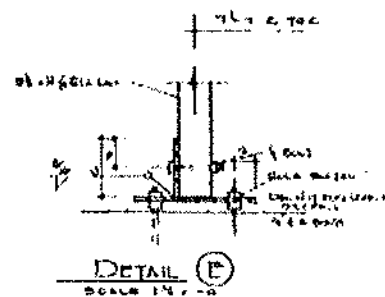
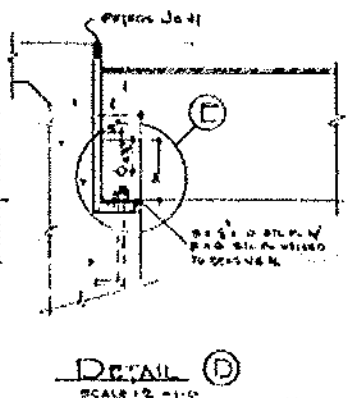
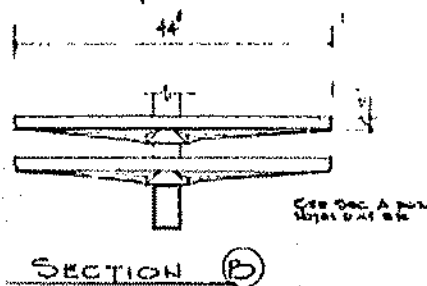
SCALE: 1/2" = 1'-0"

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NO.	DATE	REVISION	BY	CHK	APP	DATE	REVISION	BY	CHK	APP	DATE

ATTACHMENT 4 FLOOR PLANS



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ATTACHMENT 4
FLOOR PLANS

The Acorn 130 Straight Stairlift



CONDITIONS OF APPROVAL

Manor: **2269-P**

Variance Description: **Install Acorn Stairlift in 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. The Member shall provide plans, and specifications for the stairlift.
- A.2. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for stairlift.

B. Materials and Methods:

- B.1. Prior to the issuance of a Mutual Consent for Alterations, a sample of the aluminum panel material approved by the manufacturer to be used to cover the stairway open plan.

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 depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved plan 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.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match existing rail 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. No improvement shall be installed, constructed, modified or altered at 2269-P, ("Property") within the Third Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the 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 2269-P and all future Mutual Members at 2269-P.
- 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. 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.11. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center.
- G.12. 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.13. 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.14. 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.15. 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.16. 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.17. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.19. 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.20. 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.21. Member shall indemnify, defend and hold harmless Third Laguna Woods 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.



RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 2269-P Via Puerta, a Castilla style manor, requests Architectural Control and Standards Committee approval of a variance to install an Acorn stairlift in 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 June 10, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install an Acorn stairlift in Common Area;

NOW THEREFORE BE IT RESOLVED, on June 18, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install an Acorn stairlift in 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 2269-P Via Puerta and all future Mutual Members at 2269-P Via Puerta; 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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STAFF REPORT

DATE: June 10, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 6: Block Walls

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the revised Standard 6: Concrete Block Walls.

BACKGROUND

The ACSC initiated a review of the current Standard 6: Block Walls (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 6 was last enacted in January 2018, via Resolution 03-18-14 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to allow for clarification of where modifications can take place; the type of materials and finishes used and maintenance responsibilities.

FINANCIAL ANALYSIS

There is no financial impact to the mutual for the recommended action.

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 6: Block Walls
Attachment 2 – Current Resolution 03-18-14
Attachment 3 – Redlined Revised Standard 6: Concrete Block Walls
Attachment 4 – Final Draft Standard 6: Concrete Block Walls
Attachment 5 – Proposed Resolution 03-24-XX



SECTION 6 BLOCK WALLS

JANUARY 1989
REVISED MAY 1996, RESOLUTION M3-96-28
GENERAL REQUIREMENTS REVISED 2011, RESOLUTION 03-11-49
REVISED JULY 2013, RESOLUTION 03-13-73
REVISED JANUARY 2018, RESOLUTION 03-18-14

1.0 GENERAL REQUIREMENTS

See Alteration Standard Section 1.0 General Requirements

2.0 APPLICATIONS

- 2.1** All walls shall be of slumpstone block 4x4x16, 4x6x16, or 6x6x16 slumpstone or block to match existing wall only may be used.
- 2.2** Block will be painted to match the color of the building. Excess mortar will be removed. Weepholes of the proper size and location shall be used provided as needed.
- 2.3** No wall shall be over 5 feet in height nor under 12 inches in height.
- 2.4** Walls may have decorative blocks (not on the cap providing they make up less than 1/3 of the total surface and meet with the Permits and Inspections office.
- 2.5** Wrought iron fencing may be installed as approved by the Permits and Inspections office.
- 2.6** Walls may be covered with stucco to match building or have brick caps. Openings for gates are permissible.
- 2.7** All walls built will be on or bordering the patio slab. If the patio slab may be extended, the block wall may be at those dimensions. Planting areas between the wall and slab are acceptable in those cases.

- 2.8 Walls existing may be lowered depending on their location as determined by the Permits and Inspections office.
- 2.9 Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single story manors. Common Area Agreements will be required when the Condominium Plan designates the location of the alteration as Mutual Common Area.

3.0 RECONSTRUCTED WALLS

- 3.1 A wall which is existing and is constructed of wood or wrought iron may be replaced with a block wall at the same height as the wall it is replacing.

4.0 PLANTER WALLS

- 4.1 Planter walls shall be defined as any masonry items set in concrete, held together with mortar, or more than one course in height, and shall be subject to the requirements set forth in the following sections.
- 4.2 Placement of planter walls will be adjacent to the building walls, walks, and patios. Planter walls shall be within 48" of such areas and will begin and end connected to the aforementioned construction items.
- 4.3 Planter walls shall be no higher than 12" as constructed along level surfaces. In areas where irregularities in the grounds exist, additional courses may add to the height of the wall to maintain a level running height.
- 4.4 A 4" concrete mowing strip shall be poured along side the planter wall in all cases where grass abuts the wall. (4" minimum thickness is required.)
- 4.5 Planter walls shall not be built on the berm or crest of any bank or in yard areas that will create new planting areas not already designated as such.
- 4.6 In all cases, a drawing will be provided to the Permits and Inspections office for review and adjustments to meet the intent of this section.
- 4.7 Areas designated as planters around trees may have a planter wall depending on the type of tree existing due to its growth, root, and

maintenance characteristics. In each case, the Landscape Division will be consulted concerning trunk coverage and dirt banking at the base of the tree to insure that it will not be damaged.

- 4.8** Applications for planters along building walls will be denied where the grade or dirt level will be increased up the footing to the stucco screed or bottom sill plate. The building code requirement of 6" clearance between plate and grade will be maintained.

5.0 SPRINKLER REVISIONS

- 5.1** Sprinklers will be revised only by the managing agent's Landscape crews, the cost of such revisions shall be borne by the resident owner of that unit.
- 5.2** No sprinklers will be placed inside any patio area by the managing agent's Landscape crews, and any systems added shall not be connected to the Mutual-owned system.

RESOLUTION 03-18-14
Revise Standard Section 6 – Block Walls

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 6 Block Walls.

NOW THEREFORE BE IT RESOLVED, January 19, 2018, that the Board of Directors of this Corporation hereby introduces the following section of Standard Section 6;

SECTION 6 BLOCK WALL

2.7 All walls built shall be constructed within the approved patio dimensions. Patio slabs shall not be extended without written approval of the Board. All walls shall be constructed on structurally adequate footings. Planting areas between the wall and slab are acceptable.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; 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.



STANDARD SECTION 6: CONCRETE BLOCK WALLS

JANUARY 1989

REVISED MAY 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED 2011, RESOLUTION 03-11-49

REVISED JULY 2013, RESOLUTION 03-13-73

REVISED JANUARY 2018, RESOLUTION 03-18-14

[DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS ~~see Alteration Standard-
Section 1.0 General Requirements~~

2.0 APPLICATIONS

2.1 This standard applies to a manor's exclusive use common area.

2.2 All new walls shall be of slumpstone style concrete block 4"x4"x16", 4"x6"x16", or 6"x6"x16". All wall extensions or tie-in to existing, shall match existing style and finish. ~~slumpstone or block to match existing wall only may be used.~~

A. Stucco finish alternate: Stucco over standard concrete block may also be used, stucco texture and finish to match building stucco.

2.1

B. Block walls to will be painted to conform to the Third Mutual Exterior Color Schemes 1 thru 10, corresponding to their particular location. ~~match the color of the building.~~

2.22.3 Excess mortar will be removed. Weep holes of the proper size and location shall be used provided as needed.

2.32.4 No new walls shall be over 5 feet in height nor under 12 inches in height. Walls adjacent to or adjoining existing walls to match their height and finish. Site plans submitted must include detail of existing site to support the application.

2.4 Walls may have decorative block inserts ~~(not on the excluding cap)~~ providing they make up less than 1/3 of the total surface and conform to the rest of the mutual standard requirements. ~~meet with the Permits and Inspections office.~~

2.5

2.52.6 Wrought iron fencing sections may also be inserted into slump wall framing installed. See Standard 13: Fences, Wrought Iron. ~~as~~

~~approved by the Permits and Inspections office.~~

~~2.62.7~~ Gate openings are permissible provided the egress is to an existing walkway or through way. No gate openings will be allowed that egress to a common area. ~~Walls may be covered with stucco to match building or have brick caps. Openings for gates are permissible.~~

~~2.72.8~~ All block walls built will be on or bordering the exclusive use common area patio slab and or patio slab extensions. ~~If the patio slab may be extended, the block wall may be at those dimensions.~~ Planting areas between the wall and slab are acceptable in those cases.

~~2.9~~ ~~Walls existing~~ Existing walls may be lowered subject to:
A. Review by Manor Alterations
~~2.8B. Results of a Neighborhood Awareness Form depending on their location as determined by the Permits and Inspections office.~~

~~2.92.10~~ Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single-story ~~single-story~~ manors. A Common Area Usage Agreements will be required when the Condominium Pplan designates the location of the alteration as Mutual Common Area.

3.0 RECONSTRUCTED WALLS

3.1 A wall which is existing and is constructed of wood or wrought iron may be replaced with a block wall at the same height as the wall it is replacing.

4.0 PLANTER WALLS

4.1 Planter walls shall be defined as any masonry items set in concrete, held together with mortar, or more than one course of a masonry item in height, and shall be subject to the requirements set forth in the following sections.

4.2 Placement of planter walls will be ~~adjacent-parallel~~ to the building walls, walkways, and patios. Planter walls shall not protrude more than be within 48" from the construction area it abuts. of such areas and will begin and end connected to the aforementioned construction items.

4.3 Planter walls shall be no higher than 12" as constructed along level surfaces. In areas where irregularities in the grounds exist, additional courses may add to the height of the wall to maintain a level running height.

4.4 A 4" concrete mowing strip shall be poured along side the planter wall in all cases where grass abuts the wall. (4" minimum thickness is

required.)

- 4.5 Planter walls shall not be built on the berm or crest of any bank or in yard areas that will create new planting areas not already designated as such.
- 4.6 In all cases, ~~a drawing detailed plans must will~~ be provided to the ~~Permits and Inspections Manor Alterations~~ office for review and adjustments to meet the intent of this section.
- 4.7 Areas designated as planters around trees may have a planter wall depending on the type of tree existing due to its growth, root, and maintenance characteristics. In each case, the Landscape Division will be consulted concerning trunk coverage and dirt banking at the base of the tree to ~~e~~insure that it will not be damaged.
- 4.8 Applications for planters along building walls will be denied where the grade or dirt level will be increased up the footing to the stucco screed or bottom sill plate. The building code requirement of 6" clearance between plate and grade will be maintained.

5.0 SPRINKLERS REVISIONS

- 5.1 ~~Sprinklers will be revised only by the managing agent's Any required sprinkler modifications are only to be done by the mutual's L~~andscape crews, the ~~member is responsible for any and all costs associated with these modifications. cost of such revisions shall be borne by the resident owner of that unit.~~
- 5.2 No sprinklers will be placed inside any patio area by the ~~mutual's managing agent's L~~andscape crews, ~~and any Any sprinkler systems added within the exclusive use common area are the sole responsibility of the member and cannot be connected to the mutual's landscape systems. shall not be connected to the Mutual-owned system.~~

6.0 MAINTENANCE

- 6.1 ~~The member is responsible for all ongoing maintenance, upkeep and appearance. The mutual may take further action if necessary to maintain safety and appearance concerns.~~
- 6.2 ~~Should it become necessary to remove improvements for necessary maintenance of mutual properties, the member will be responsible for removal and replacement of said improvements.~~

5.2



STANDARD 6: CONCRETE BLOCK WALLS

JANUARY 1989

REVISED MAY 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED 2011, RESOLUTION 03-11-49

REVISED JULY 2013, RESOLUTION 03-13-73

REVISED JANUARY 2018, RESOLUTION 03-18-14

[DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** This standard applies to a manor's exclusive use common area.
- 2.2** All new walls shall be of slumpstone style concrete block 4"x4"x16", 4"x6"x16", or 6"x6"x16". All wall extensions or tie-in to existing, shall match existing style and finish.
 - A. Stucco finish alternate: Stucco over standard concrete block may also be used, stucco texture and finish to match building stucco.
 - B. Block walls to be painted to conform to the Third Mutual Exterior Color Schemes 1 thru 10, corresponding to their particular location.
- 2.3** Excess mortar will be removed. Weep holes of the proper size and location shall be used provided as needed.
- 2.4** No new walls shall be over 5 feet in height nor under 12 inches in height. Walls adjacent to or adjoining existing walls to match their height and finish. Site plans submitted must include detail of existing site to support the application.
- 2.5** Walls may have decorative block inserts (excluding cap) providing they make up less than 1/3 of the total surface and conform to the rest of the mutual standard requirements.
- 2.6** Wrought iron fencing sections may also be inserted into slump wall framing. See Standard 13: Fences, Wrought Iron.
- 2.7** Gate openings are permissible provided the egress is to an existing walkway or through way. No gate openings will be allowed that egress to a common area.

- 2.8** All block walls built will be on or bordering the exclusive use common area patio slab and or patio slab extensions. Planting areas between the wall and slab are acceptable in those cases.
- 2.9** Existing walls may be lowered subject to:
- A. Review by Manor Alterations
 - B. Results of a Neighborhood Awareness Form
- 2.10** Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single-story manors. A Common Area Usage Agreement will be required when the condominium plan designates the location of the alteration as Mutual Common Area.
- 3.0** **RECONSTRUCTED WALLS**
- 3.1** A wall which is existing and is constructed of wood or wrought iron may be replaced with a block wall at the same height as the wall it is replacing.
- 4.0** **PLANTER WALLS**
- 4.1** Planter walls shall be defined as any masonry items set in concrete, held together with mortar, or more than one course of a masonry item in height, and shall be subject to the requirements set forth in the following sections.
- 4.2** Placement of planter walls will be parallel to building walls, walkways, and patios. Planter walls shall not protrude more than 48" from the construction area it abuts.
- 4.3** Planter walls shall be no higher than 12" as constructed along level surfaces. In areas where irregularities in the grounds exist, additional courses may add to the height of the wall to maintain a level running height.
- 4.4** A 4" concrete mowing strip shall be poured along side the planter wall in all cases where grass abuts the wall. (4" minimum thickness is required.)
- 4.5** Planter walls shall not be built on the berm or crest of any bank or in yard areas that will create new planting areas not already designated as such.
- 4.6** In all cases, detailed plans must be provided to the Manor Alterations office for review and adjustments to meet the intent of this section.
- 4.7** Areas designated as planters around trees may have a planter wall depending on the type of tree existing due to its growth, root, and maintenance characteristics. In each case, the Landscape Division will be consulted concerning trunk coverage and dirt banking at the

base of the tree to ensure that it will not be damaged.

- 4.8** Applications for planters along building walls will be denied where the grade or dirt level will be increased up the footing to the stucco screed or bottom sill plate. The building code requirement of 6" clearance between plate and grade will be maintained.

5.0 SPRINKLERS

- 5.1** Any required sprinkler modifications are only to be done by the mutual's landscape crews, the member is responsible for any and all costs associated with these modifications.
- 5.2** No sprinklers will be placed inside any patio area by the mutual's landscape crews. Any sprinkler systems added within the exclusive use common area are the sole responsibility of the member and cannot be connected to the mutual's landscape systems.

6.0 MAINTENANCE

- 6.1** The member is responsible for all ongoing maintenance, upkeep and appearance. The mutual may take further action if necessary to maintain safety and appearance concerns.
- 6.2** Should it become necessary to remove improvements for necessary maintenance of mutual properties, the member will be responsible for removal and replacement of said improvements.

RESOLUTION 03-24-XX

REVISE STANDARD 6: CONCRETE BLOCK WALLS

WHEREAS, the Third Laguna Hills Mutual recognizes the need to amend standards and create new standards as necessary; and

WHEREAS, the Mutual recognized the need to revise Standard 6: Block Walls;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 6: Concrete Block Walls as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-18-14 adopted January 19, 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.

JUNE 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.