

#### **OPEN MEETING**

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

Monday, June 12, 2023 – 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: <a href="https://us06web.zoom.us/j/93156707417">https://us06web.zoom.us/j/93156707417</a> or by calling 669-900-6833 Webinar ID:93156707417.
- 2. Via email to <a href="mailto:meeting@vmsinc.org">meeting@vmsinc.org</a> 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 08, 2023
- 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. 3038-C: Variance for removal of two structural walls to enclose the atrium, three 4x4 post to be installed and two 4x10 flush ceiling beams to be installed. One beam will be 10'-9" and the other will be 7'-5". Removal of existing window in bedroom 2 and a new construction 2'-6"x6' casement window will be installed

Third Architectural Controls and Standards Committee Regular Open Meeting June 12, 2023 Page 2 of 2

- b. 3401-A: Variance for driveway extension
- c. 5007: Variance for front entry enclosure, extend the roof line, convert garden room to room addition, install 3<sup>rd</sup> bathroom in hallway, raise the ceiling in the hallway, and install trapezoid transom window above family room addition
- d. 5071: Variance to add 18'x'10' pavers to the rear patio on common area
- 10. Items for Discussion and Consideration
  - a. Revision to Architectural Standard 1: General Requirements
  - b. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings
- 11. Items for Future Agendas
  - a. Updated Resale Inspection Fees
  - b. Updated Alteration Fees
  - c. Contractor Violation Policy
- 12. Committee Member Comments
- 13. Date of Next Meeting: Thursday, July 06, 2023 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 Michael Horton, Manor Alterations Manager Telephone: 949-597-4616



#### **OPEN MEETING**

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

Monday, May 08, 2023 – 1:30 p.m. Laguna Woods Village Board Room/Virtual Meeting 24351 El Toro Road, Laguna Woods, California

#### <u>REPORT</u>

COMMITTEE MEMBERS PRESENT: Jim Cook - Chair, Cush Bhada, Ralph Engdahl,

Nathaniel Ira Lewis, Cris Prince, Andy Ginocchio (Alternate-in the audience), Advisors: Michael Butler

(arrived at 1:34 p.m.), Lisa Mills

COMMITTEE MEMBERS ABSENT: Mike Plean (Advisor-excused)

STAFF PRESENT: Bart Meiia – Maintenance & Construction Assistant

Director, Mike Horton – Manor Alterations Manager (arrived at 1:32 p.m.), Gavin Fogg – Manor Alterations Supervisor (via Zoom), Abraham Ballesteros Inspector

II, Manor Alterations, 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 move Department Head update to item 11. To postpone action on Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings. To add the following items: Revised Variance Request 5516-C: Variance to Retain White Garage Door as item 9. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps as item 10b. Recordable Exclusive Use of Common Area Revocable License Legal Fee as item 10c. Hearing no objection, the agenda was approved as amended.

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting May 08, 2023 Page 2 of 4

#### 3. Approval of the Meeting Report for April 10, 2023

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

#### 4. Remarks of the Chair

Chair Cook advised members to expect delays as standards, procedures and committee compliance to state statues are being addressed.

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

None.

6. Response to Member Comments

None.

#### 7. Department Head Update

Moved to item 11.

- 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. <u>5516-C: Variance to retain white garage door</u>

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

A motion was made to approve the variance as described. The variance was approved by majority vote. (Director Prince recused).

#### 10. Items for Discussion and Consideration

a. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings

Postponed until next month.

b. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting May 08, 2023 Page 3 of 4

Mr. Horton introduced the item and answered questions from the Committee.

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.

c. Recordable Exclusive Use of Common Area Revocable License Legal Fee

Mr. Mejia introduced the item and answered questions from the Committee. The Committee suggested changing the title from "Recordable Common Area Exclusive Use Revocable License Legal Fee" to "Recordable Exclusive Use of Common Area Revocable License Legal Fee."

A friendly amendment to the 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.

#### 11. Items for Future Agendas

Mr. Horton briefed the Committee on improvements that have been made to Third Mutual's Consent Application packet, Demolition Consent Application packet and the Water Heater replacement form.

- a. Updated Resale Inspection Fees July
- b. Updated Alteration Fees July
- c. Contractor Violation Policy July
- d. Change Contractor Work Hours to Monday-Saturday 8-5; only Holidays are Thanksgiving Day, Christmas Day, and New Year's Day – To be implemented with Standard 1: General Requirements
- e. Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package In Process
- f. Work with City of Laguna Woods to Streamline all aspects of Alterations to lessen confusion On going
- g. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- h. Revision to Architectural Standard 42: Ramps
- i. Revision to Architectural Standard 8: Porch Lift/Elevators
- j. Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece
- k. Revision to Architectural Standard 1: General Requirements
- Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting May 08, 2023 Page 4 of 4

#### 12. **Committee Member Comments**

- Advisor Mills advised that for resale inspections on United co-ops city code now requires GFCl's. She had questions regarding whose responsibility it was for the wiring in the walls. Assistant Director, Ian Barnette clarified that it was only the GFCI receptacles that the United members become responsible for.
- Advisor Butler commented on circuit breakers upgrades.
- Director Lewis commented on arc fault requirements.
- A member commented on solar panels. The committee responded to the member.
- 13. Date of Next Meeting: Monday, June 12, 2023 at 1:30 p.m.

#### 14. Adjournment

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

JAMES CLAYTON COOK

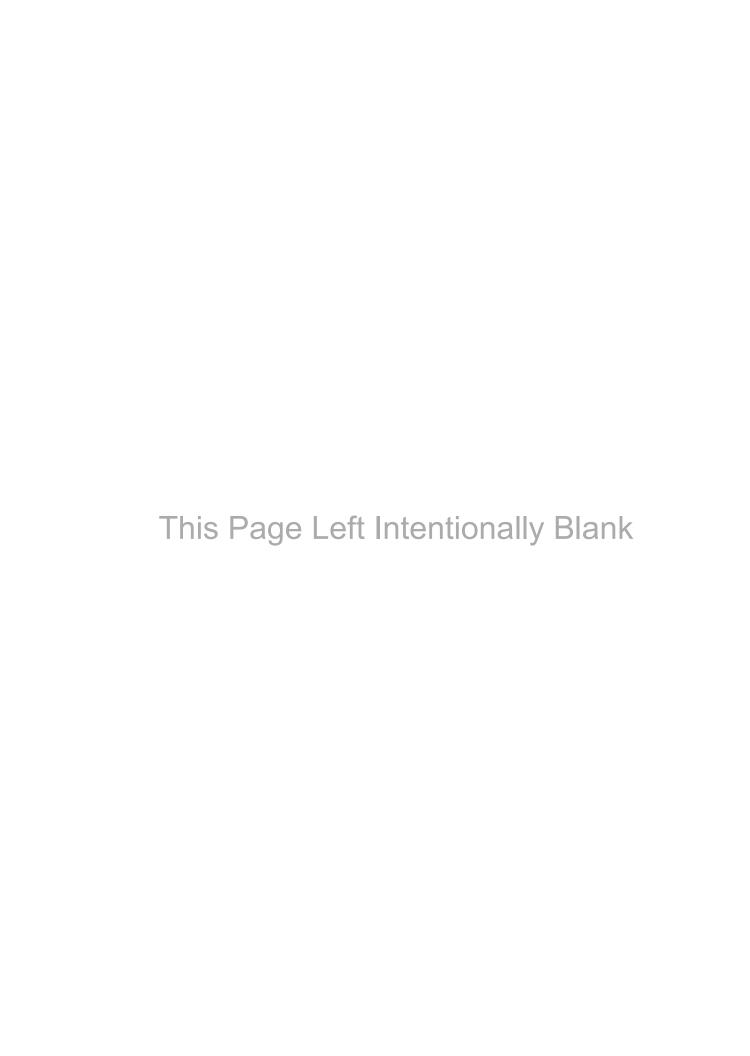
Jim Cook, Chair

Signature: JAMES CLAYTON COOK

Email: jimcook3rdmutual@gmail.com

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

	Over-The Counter Variances	
Approved Variances in June 2023	Description of Variance	Previously Approved Resolution #
3518-B	<ul> <li>Install black vinyl windows and sliding glass doors throughout</li> </ul>	03-22-29
5516-B	Retain white garage door color	03-23-49



# Agenda Item #9 Page 1 of 2

# Third ACSC – June 12, 2023 Variance Requests

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Item #9		ביים ביים ביים ביים ביים ביים ביים ביים	
∀	3038-C	Removal of two structural walls to enclose the atrium, three 4x4 post to be installed and two 4x10 flush ceiling beams to be installed. One beam will be 10'-9" and the other will be 7'-5". Removal of existing window in bedroom 2 and a new construction 2'-6"x6' casement window will be installed.	<ol> <li>3038-C is a Villa Nova floor plan is part of a four-unit building.</li> <li>Two structural walls will be removed to enclose the atrium</li> <li>Three 4x4 post will be installed and two 4x10 flush ceiling beams will be installed. One beam will be10'-9" and the other will be 7'-5".</li> <li>The existing window in bedroom 2 will be removed and a new construction 2'-6"x6' casement window will be installed.</li> <li>A 3ft. opening will remain open and the drain will be relocated.</li> </ol> Staff Recommendation: Approve
В	3401-A	Driveway extension on common area	<ol> <li>3401-A is a stand-alone unit.</li> <li>Driveway extension will be a triangular shape measuring 8' x 7' x 3'.</li> <li>Driveway extension is on common area.</li> <li>The extension will allow for the homeowners to enter and exit the driveway easier.</li> <li>Landscaping and irrigation will be removed to accommodate for the extension off of the driveway.</li> </ol> Staff Recommendation: Approve
U	5007	Enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room	1. 5007 is a Villa Paraisa floor plan and is a stand-alone manor at end of the cul-de-sac.  2. Variance is to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room.  3. The enclosed front entry will add 60sqft., the extended roof line at the rear of the manor will add 382sqft, converting the garden room to a room addition will be 382sqft, 3rd bathroom in hallway will be 49sqft, raised ceiling in hallway will add 113sqft, and the trapezoid transom window is 8'-0"X3'-0"X4'-5"  4. There are mutual consents for the garden room, 3/1999, and room addition on rear off of bedroom 2, 9/1998.  5. No additional common area will be used.

5071	Add 18'x10' pavers to the rear patio on	1. Remove back patio & walkway concreate
	common area.	2. Expand patio size
		3. Surface patio & walkway with pavers
		4. Reroute landscape irrigator to avoid covering with pavers
		Staff Recommendation: Approve

The following attachments are included for your review and reference. \*

- Location MapPlan(s)Draft Conditions of ApprovalDraft Resolution Variance Request Form
   Photos
   Location Map
   Plan(s)
   Draft Conditions of Approv
   Draft Resolution

# Manor 3038-C

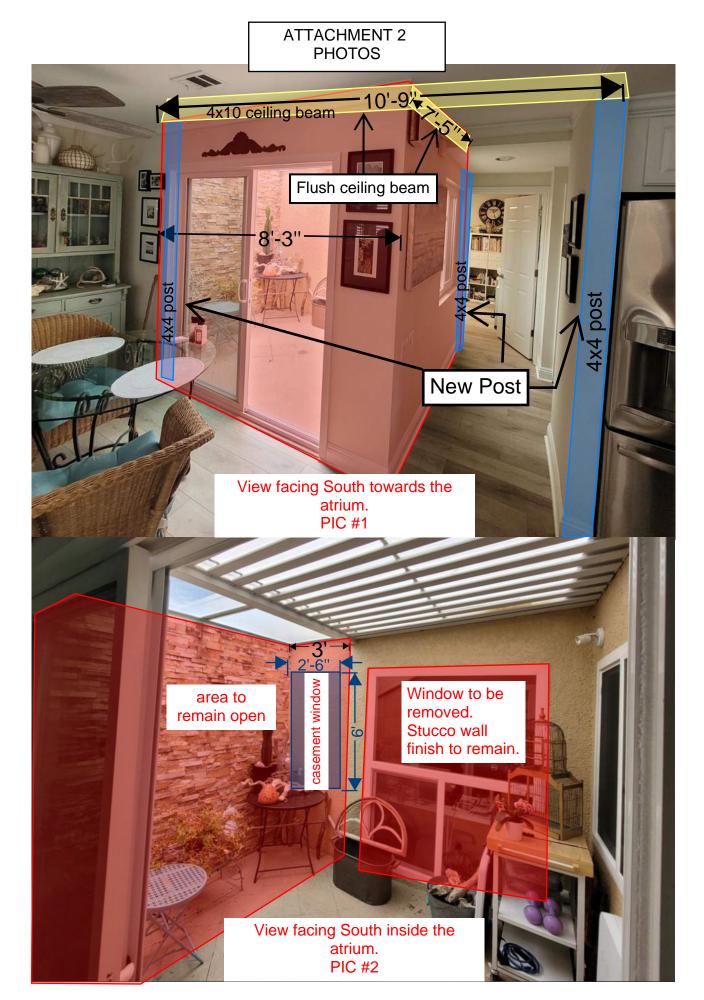


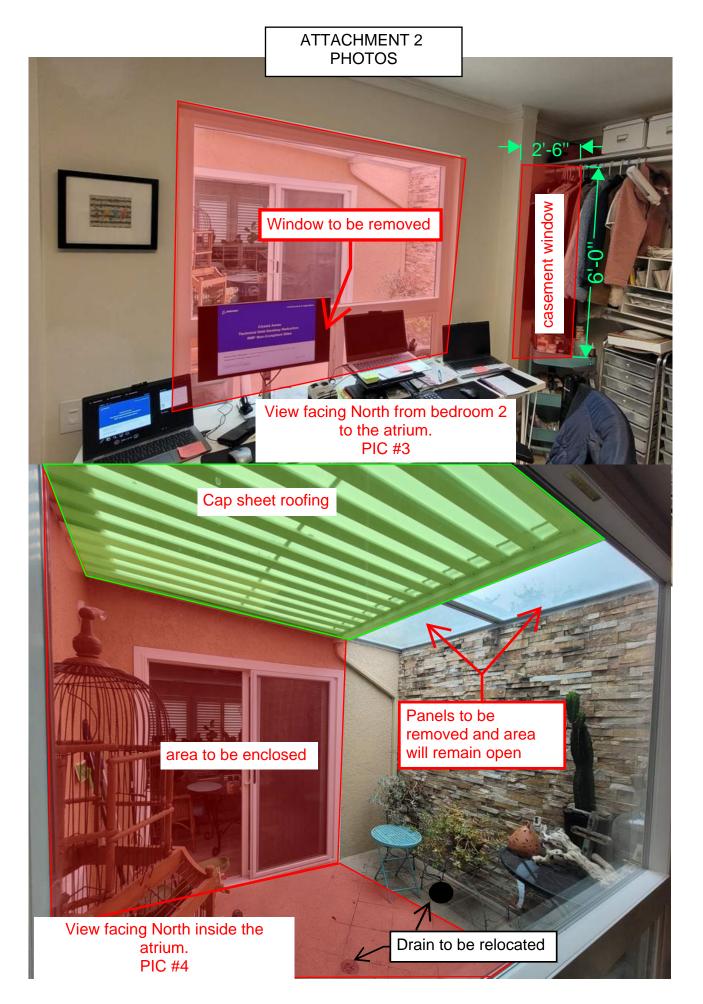
#### ATTACHMENT 1 VARIANCE REQUEST FORM

MANOR #_	3038c
ULWM	☐ TLHM

Variance Request Form

Van	ance request	SA
Model: VILLA NOVA P	lan: F604	Date: 4/5/2023
Member Name:  BRIAN MAY	Signature	n /
Phone	E-mail:	
Contractor Name/Co: PACIFIC LANOMARK	Phone: 7/4-98/-	0003 E-mail: PACIFIC LANDIMAN ACIG GMAIL
Mailing Address: PACIFIC CANO	MARK, 2683	31 VIA MATADOR, MISSION VIESO CA 92691
Description of Proposed Variance Re	equest ONLY:	
ENCLOSE ATT	eium AND	ABO LED LIGHTS
Remove two structural walls ar	nd installing three po	osts and two flush beams
Dimensions of Proposed Variance Al	torations ONI V	
Install 10'-9" 4x10 flush ceiling beam	atrium enclosure	
_		
Install 7'-5" 4x10 flush ceiling beam Install three 4x4 posts in the atrium 6	onclocuro	
mistali tillee 4x4 posts in tile attium e	FIICIOSUIE	
	FOR OFFICE USE	ONLY
	FOR OFFICE USE	ONLY
RECEIVED BY:DATE I	RECEIVED:	Check#BY:
Alteration Variance Request	Complete Su	ubmittal Cut Off Date:
	Meetings Sche	eduled:
Check Items Received:		NATURE CONTRACTOR OF THE PROPERTY OF THE PROPE
□ Drawing of Existing Floor Plan	Third AC&S Cor	mmittee (TACSC):
□ Drawing of Proposed Variance	United AC&S Co	ommittee:
□ Dimensions of Proposed Variance		
□ Before and After Pictures	Board Weeting:	
□ Other:	_ Denied	□ Approved
	□ Tabled	- Other





#### ATTACHMENT 3 AERIAL

3038-C Via Vista

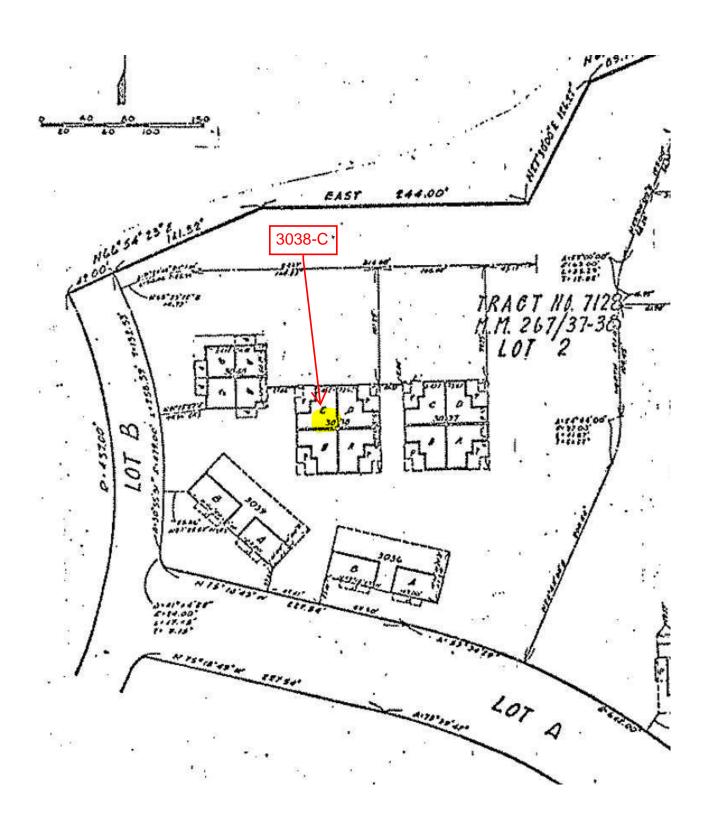


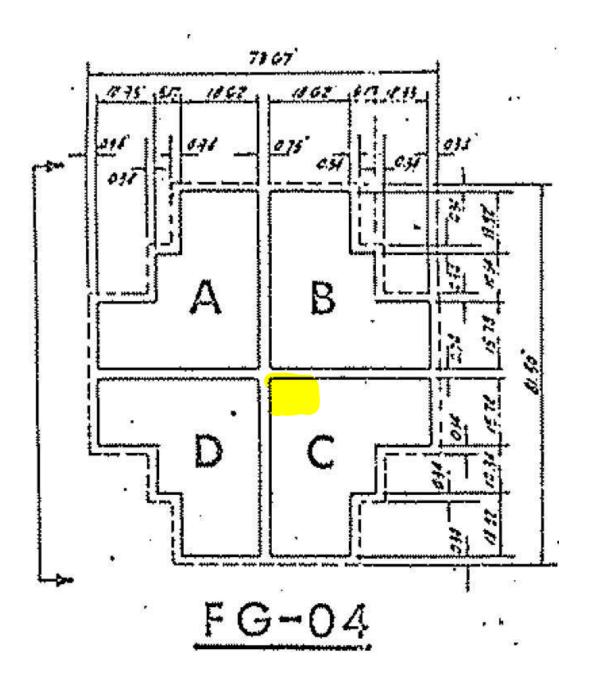




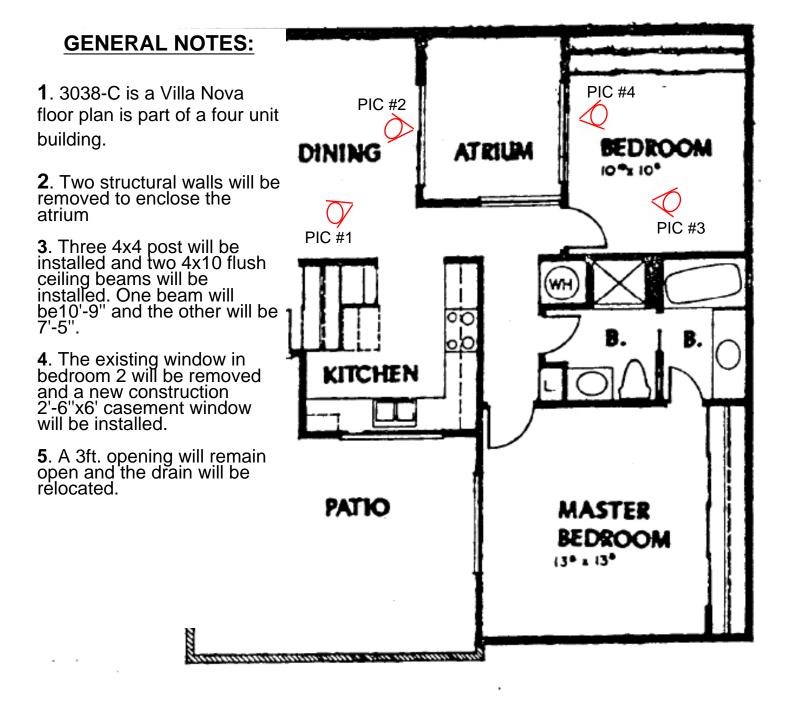


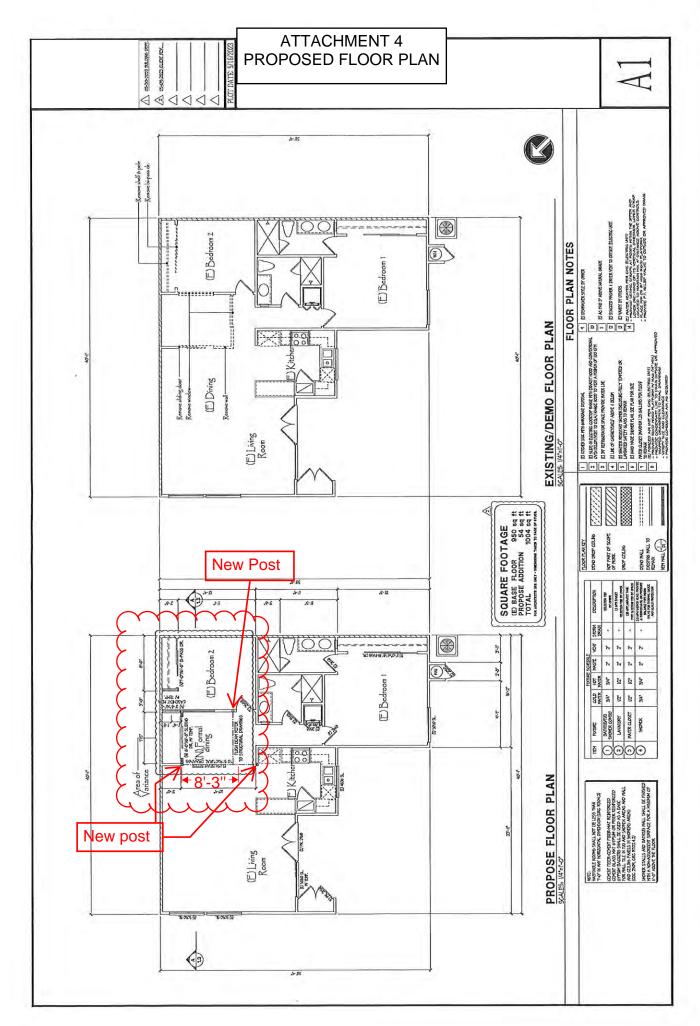


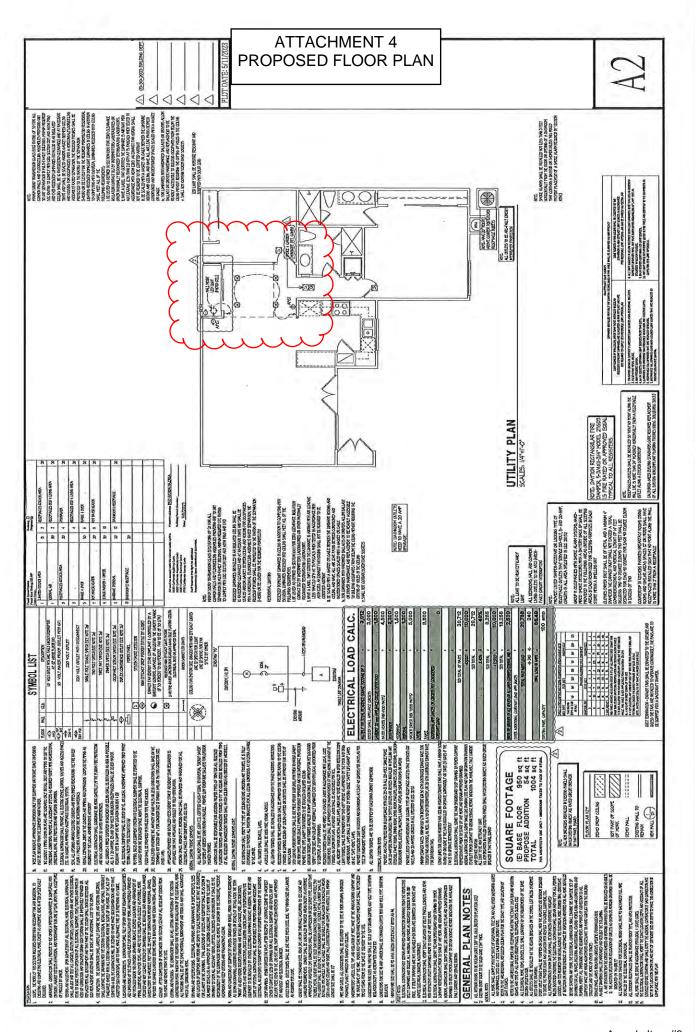


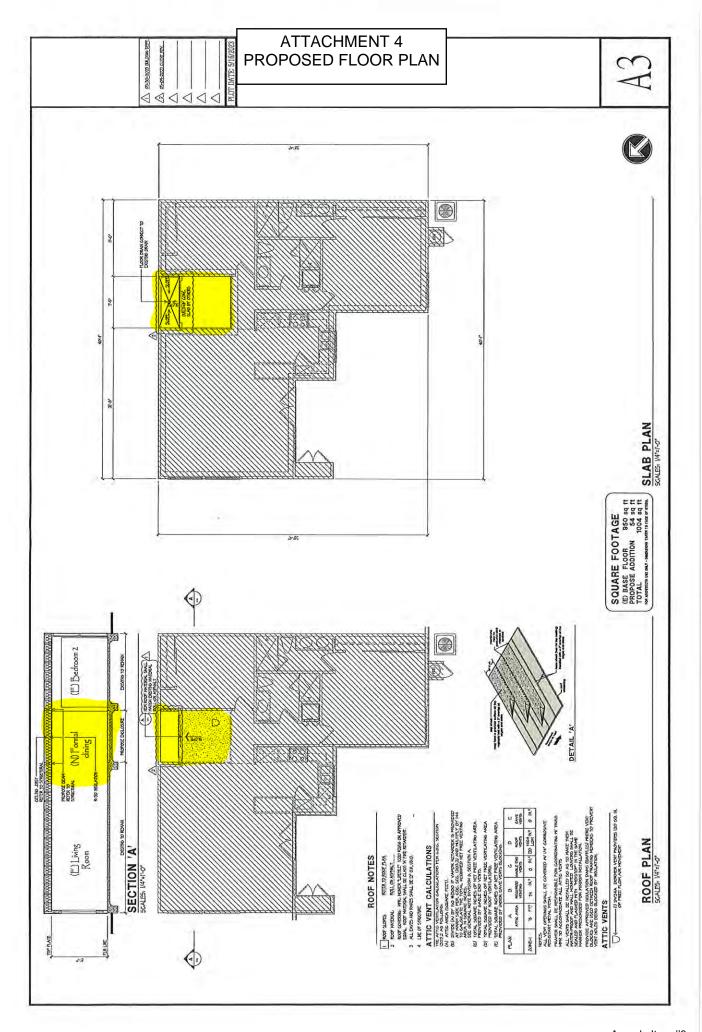


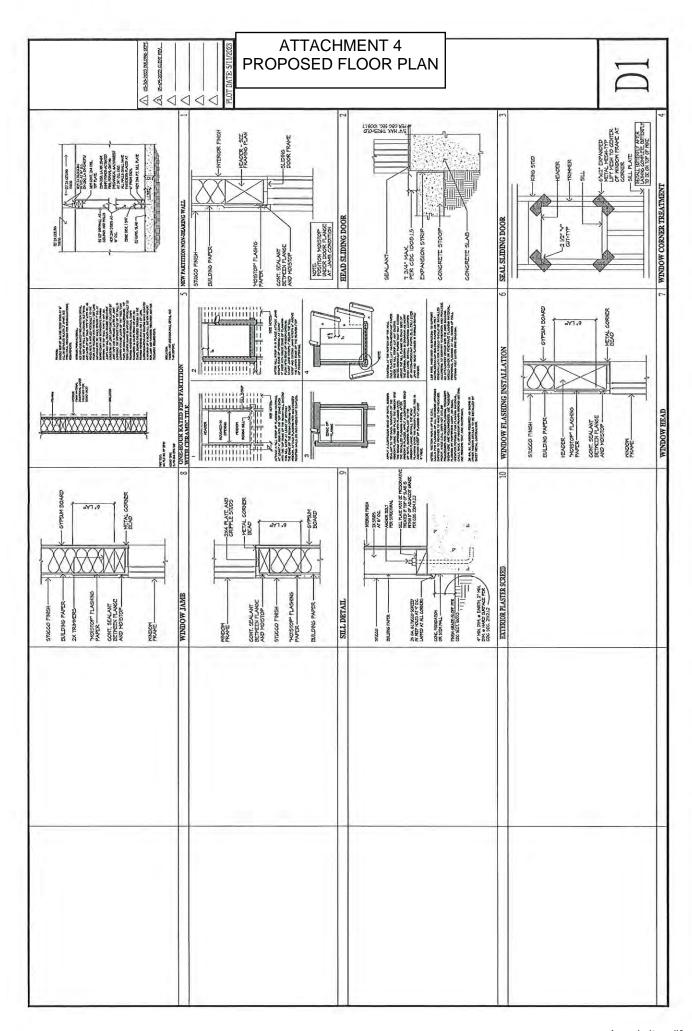
## Villa Nova(FG04)











# PROPOSED FLOOR PLAN PLOT DATE: \$772023 ENGINEER: T.H. PROJECT NUMBER S FRAMING NOTES HOTED) - URC 104 SIMER MON MENG LISE 104 COMMON MALS FOR HTS29 LISE M SHIEF MALS FOR CLAVE. FRAMING SYMBOLS LEGEND (a) rest on research restriction. (b) service a research restriction restriction in service is substitutional to service in the service in the service in the service (Co.) service in the service in the service (Co.) service in the service in the service (Co.) service is substitutional to service in the service A TOTAL MINISTAN AS PODDING. FOUNDATION PLAN (0) 2. DOUBLE TOP PLATE 2. TYP, 2X STUD @ 16" O.G. 4. DIMPSON ASS @ 48" O.G. 4. NEW ROOF RAFTER, BIT PLAN-POR BILL AND BYNCHOU. 5. EXHAND BENCHOOL 6. NEW 24, LIDDER W (2) ROOM OF HYLYZ UDGESCHEW (3) NE O.G. SCALE: 1/4"=1"-0" E.N. NEW ROOF MATTER PER PLAN. NIN EASK BIZE WITH THE L'XISTING. NEW ROOF DIMPHINGM. (5) TYPICAL EXTERIOR BEARING FOOTING (2) 1 FRAMING PLAN (2)

**ATTACHMENT 4** 

#### **ATTACHMENT 5**

#### **CONDITIONS OF APPROVAL DRAFT**

#### CONDITIONS OF APPROVAL

<u>Manor:</u> 3038-C

**Variance Description:** 3038-C: Variance for removal of two structural walls to

enclose the atrium, three 4x4 post to be installed and two 4x10 flush ceiling beams to be installed. One beam will be 10'-9" and the other will be 7'-5". Removal of existing window in bedroom 2 and a new construction 2'-6"x6' casement

window will be installed.

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

#### **Manor-Specific Conditions:**

#### A. General Comments:

- A.1. Due to this approval involving the use of Common Area, the member shall provide to Manor Alterations a copy of the Grant Deed and Legal Description for the unit, prior to application for Mutual Consent for Demolition and Alteration, for use in preparation of the "Recordable Common Area Agreement" as mentioned in Section G General Conditions.
- A.2. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.3. 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.
- A.5. Member to provide full engineered shoring plans of the structural areas where the walls are removed to properly support the building. All plans shall be checked and permitted with the City of Laguna Woods.

#### B. Materials and Methods:

#### B.1. Not Applicable

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

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- C.2. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.

#### 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; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

#### **General Conditions:**

#### G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3038-C, ("Property") within the Third Laguna Hills Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department, and their representatives, a right of entry upon the Property, 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 3038-C and all future Mutual Members at 3038-C.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing

Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.

- G.5. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- G.6. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com/residents/resident-services and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. Must obtain an approved Mutual Consent application within 180days 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 Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- G.11. 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 approprite 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 RESOLUTION DRAFT

#### **RESOLUTION 03-23-XX**

#### **Variance Request**

WHEREAS, Member located at 3038-C Via Vista, a Villa Nova style manor, requests Architectural Controls and Standards Committee approval of a variance for 3038-C: Variance for removal of two structural walls to enclose the atrium, three 4x4 post to be installed and two 4x10 flush ceiling beams to be installed. One beam will be 10'-9" and the other will be 7'-5". Removal of existing window in bedroom 2 and a new construction 2'-6"x6' casement window will be installed; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for an atrium enclosure with two structural walls removed;

**NOW THEREFORE BE IT RESOLVED**, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request for an atrium enclosure with two structural walls removed; 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 3038-C Via Vista and all future Mutual Members at 3038-C Via Vista; and

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

# **Manor 3401-A**



Wodel:

ATTACHMENT 1 **VARIANCE REQUEST FORM** 

MANOR #_	3401-A
ULWM	<b>☑</b> TLHM

Varian<del>ce Request Form</del>

P46RA

MANOR #_	3401-A
ULWM	<b>☑</b> TLHM

Date:

	P46RA	4-15-2023
Member Name:	Signature	
Kyung J. Ahn	E-mail:	
ontractor Name/Co:	Phone:	E-mail:
(/ nn shi n s s	949-303-974	
be used for official correspondence) 3401 Pun	nta Altah Lag	una Woods, Ca 92637
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#### ATTACHMENT 2 PHOTOS





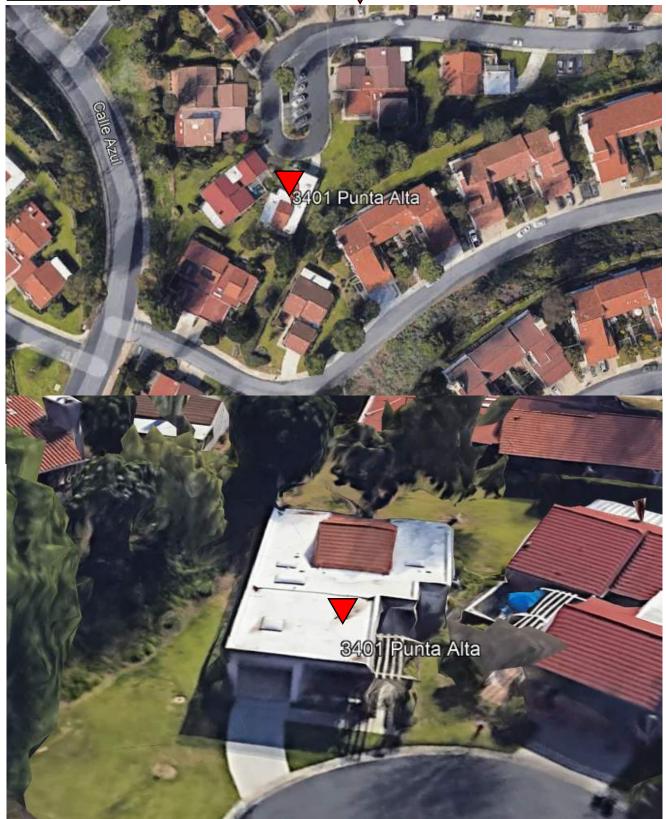
# ATTACHMENT 2 PHOTOS



#### ATTACHMENT 3 AERIAL

3401-A Punta Alta

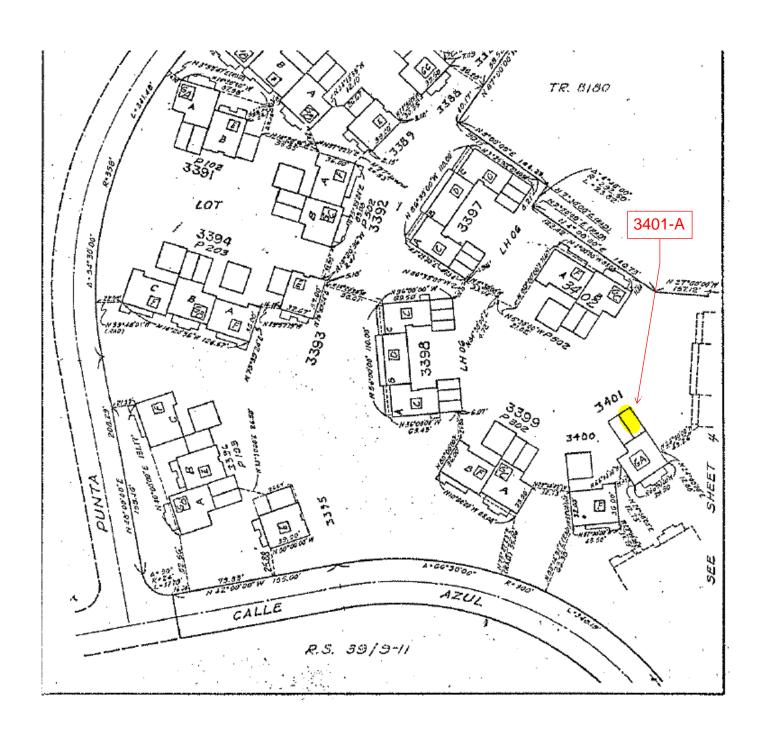
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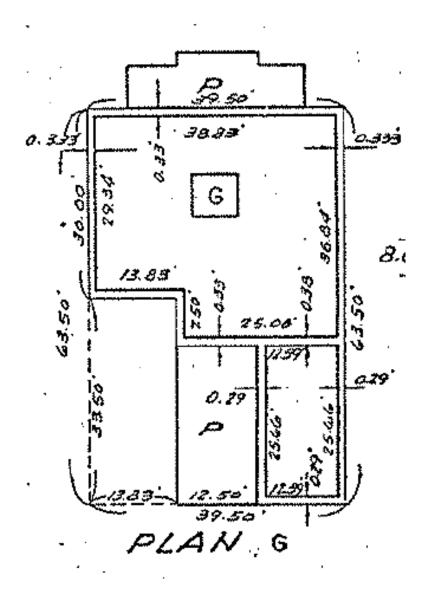




# ATTACHMENT 3 LOCATION MAP



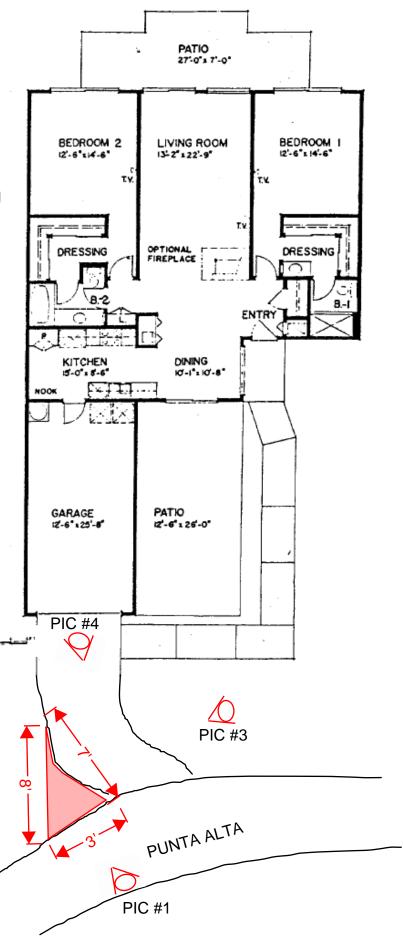
# ATTACHMENT 3 TRACT MAP



# ATTACHMENT 4 FLOOR PLAN

# **GENERAL NOTES:**

- **1**. 3401-A is a stand-alone unit.
- **2**. Driveway extension will be a triangular shape measuring 8' x 7' x 3'.
- **3**. Driveway extension is on common area.
- **4**. The extension will allow for the homeowners to enter and exit the driveway easier.
- **5**. Landscaping and irrigation will be removed to accommodate for the extension off of the driveway.



SCALE



#### **ATTACHMENT 5**

#### **CONDITIONS OF APPROVAL DRAFT**

#### CONDITIONS OF APPROVAL

<u>Manor:</u> 3401-A

**Variance Description:** Driveway extension 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 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. No future patio enclosures, room extensions, or room additions are allowed on the new driveway extension.
- A.4. Member shall contact Landscape Services for the removal of the landscaping and alteration of the irrigation system, as a chargeable service, for the proposed alterations.

#### B. Materials and Methods:

- B.1. Patio Slabs shall conform to Third Mutual Standard 21
- B.2. Slab extension must be sufficiently doweled to existing slab to prevent movement. Submitted plans must be approved by Manor Alterations for methods and materials to ensure sufficient stabilization of extension area, up

to and including additional concrete removal and replacement to ensure extension is sufficiently tied into surrounding concrete.

- C. Requirements for Mutual Consent for Alterations:
  - C.1. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request the Landscape Department to remove all landscape, irrigation, and drainage modifications associated with the improvements identified and completed by the Landscape Department at the expense of the Member.
- D. Requirements for Final Inspection by Manor Alterations:
  - D.1. Not Applicable.

See next page for General Conditions.

### **General Conditions:**

#### G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3401-A, ("Property") within the Third Laguna Hills Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department, and their representatives, a right of entry upon the Property, 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 3401-A and all future Mutual Members at 3401-A.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the

- Mutual's Rules and Regulations.
- G.5. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- G.6. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com/residents/resident-services and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. Must obtain an approved Mutual Consent application within 180days 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 Exclusive Use of Common Area 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. Member is responsible for \$750 "Recordable Common Area Exclusive Use Revocable License" fee and any applicable filing fees with the Orange County Clerk/Recorder
- G.12. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the approprite Mutual

Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

- G.13. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See http://www.lagunawoodsvillage.com.
- G.15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.

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

#### **RESOLUTION DRAFT**

#### **RESOLUTION 03-23-XX**

#### **Variance Request**

**WHEREAS,** Member located at 3401-A Punta Alta, a Navarro style manor, requests Architectural Controls and Standards Committee approval of a variance for a driveway extension on common area; and

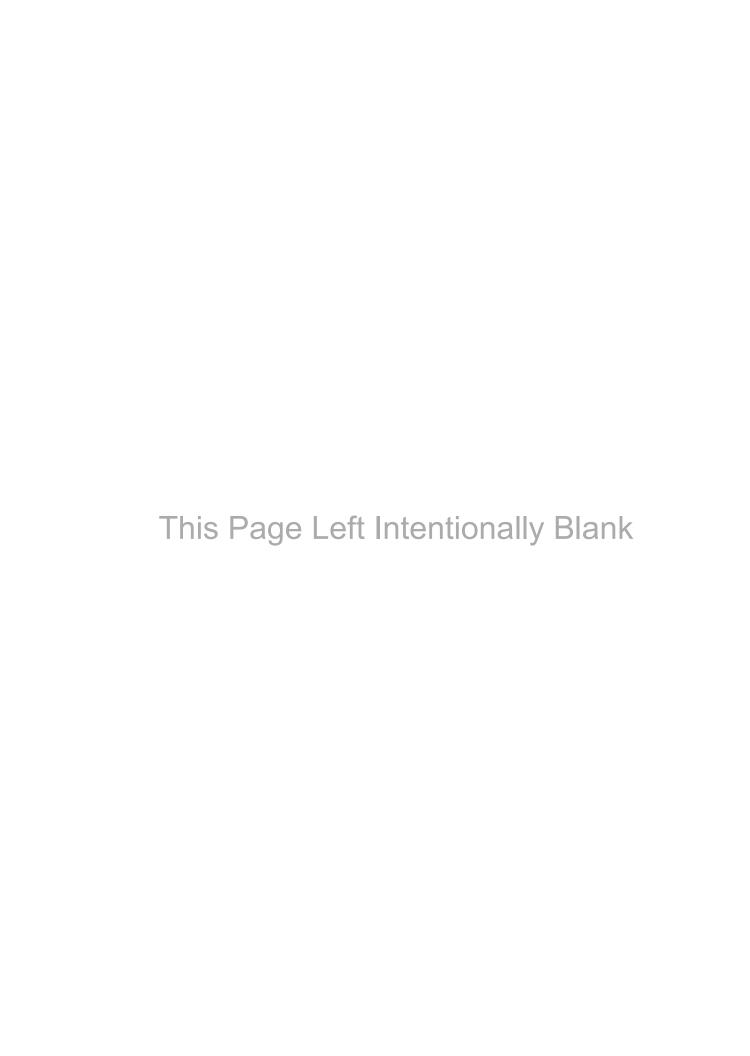
WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for a driveway extension on common area;

**NOW THEREFORE BE IT RESOLVED**, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request for a driveway extension 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 3401-A Punta Alta and all future Mutual Members at 3401-A Punta Alta; and

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



# **Manor 5007**



## ATTACHMENT 1 VARIANCE REQUEST FORM

MANOR #_	5007	
☐ ULWM	X TLHM	

SA

Variance	Request	Form
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Model: Villa Par	aisa	n: C 13R-C	Date: 4/21/2023
Member Name: H	oward Ho	Signature	
Phone:		E-mail:	
Contractor Name/ SUNSHINE PACIFIC	Co: GROUP AMERICA INC.	Phone: 909-806-6039	E-mail:
Mailing Address: (to be used for official correspondence)	5007 DUVERNEY, LA	AGUNA WOODS, CA 926	637

### **Description of Proposed Variance Request ONLY:**

- 1. ENCLOSE THE FRONT ENTRY
- 2. EXTEND THE ROOF LINE AT THE REAR OF THE MANOR
- 3. CONVERT THE GARDEN ROOM TO A ROOM ADDITION
- 4. INSTALL A 3RD BATHROOM IN THE HALLWAY
- 5. RAISE THE CEILING IN THE HALLWAY FROM 7FT TO 8FT
- 6. INSTALL TRAPEZOID TRANSOM WINDOW IN FAMILY ROOM ADDITION

### **Dimensions of Proposed Variance Alterations ONLY:**

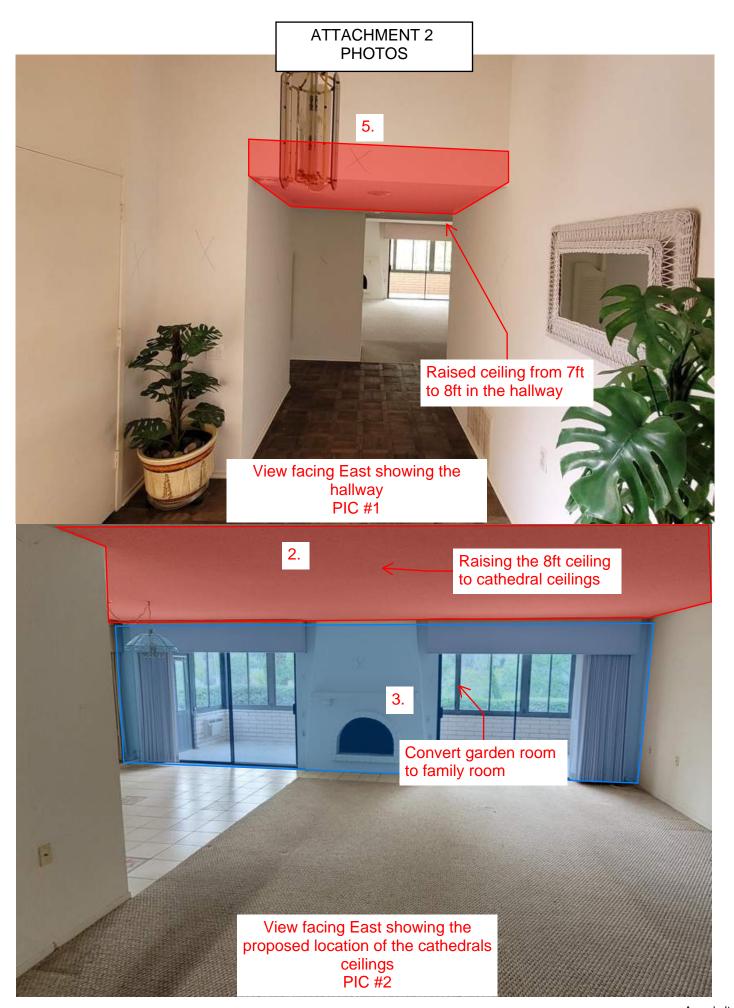
- 1. ENCLOSE THE FRONT ENTRY: 7'-7" X 7'-10" = 60 SQFT
- 2. EXTEND THE ROOF LINE AT THE REAR OF THE MANOR: 9'-6" X 40'-3" = 382 SQFT
- 3. CONVERT THE GARDEN ROOM TO A ROOM ADDITION: 9'-6" X 40'-3" = 382 SQFT

RECEIVED BY: DATE RECEIVED: Check# BY:

- 4. INSTALL A 3RD BATHROOM IN THE HALLWAY: 5'-10" X 8'-5" = 49 SQFT
- RAISE THE CEILING IN THE HALLWAY FROM 7FT TO 8FT: 8'-11" X 14'-9 =113 SQFT
- 6. TRAPEZOID TRANSOM WINDOW: 8'-0" X 3'-0" X 4'-5"

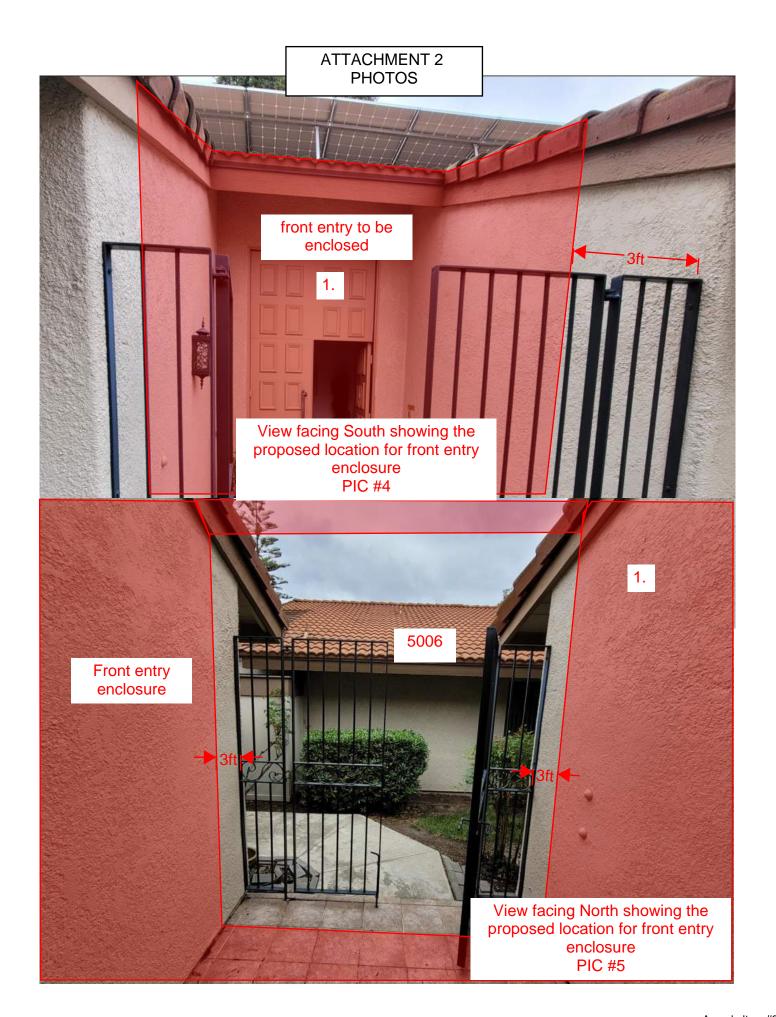
## FOR OFFICE USE ONLY

Alteration Variance Request	Complete Submittal Cut Off Date:		
Check Items Received:	Meetings Scheduled:		
□ Drawing of Existing Floor Plan	Third AC&S Committee (TACSC):		
□ Drawing of Proposed Variance	United AC&S Cor	mmittee:	
□ Dimensions of Proposed Variance			
□ Before and After Pictures	Board Meeting: _		
□ Other:	□ Denied	□ Approved	
	□Tabled	□ Other	



# ATTACHMENT 2 PHOTOS













# ATTACHMENT 3 AERIAL

5007 Duverny



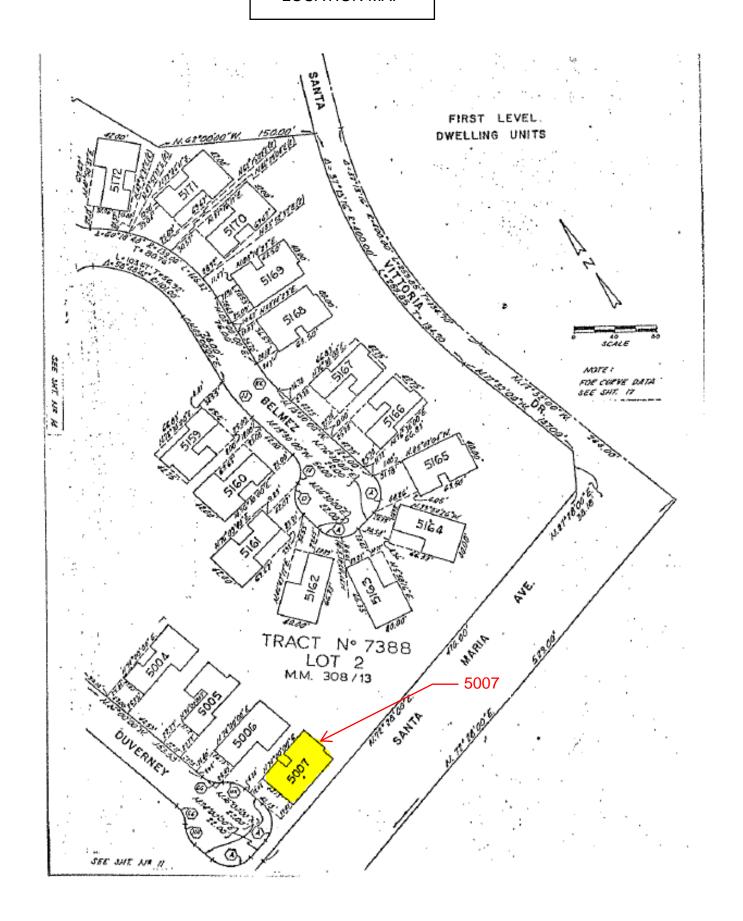


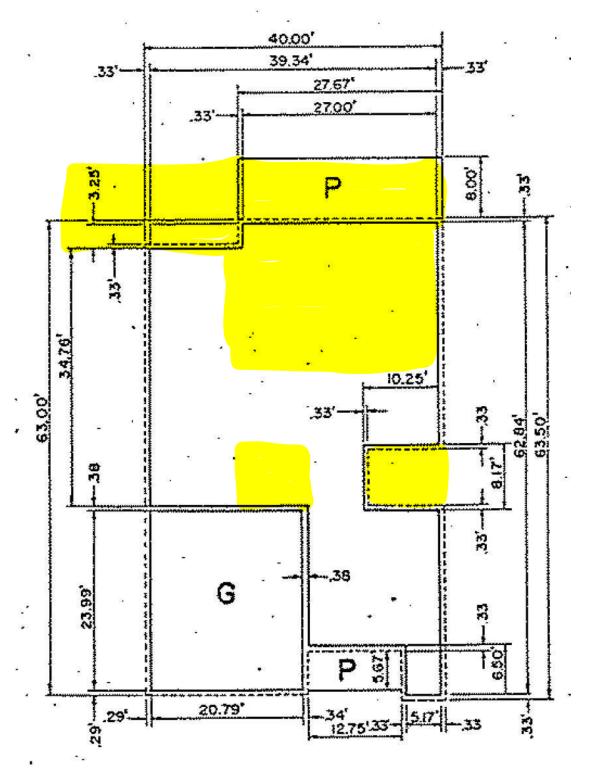




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# ATTACHMENT 3 LOCATION MAP

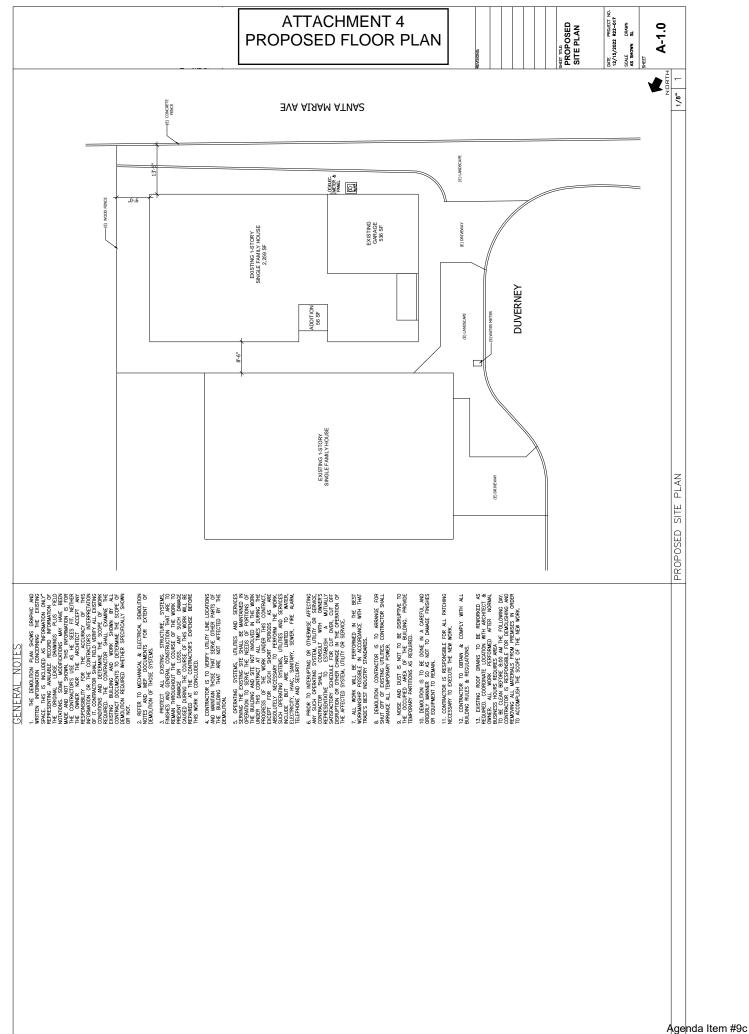


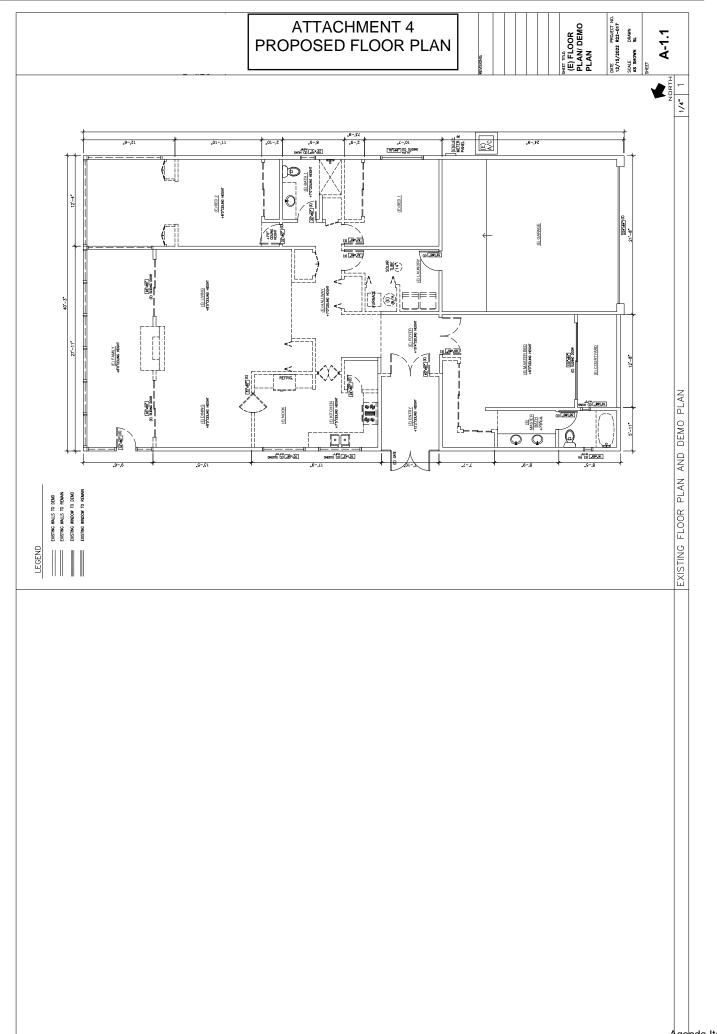


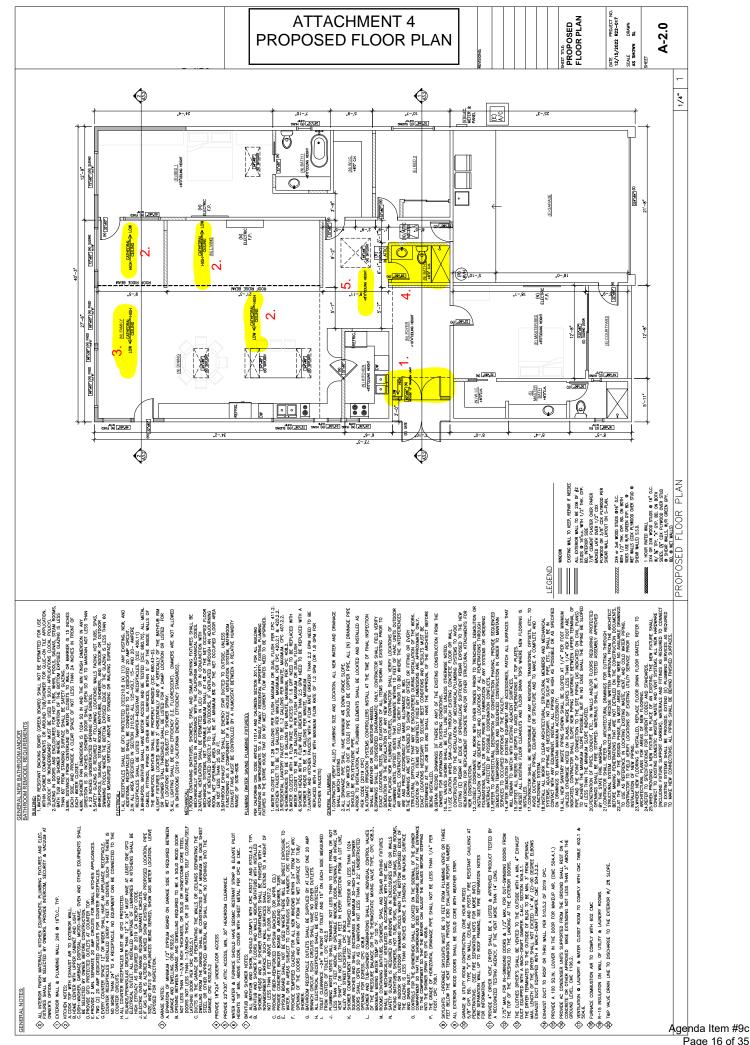
PLAN C-13

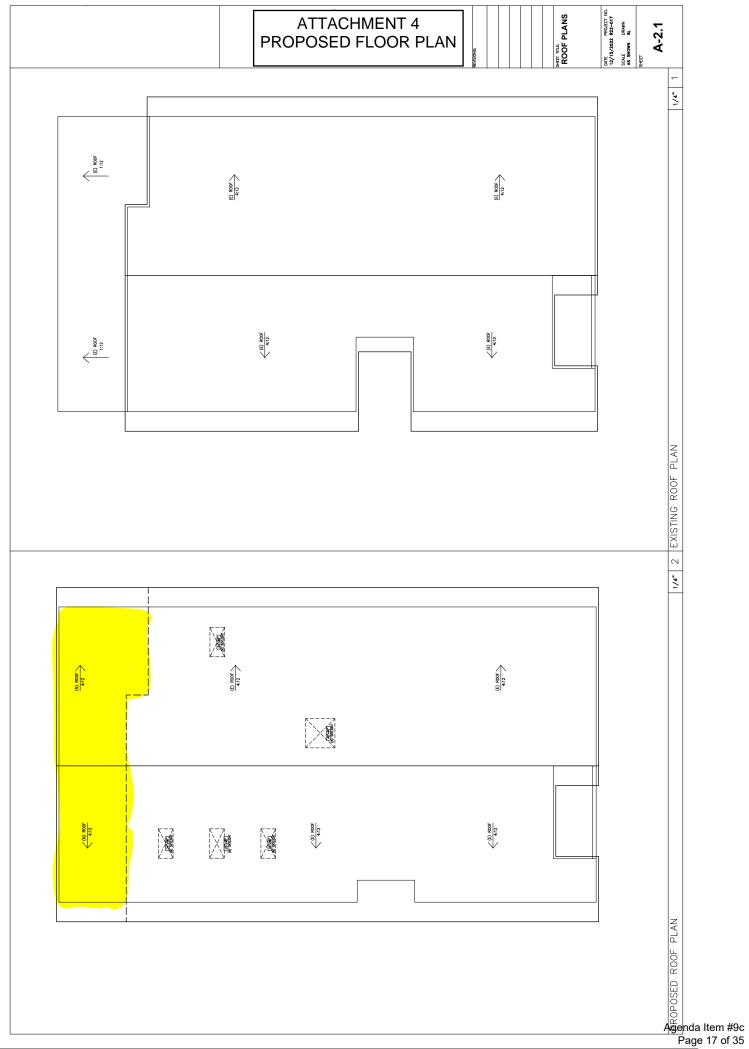
#### ATTACHMENT 4 FLOOR PLAN PIC #12 **PIC #11 PIC #8** PIC #10 Garden Room **PIC #9 PIC #13** Room addition **GENERAL NOTES:** DINING 10'-4"x13'-0" THIS WINDOW AT 1. 5007 is a Villa Paraisa VIEW LOTS ONLY. PIC #3 OM floor plan and is a stand alone manor at end of the cul-de-sac. NOOK Variance is to enclose the front entry, extend the roof KITCHEN :--: PIC#2 line at the rear of the manor, convert the garden room to a room addition, install a 3rd **PIC #7** bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in SERV. ENTRY PIC #4 the family room. **PIC #5** 3. The enclosed front entry will add 60sqft., the **PIC #1** extended roof line at the DRESSING T.V. rear of the manor will add **PIC #6** 382sqft, converting the MASTER BEDROOM garden room to a room garag addition will be 382sqft., 3rd 12-8" x 15-7 bathroom in hallway will be 49sqft, raised ceiling in hallway will add 113sqft, BATH I and the trapezoid transom window is 8'-0"X3'-0"X4'-5" PRIVATE GARDEN 4. There are mutual consents for the garden room, 3/1999, and room addition on rear off of bedroom 2, 9/1998. 5. No additional common VILLA PARAISA(C13r) area will be used.

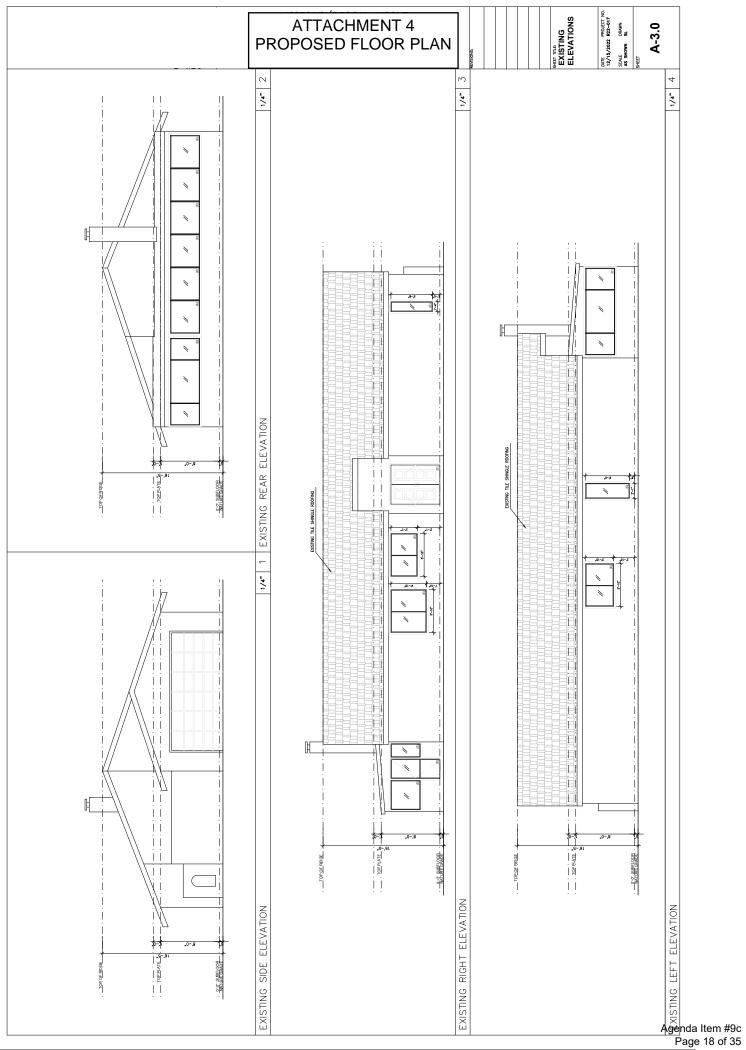
#### **ATTACHMENT 4** ITLE SHEET DATE PROJECT 1 12/15/2022 R22-017 A-0.0 PROPOSED FLOOR PLAN SCALE SAOWN THE SHEET THE SHEET THE SHEET AND DEMO PLAN SHEET INDEX THE SCOPE OF WORK INCLUDES: 1. ADD 56 ST THE FORDY. 2. REBUILD THE FAMILY ROOM AIT THE REER OF THE HOUSE TO CHANGE THE FLAT ROOT AND WINCOM PANELS TO NEW ROOT AND WALLS. 3. RE-LAVOUT THE JAIN HOUSE TO CREATE A NEW LINNS ROOM, A NEW DINNS AREA, A NEW OFEN KITCHEN, AND A NEW BATHROOM. APPLICABLE CURRENT CODES AND REGULATIONS THE PROJECT IS TO PROPOSE A 56 SF HOUSE ADDITION TO THE FOYER, A HOUSE REMODEL, AND A REBUILD OF THE FAMILY ROOM AT THE REAR OF THE EXISTING SINGLE—FAMILY HOUSE. 4. REMODEL THE EXISTING BEDROOMS AND BATHROOMS. 5. REMOVE SOFFIT AT HALLIWAY AND BATHROOMS TO RAISE THE CEILING TO ALIGN WITH THE WHOLE HOUSE CEILING. NEW ROOF (STRUCTURAL AND ROOFING) FOR THE ADDITION AND REBUILD OF **VICINITY MAP** PARCEL MAP NEW ELECTRICAL AND LIGHTING FOR THE WHOLE HOUSE RELOCATE EXISTING W/H TO GARAGE. NEW SKYLIGHTS. 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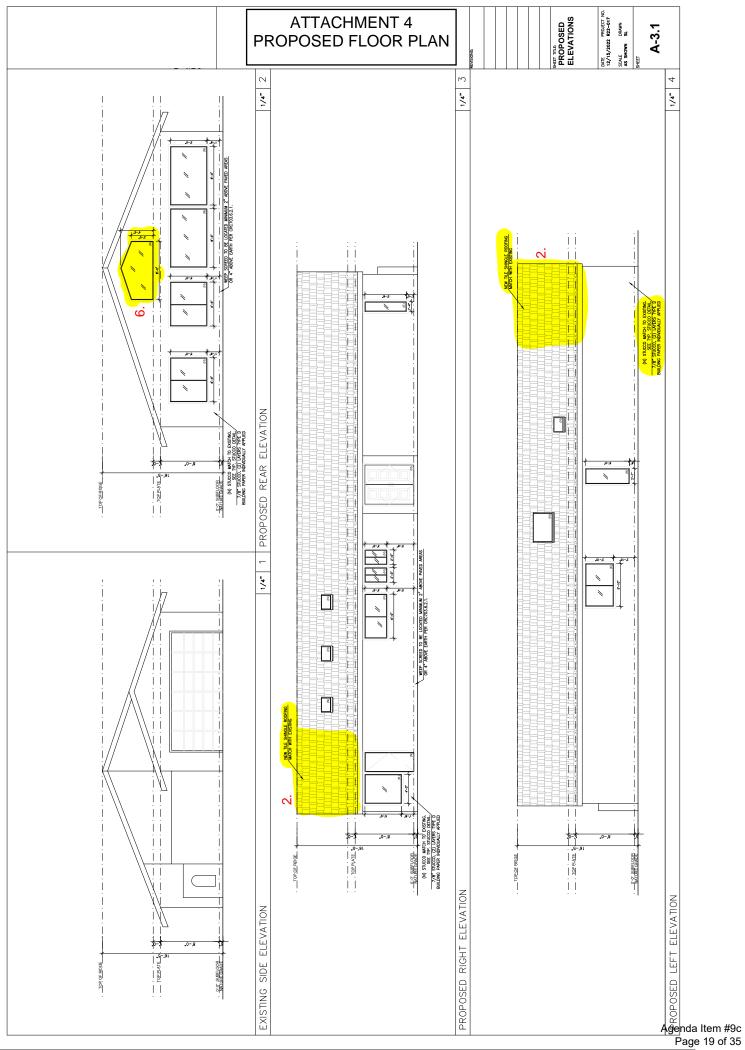


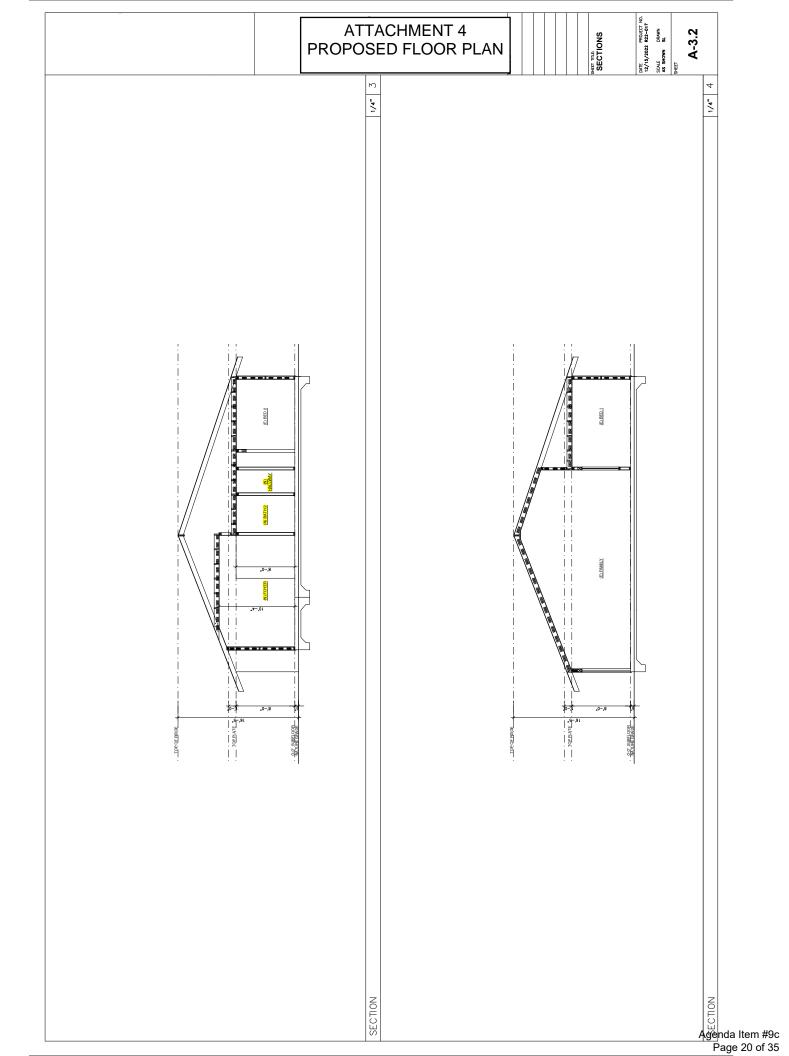






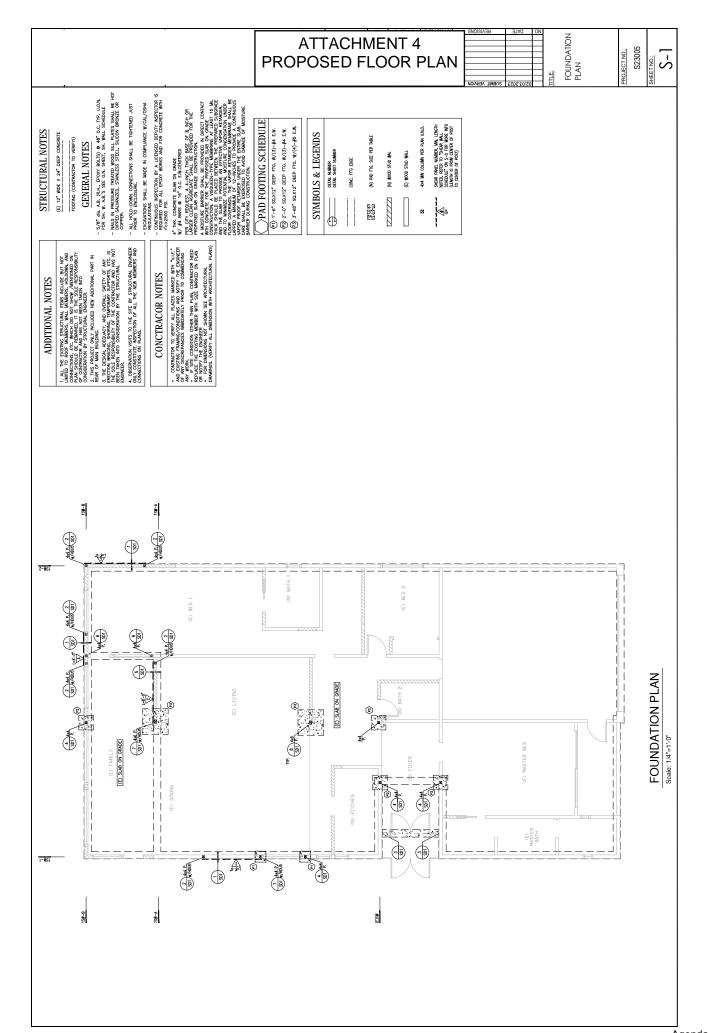


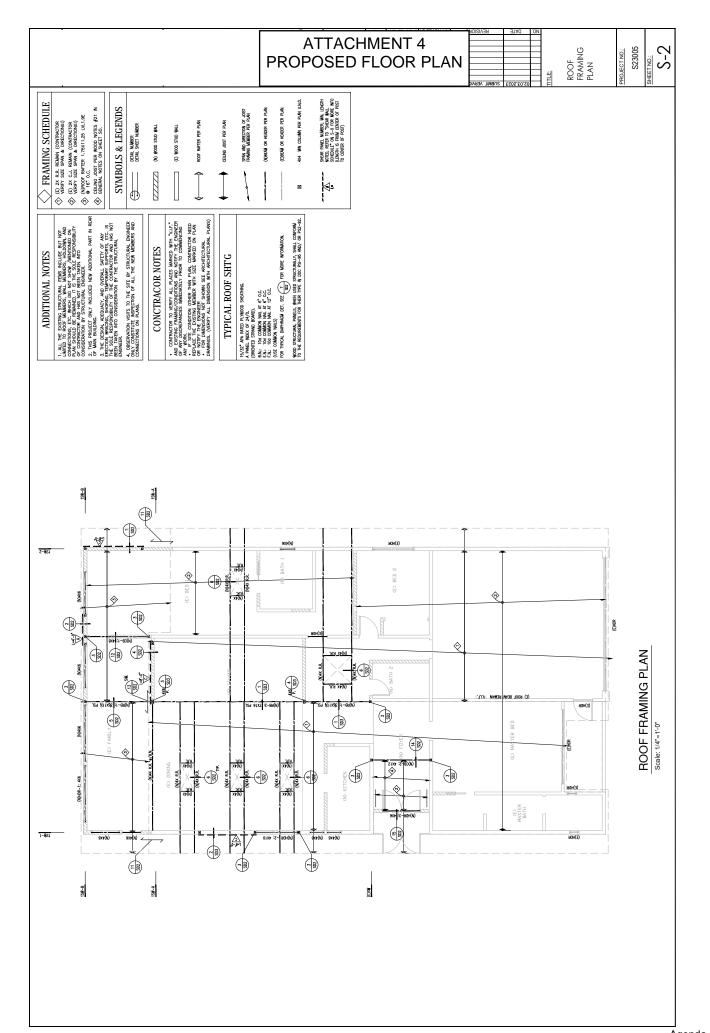


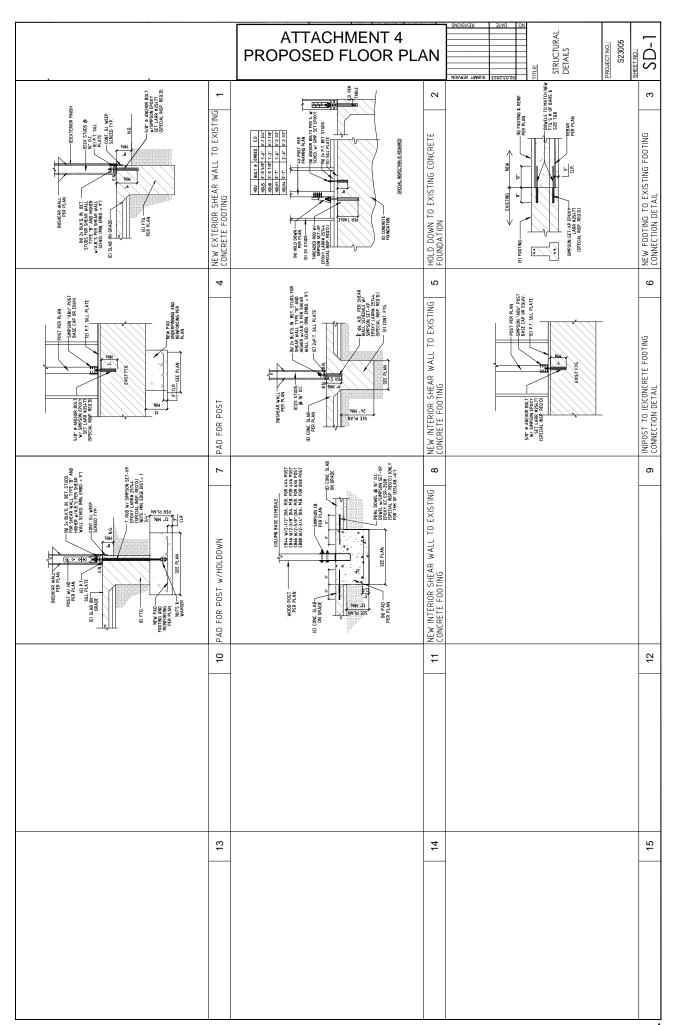


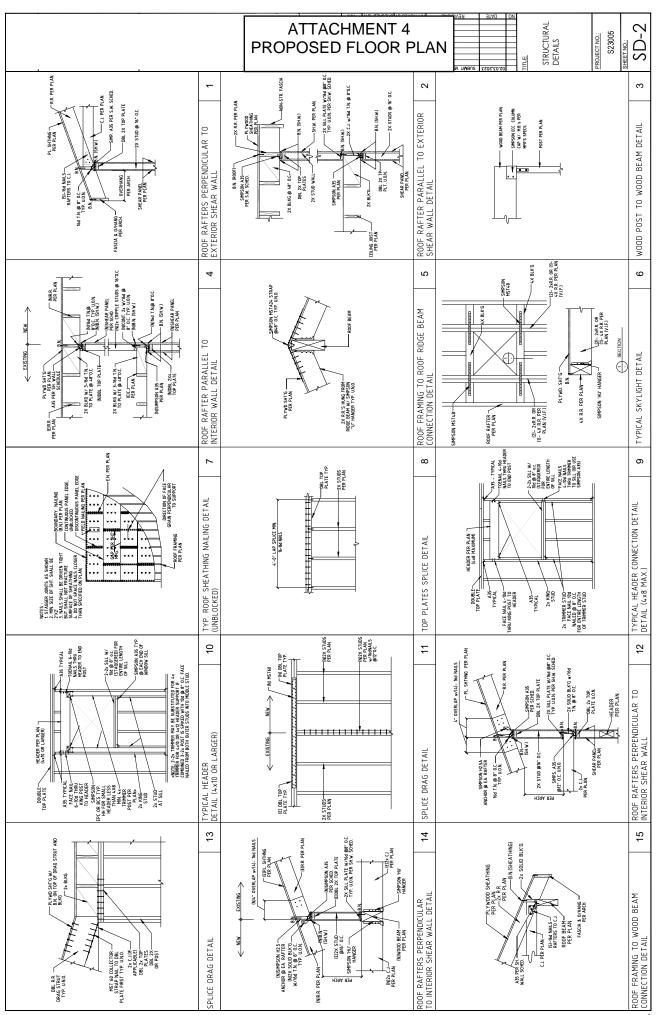


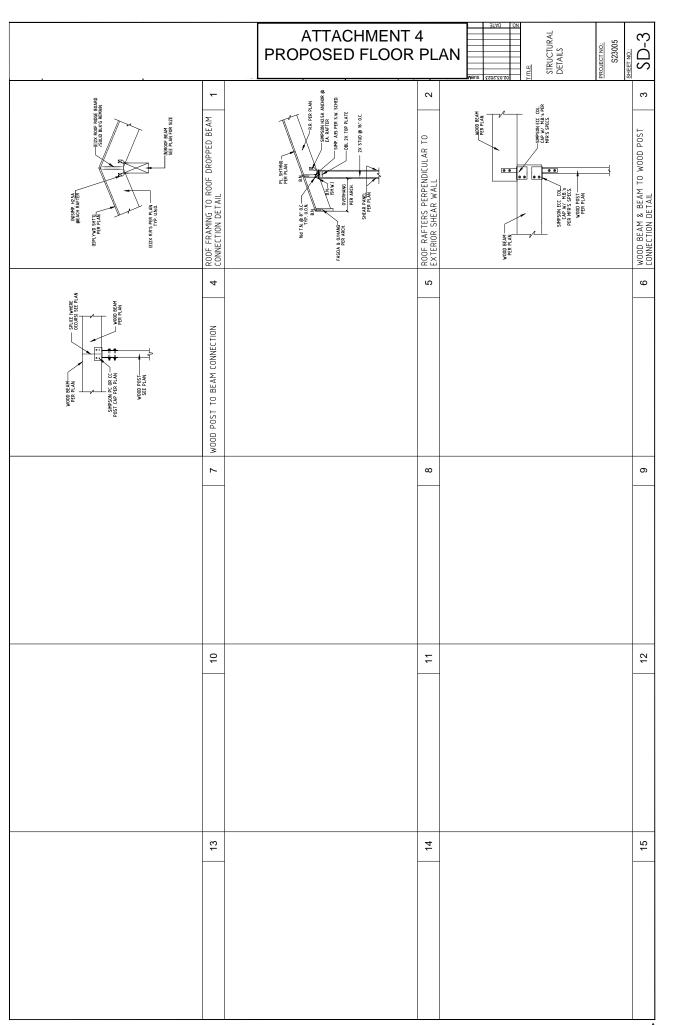
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MINIMAM 3XNOMINUL PRAMING AT ADJONING PANEL EDGES AND STAGGENED PENETRATION INTO FRAMING AVE. SPACED 3 NOMES ON GENITR OR CLOSER. LINAL, SPACING ALONG INTERMEDIATE SUPPORTS 12" OC. IMULS SHALL BEC USING "CLIPPED HEAD" OR "SINKER MULS" ARENOT ACCEPTABLE. L RELD SITE VISITS BY THE OBSERVATIONS. When the work of the second control and the s ALL NULS SHALL BE UTLUE COMMON HALLS OR OLL YMAZED BCK IN COMPLANCE WITH FEDERAL SPECFICATIONS FA-FUGB. SHARDER SHALL HOT BE ALLOWED TO VILLES SPECFED OR APPROVED BY THE ENGINEER ALL NALS EXPOSED TO WEATHER, HEX MADOR MOSTITAGE HALL BE GALVANIZED. I PRECIPIL FOR WILING AS PECURED WHEN HAL SPACING RESALTS IN WOOD SPUTTING. PRECIPIL HOLES SHALL BESAM. THAT THEDWARETS OF THE WALS. Windows Control Contro I BOLT HOLDS SWILL BE M. TO M. WANAMALWERR THWITHE BOLT SZEE RETIDENTERS ALL NUTSPRIOR TO GLOSHOIN A REPRESENCE OOG SECTIONED SAIR A 2016 A. 2016 Y. 2014 A. A. HO 2011 A. FOR RILES REQUEDING THE CUTTING THE WING AND EGNERO OF OSETS, STUGS AND SERVIS. 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#### **ATTACHMENT 5**

#### CONDITIONS OF APPROVAL DRAFT

#### CONDITIONS OF APPROVAL

<u>Manor:</u> 5007

**Variance Description:** Enclose the front entry, extend the roof line at the rear of the

manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

# **Manor-Specific Conditions:**

## A. General Comments:

- A.1. Due to this approval involving the use of Common Area, the member shall provide to Manor Alterations a copy of the Grant Deed and Legal Description for the unit, prior to application for Mutual Consent for Demolition and Alteration, for use in preparation of the "Recordable Common Area Agreement" as mentioned in Section G General Conditions.
- A.2. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.3. 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.
- A.5. Member to provide full engineered shoring plans of the structural areas where the walls are removed to properly support the building. All plans shall be checked and permitted with the City of Laguna Woods.

#### B. Materials and Methods:

#### B.1. Not Applicable

#### 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, 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, 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 Alternations, 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 Alternations, 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; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

### **General Conditions:**

#### G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 5007, ("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 5007 and all future Mutual Members at 5007.
- 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 Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- G.11. 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 approprite 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

#### RESOLUTION DRAFT

#### **RESOLUTION 03-23-XX**

#### **Variance Request**

WHEREAS, Member located at 5007 Duverney, a Villa Paraisa style manor, requests Architectural Controls and Standards Committee approval of a variance to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room; and

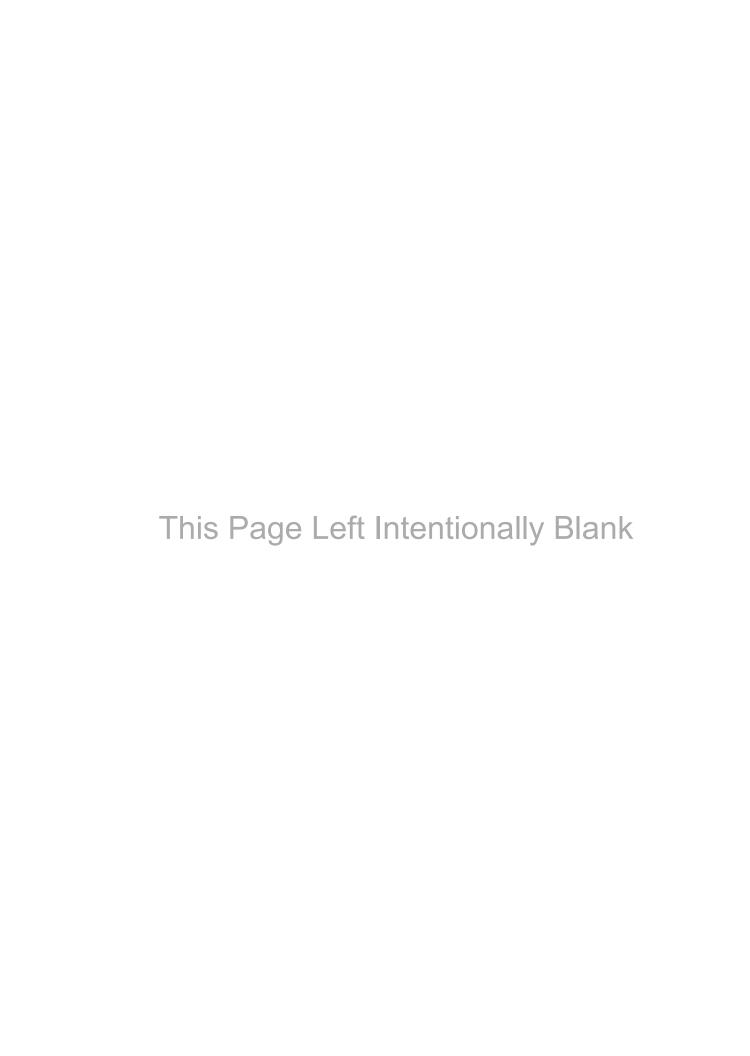
WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room;

**NOW THEREFORE BE IT RESOLVED**, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room; 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 5007 Duverney and all future Mutual Members at 5007 Duverney; and

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



# **Manor 5071**



# **ATTACHMENT 1** VARIANCE REQUEST **FORM**

MANOR #_	5071
ULWM	TLHM

SA 21792273

Variance Request F	-orm
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MANOR #_	9
ULWM	<b>Т</b> ТГНМ

Model: Villa Terraza	Plan: C10R-C	Date: 4/14/23	
Member Name: CARL MAIN	Signature	././/~	
Phone:	E-mail:	E-mail:	
Contractor Name/Co: SEABREEDE CONSTRUCTIO	Phone: 957-505-1	E-mail: JIMO SEABREEZE LANDSCAPE	
Owner Mailing Address: 6.25 W.	KATELLA #24 EJCA 92867		
Description of Proposed Variance	Request ONLY:		
CEMOVE BACKPATION	- WALKWAY CONCI	上庄	
EXPAND PATIO SIZ			
SURFACE PATIO & WA	CKNAY WITH PA	VERS	
REROUTE LANDSCAPE	PRIGATION TO A	VOID COVERING W/ PAVERS	
Dimensions of Proposed Variance  ΕΧΡΑΝΟ ΡΑΤΙΟ ΕΙ  ΤΟ ΑΒΟΝΤ 18 <sup>1</sup> Χ	ROM APPROX 9	/× 8,5-/	
RECEIVED BY:DAT	FOR OFFICE USE OF	Chock# (C BY: M)	
Alteration Variance Request	Complete Sub	mittal Cut Off Date:	
Check Items Received:  Drawing of Existing Floor Plan Drawing of Proposed Variance Dimensions of Proposed Varia Before and After Pictures Other:	united M&C Comn Board Meeting:	nittee (TACSC):	
	□ Tabled	□Other	

# ATTACHMENT 2 PHOTOS

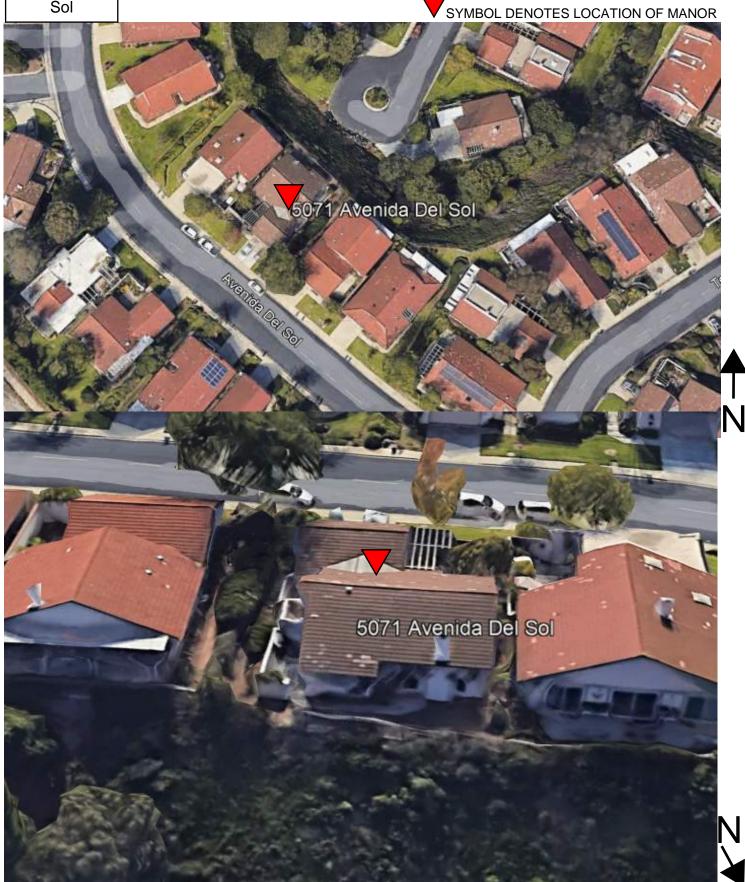


# ATTACHMENT 2 PHOTOS

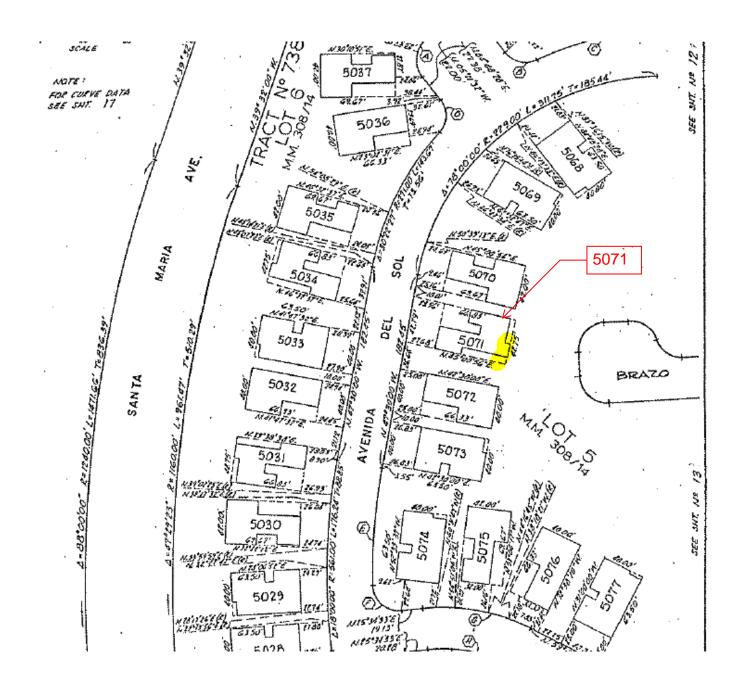


ATTACHMENT 3 AERIAL

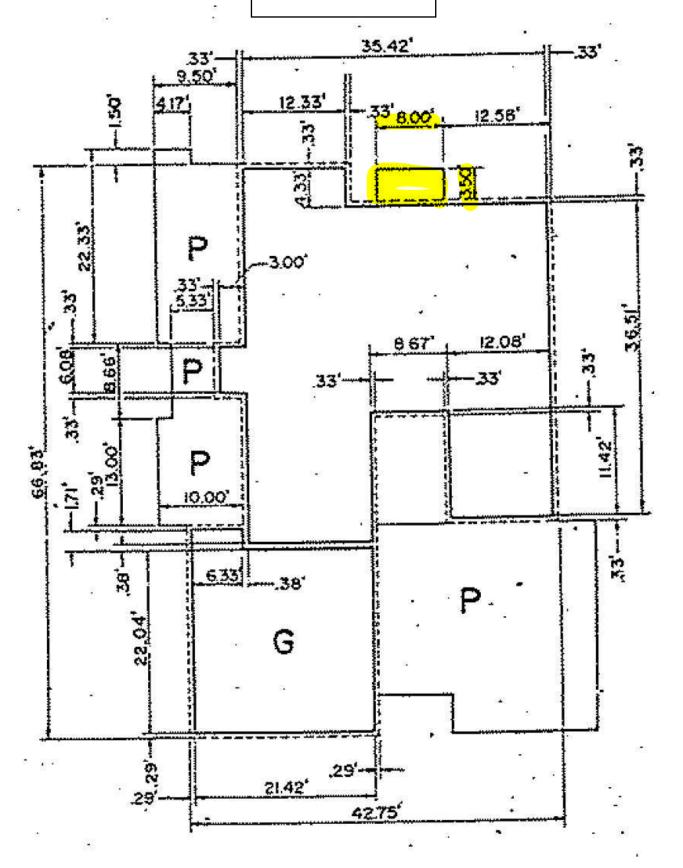
5071 Avenida del Sol



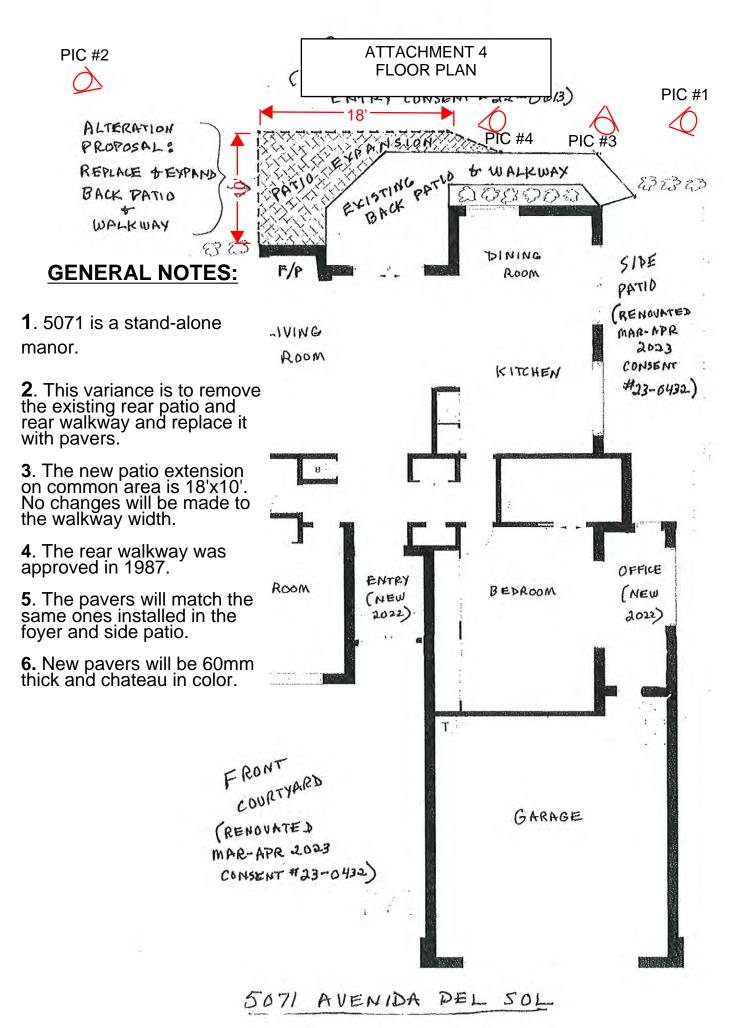
# ATTACHMENT 3 LOCATION MAP

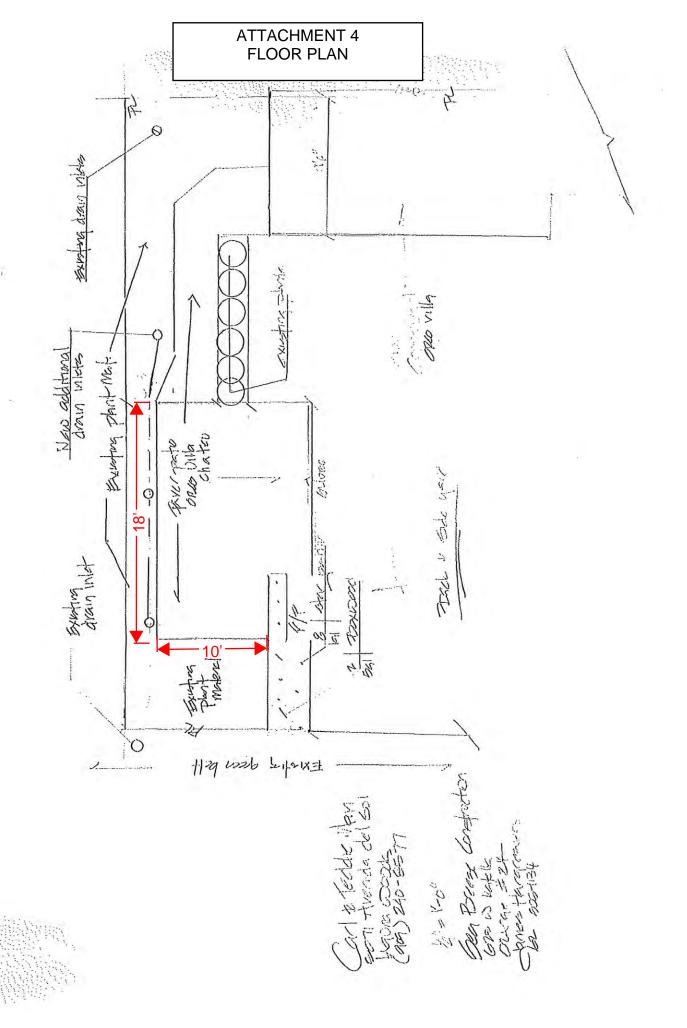


# ATTACHMENT 3 TRACT MAP



# PLAN C-10





Manor 5071: BACK PATIO & WALKWAY Renovation

#### PROPOSAL DESCRIPTION:

Remove concrete patio and walkway in the back yard.

Use pavers to expand patio area from current size (approx. 9' x 8.5') to about 18' x 10' (including footprint of fire place chimney), in accordance with contractor's hardscape design.

Use pavers to replace existing old, worn walkway, which will connect with the pavers of the proposed expanded back patio on one end, and on the other end with the pavers installed recently in our side patio during the recently approved and completed project "Renovate Front Courtyard & Side Patio" (Mutual Consent #23-0432); see photo below.

Coordinate & contract with Landscape Maintenance to reroute existing sprinkler system in back yard to accommodate the expanded patio area, ensuring no irrigation lines run under pavers or concrete.



Newly renovated Side Patio with pavers which will connect to, and match, those of the proposed replaced back yard walkway.

**MOTIVATION**: One of our primary reasons for choosing to buy this particular house in 2021 was for the outstanding view offered from the back yard, looking toward the Santa Ana range with Saddleback Mountain (right), and the San Gabriel range with Mount Baldy (distant left).



(back yard view - a recent morning after January 2023 rains)



( telephoto view of Mt. Baldy from back yard )



(back yard seen from northwest corner)

And, we have found that the afternoon exposure in the back yard is nicely shaded from the hot sun in summer. So, we like to sit outside there, often with a meal, to take in that view. And, with that view and the shade, it is ideal for entertaining guests.

But, the back patio is too small to accommodate a table for even 4 people, so we can't really do what we want to maximize the enjoyment of our home.

Of course, being outside our wall, our back yard is common area. But it should be noted that it is Truly an example of "exclusive-use common area", as no one is ever back there other than ourselves and the landscape crews.

#### MOTIVATION: (continued)

Our side patio was covered with an old, dirty outdoor carpet. But we renovated it using pavers (see photo, page 1, and Mutual Consent #23-0432). But our very small back patio was also covered with a similar old, ragged, garish green outdoor carpet which we removed; but it is now covered in glue marks left after we removed the carpet.

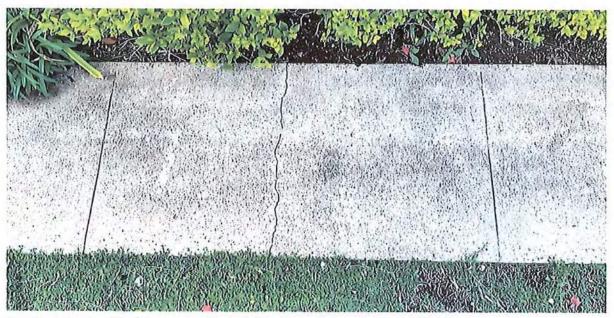




(back patio - too small for table & chairs for 4)

(back patio covered in glue marks)

Also, the back walkway is extremely pitted due to rain from the roof falling on it for 50 years. We recently added a gutter to that section of roof to eliminate the problem in the future.



(back walkway pitted by years of rain falling from the roof above which had no gutter)

**MOTIVATION**: (continued)

Lastly, as we look at the homes around us, we have the smallest, oldest, and least usable back patio of anyone! There seems to be ample precedent to have a new, larger, more utilizable back patio.









(back patios of our immediate neighbors)



#### ATTACHMENT 5

#### CONDITIONS OF APPROVAL DRAFT

#### **CONDITIONS OF APPROVAL**

<u>Manor:</u> 5071

**Variance Description:** Add 18'x10' pavers to the rear patio 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. No further encroachment or construction of additional alterations shall be allowed on the added pavers to an 18'x10' area to the rear patio on common area.
- A.2. Due to this approval involving the use of Common Area, the member shall provide to Manor Alterations a copy of the Grant Deed and Legal Description for the unit, prior to application for Mutual Consent for Demolition and Alteration, for use in preparation of the "Recordable Exclusive Use of Common Area Revocable License" as mentioned in Section G General Conditions.
- A.3. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.4. Brick pavers are to be installed on 2" leveled sand base and 3" compacted subgrade.
- A.5. North West downspout must be installed to match the North East downspout; must have 1" air gap and draining into interceptor drainage system (6" diameter drain line). Subterranean drainage system with settlement screen to be installed beneath pavers to divert runoff to drainage system and prevent water runoff flowing down the hillside, or patio extension sloped leading to parallel French drain system diverting run off to street, not hillside.

Member shall contact Landscape Services for the removal of the landscaping and alteration of the irrigation system, as a chargeable service, for the proposed alterations.

### B. Materials and Methods:

- B.1. Pavers installation must be set in compacted subgrade.
- B.2. Prior to the issuance of a Mutual Consent for Alterations, a sample of the brick pavers 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, the Member shall request the Landscape Department to remove all landscape, irrigation, and drainage modifications associated with the improvements identified and completed by the Landscape Department at the expense of the Member

# D. Requirements for Final Inspection by Manor Alterations:

D.1. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

# **General Conditions:**

### G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 5071, ("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 5071 and all future Mutual Members at 5071.
- 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. Member is responsible for \$750 "Recordable Common Area Exclusive Use Revocable License" fee and any applicable filing fees with the Orange County Clerk/Recorder.

- G.12. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the approprite Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.13. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See http://www.lagunawoodsvillage.com.
- G.15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.

- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.21. The Mutual Consent for Alterations expires six months after the date of Notice of Approval issued by Manor Alterations, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.22. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.23. Member shall indemnify, defend and hold harmless Third and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

# ATTACHMENT 6 RESOLUTION DRAFT

#### **RESOLUTION 03-23-XX**

#### **Variance Request**

**WHEREAS,** Member located at 5071 Avenida Del Sol, a Villa Terraza style manor, requests Architectural Controls and Standards Committee approval of a variance to add 18'x10' pavers to the rear patio on common area; and

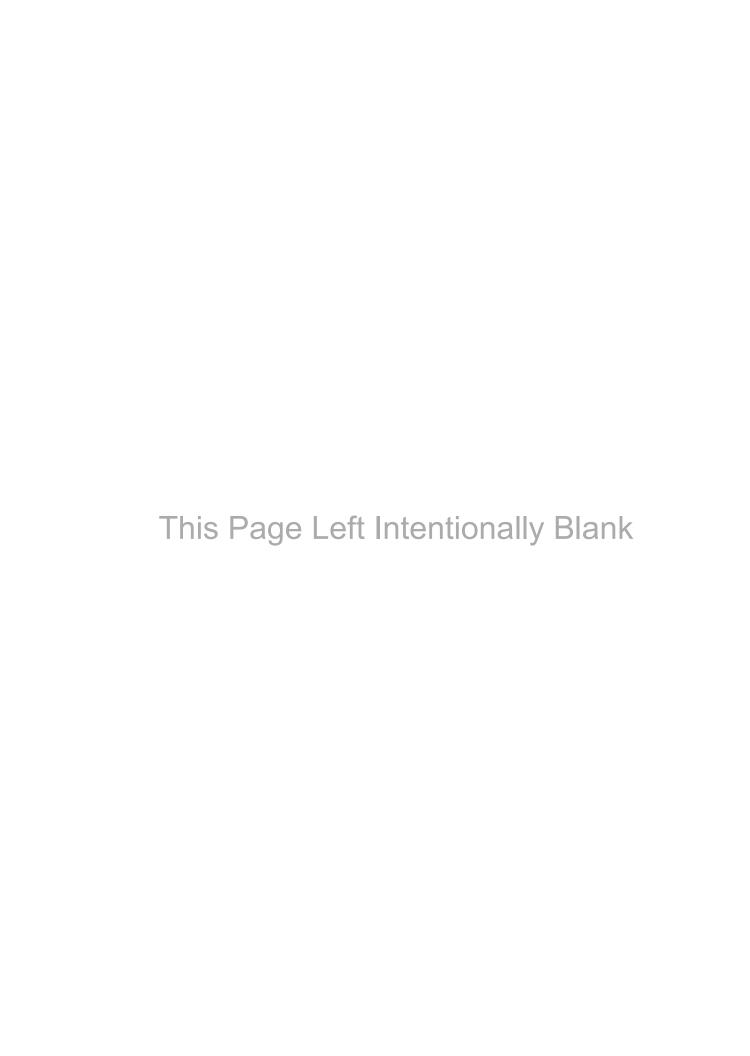
WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to add 18'x10' pavers to the rear patio on common area;

**NOW THEREFORE BE IT RESOLVED**, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request to add 18'x10' pavers to the rear patio 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 5071 Avenida Del Sol and all future Mutual Members at 5071 Avenida Del Sol; and

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





#### STAFF REPORT

**DATE:** June 12, 2023

FOR: Architectural Controls and Standards Committee SUBJECT: Revision to Standard 1: General Requirements

#### **RECOMMENDATION**

Staff recommends the Third Architectural Controls and Standards Committee (ACSC) endorse the revised Standard 1: General Requirements.

#### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) initiated a review of the current Standard 1: General Requirements (Attachment 1) and proposed revisions to the Standard to update its sections and revise the contractor working hours. Standard 1 was last revised in January 2018, via Resolution 03-18-12 (Attachment 2).

#### DISCUSSION

Staff has received input from community members, contractors, realtors and board and committee members pertaining to various sections of the standard. The suggested revisions have been incorporated and are shown in redline form as Attachment 3.

Staff is presenting the proposed revised Standard (Attachment 4) and accompanying resolution (Attachment 5) to the ACSC for review and comments, and to obtain the Committee's recommendation prior to presenting the matter to the full board. The proposed revisions are intended to reflect the current Building Codes, Municipal Codes, or mutual policies to update general provisions that apply to all the standards.

#### FINANCIAL ANALYSIS

There is no fiscal impact for the implementation of the proposed standard and resolution.

Prepared By: Michael Horton, Manor Alterations Manager

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

Gavin Fogg, Manor Alterations Supervisor

#### ATTACHMENT(S)

Attachment 1 – Current Standard 1: General Requirements

Attachment 2 – Current Resolution 03-18-12

Attachment 3 – Redlined Revised Standard 1: General Requirements

Attachment 4 – Final Draft Standard 1: General Requirements

Attachment 5 – Revised Resolution 03-23-XX

# ATTACHMENT 1 – CURRENT STANDARD 1



# **SECTION 1 GENERAL REQUIREMENTS**

JANUARY 2018, RESOLUTION 03-18-12

- **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations office with City permit number(s) prior to beginning work.
- **1.2** <u>MEMBERS' RESPONSIBILITY:</u> The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- **1.3** <u>CODES AND REGULATIONS:</u> All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS: No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am— 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am 5:00 pm. No work whatsoever shall be permitted on Sunday or Holidays.
- **PLANS:** The Member applying for a permit shall provide to the Manor Alterations office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 <u>DUMPSITES:</u> The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by the Manor Alteration office.



- **1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and subcontractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- **PARKING:** Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-desacs, 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.

### <u>ATTACHMENT 2 – CURRENT RESOLUTION</u>

### RESOLUTION 03-18-12

Section 1: General Requirement for all Alteration Standards

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

**WHEREAS**, the General Requirements are and should remain the same for all Alteration Standards and amending the General Requirements requires amending every individual Alteration Standard;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to remove the General Requirements from each individual Alteration Standard and create a new Alteration Standard for the General Requirements, eliminating the need to revise all the Alteration Standards for a revision to the General Requirements,

**NOW THEREFORE BE IT RESOLVED**, January 19, 2018, that the Board of Directors of this Corporation hereby adopts the following Standard Section 1 for the General Requirements of all Alteration Standards;

# <u>ATTACHMENT 3 – REDLINED REVISED STANDARD 1:</u> GENERAL REQUIREMENTS



#### **STANDARD 1: GENERAL REQUIREMENTS**

ADOPTED JANUARY 2018, RESOLUTION 03-18-12

REVISED [DATE], RESOLUTION 03-23-XX

#### **SECTION 1 GENERAL REQUIREMENTS**

JANUARY 2018, RESOLUTION 03-18-12

- 1.1 MUTUAL CONSENTS, CITY PERMITS AND FEES: A Mutual consent permit-is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual consent and City permits shall be paid for by the Member and/or his or her contractor. When City permits are required, the Member and/or his or her contractor must provide a copy of the Manor Alterations office with City permit number(s) prior to beginning work.
- **1.2** <u>MEMBERS' RESPONSIBILITY:</u> The Member is solely responsible for the maintenance, repair, and/or removal of all alterations <u>performed by the Member and/or his/her contractor to the building.</u>
- 1.3 <u>CODES AND REGULATIONS:</u> All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the <u>Cityadopted Building Code current edition of the National Electric Code (NEC)</u>.
- 1.4 WORK HOURS: No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am— 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am 5:00 pm. No work whatsoever shall be permitted on Sunday or the following Hholidays:

  New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25). Note that Member or his/her contractor must coordinate with the City any work that is performed outside the City working hours or on City-observed holidays.
- **1.5** PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-



de-sacs, or fire lanes. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

- 1.6 PLANS: The Member applying for a Mutual Consent permit shall provide to the Manor Alterations Division office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.76 <u>DUMPSITES:</u> The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work.—<u>The use of drop cloths is required for all common area being traversed during the removal and installation of materials known to cause dust and debris. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.</u>

## USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.

Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by the Manor Manor Alterations Division office. Wood boards or plywood shall be placed under the container to provide protection to ground surfaces.

- 1.987 CONTRACTOR: In addition to any other City requirements, all contractors performing work in the Village must be duly licensed by the State of California for the work that they are performing and be properly insured. Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.1098 <u>CONTRACTOR'S CONDUCT:</u> <u>Member's cContractor's</u>, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. <u>Audio playing devices</u> <u>Radio, MP3, CD or cassette players</u> are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- **1.9** PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-



desacs, 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.

### <u>ATTACHMENT 4 – FINAL DRAFT</u> STANDARD 1: GENERAL REQUIREMENTS



#### **STANDARD 1: GENERAL REQUIREMENTS**

ADOPTED JANUARY 2018, RESOLUTION 03-18-12
REVISED [DATE], RESOLUTION 03-23-XX

- 1.1 MUTUAL CONSENTS, CITY <u>PERMITS AND FEES</u>: A Mutual consent is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual consent and City permits shall be paid by the Member and/or his or her contractor. When City permits are required, the Member and/or his or her contractor must provide a copy of the City permit prior to beginning work.
- **1.2** <u>MEMBERS' RESPONSIBILITY:</u> The Member is solely responsible for the maintenance, repair, and/or removal of all alterations performed by the Member and/or his/her contractor.
- **1.3** CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the Cityadopted Building Code.
- MORK HOURS: No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am— 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am 5:00 pm. No work whatsoever shall be permitted on Sunday or the following holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25). Note that Member or his/her contractor must coordinate with the City any work that is performed outside the City working hours or on City-observed holidays.
- 1.5 PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, culde-sacs, or fire lanes. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

- **1.6** PLANS: The Member applying for a Mutual Consent shall provide to the Manor Alterations Division a detailed plan(s) indicating all work to be done, i.e., size, location, description and specifications.
- 1.7 <u>DUMPSITES:</u> The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The use of drop cloths is <u>required</u> for all common area being traversed during the removal and installation of materials known to cause dust and debris. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.

## USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.

Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by Manor Alterations. Wood boards or plywood shall be placed under the container to provide protection to ground surfaces.

- **1.9** <u>CONTRACTOR:</u> In addition to any other City requirements, all contractors performing work in the Village must be duly licensed by the State of California for the work that they are performing and be properly insured.
- 1.10 <u>CONTRACTOR'S CONDUCT:</u> Contractors, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Audio playing devices are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

### ATTACHMENT 5 – REVISED RESOLUTION

#### **RESOLUTION 03-23-XX Section**

#### 1: General Requirements

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

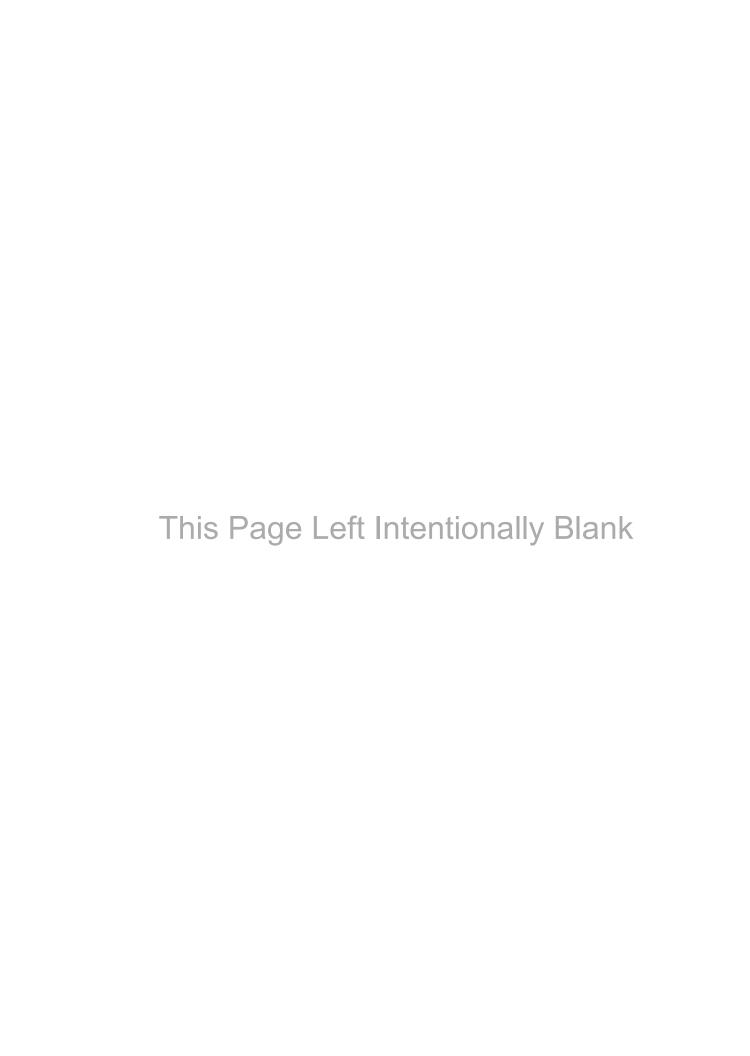
**WHEREAS**, the General Requirements are and should remain the same for all Standards;

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board hereby adopts Standard 1 – General Requirements for all Standards as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 03-18-12 adopted January 19, 2018, is hereby superseded in its entirety and no longer in effect; and

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

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





#### STAFF REPORT

**DATE:** June 12, 2023

FOR: Architectural Controls and Standard Committee

SUBJECT: Reenact Architectural Standard 41A (Previously Standard 45) Solar Panels,

2 Story Buildings

#### **RECOMMENDATION**

Recommended that the Board of Directors approve a resolution to reenact Standard 41A (Previously Standard 45): Solar Panels, 2 Story Buildings.

#### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) initiated a review to reenact Standard 41A to allow for installations of solar panels in 2-story buildings. Standard 45 was rescinded in June 2018, via Resolution 03-18-85 (Attachment 1).

#### **DISCUSSION**

On February 27, 2023, the ACSC reviewed the proposed new Standard 41A and directed staff to make additional revisions for applicability, usefulness, and current technology. The revisions are included in the revised Standard 41A (Attachment 2) and will be presented by staff for committee review at the April 10, 2023 ACSC Meeting.

On April 10, 2023, it was the consensus of the committee that the item be postponed till next month for additional revisions (insert revisions).

#### **FINANCIAL ANALYSIS**

The installation of solar panels will be considered an alteration and the installation cost will be the responsibility of the requesting mutual member. The cost to repair any damage to mutual property resulting from an alteration solar panel will also be borne by the responsible mutual member.

Prepared By: Michael Horton, Manor Alterations Manager

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

Gavin Fogg, Manor Alterations Supervisor

#### ATTACHMENT(S)

Attachment 1 – Current Resolution 03-18-85 Rescinding Standard 45

Attachment 2 – Revised Draft Standard 41A: Solar Panels, 2 Story Buildings

Attachment 3 – Reenacted Resolution 03-23-XX

# ATTACHMENT 1 – CURRENT RESOLUTION RESCINDING STANDARD 45

# RESOLUTION 03-18-85 Rescind Standard 45: Solar Panels on Two-Story Buildings

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

**WHEREAS**, due to the increased complexity of solar panel installation for twostory buildings, Standard 45 should to be rescinded in its entirety.

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors of this Corporation hereby rescinds Resolution 03-16-43 adopted April 19, 2016; 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.

MAY INITIAL NOTIFICATION 30-day notification to comply with Civil Code §4360 has been satisfied.

# ATTACHMENT 2 – REVISED DRAFT STANDARD 41 A: SOLAR PANELS, 2 STORY BUILDINGS



# STANDARD 41A: SOLAR PANELS, 2 STORY BUILDINGS ADOPTED [DATE], RESOLUTION 03-23-XX

#### 1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

### 2.0 APPLICATIONS

- 2.1 Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2 This section refers to flat roofs and pitched roofs of two story dwellings with shared roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 8, 9, 10 and 11 for typical roof allocation on flat roofs of 6-,8-, and 12- unit buildings respectively. Roof allocation plans for all other types of roofs will be prepared by Manor Alterations when a request is received.
- **2.3** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- **2.4** Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.5 Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements.
- 2.6 Solar Panels installed on pitched roofs with light weight tile require that the entire section from roof ridge to the edges be removed and replaced with

CertainTeed Landmark TL composition shingle roofing or equivalent in all major aspects (aesthetics, materials and warranty) on the entire roof area where the array will be located. The roof must then be trimmed with light weight tiles (LWT) to match in materials and appearance of the original roof being replaced. The current composition shingle roofing standards for waterproofing the roof at the time of installation must be followed and will include a single layer underlayment, drip edge metal, step flashings at existing skylights and chimneys, penetration flashings for all vents and vent pipes, and valley metal at valley areas.

- 2.7 PVC Flat roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. PVC Flat roofs that remain under a Johns Manville (JM) materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the member's expense. Solar panel installations onto roofs outside of the warranty periods must be water tight and meet or exceed all current I.C.C (International Code Council), State and City standards.
- 2.8 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top stanchions and racking used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C (International Code Council), State and City standards.
- 2.9 The solar panel array must be located away from the edges of roofs and parapets as required by the City but not less than the clear perimeter around the edges of the roof shall be a minimum 4-foot-wide (1290 mm) and must maintain sufficient clearance (but not less than 48" as per California Code) between any architectural features such as, but not limited to skylights, mechanical equipment, vent pipes and for the most direct path to these features in order to enable proper access for maintenance.
- **2.10** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- **2.11** Detailed plans of the installation of roof jacks (flashing, vents, or planking for installation of Solar). Should be submitted to Manor Alterations for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during original installation.
- **2.12** Lag screws must have adequate pullout strength and shear capacities.
- **2.13** The member is responsible for the maintenance and repair of the roof penetrations required for the installation of the solar system, and for any

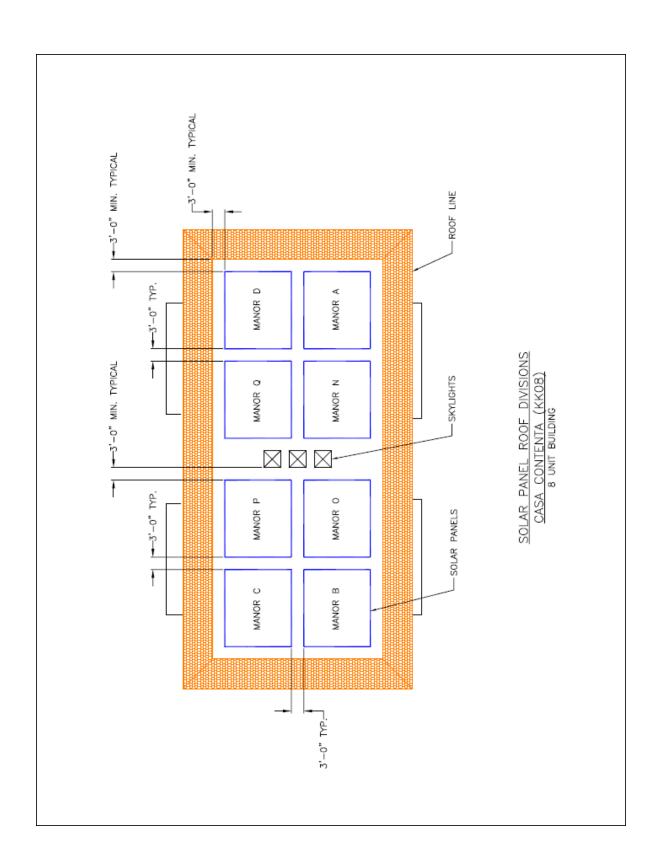
- damage caused by these alterations.
- **2.14** Connections to the manor's electrical system must be coordinated with the local electric utility.
- **2.15** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- **2.16** A solar panel system may only serve a single manor.
- 2.17 All solar panel installations located on the roof of a unit that is under warranty must be inspected and approved, in addition to any required City inspections, by a VMS Inc. Roofing Inspector before the solar array is installed, after roof penetrations are complete, and prior to a final inspection of the Mutual Consent. If re-roofing is required for the solar panel installation, in addition to any City-required inspections, inspections by a Mutual inspector will be performed prior to finalizing the mutual consent.
- 2.18 Approved locations for Energy Storage Devices: As per California and City code, all energy storage device installations must be inspected by OCFA. Installation must be on the exterior walls, in the garage, or in a California and City code compliant interior area of the manor. Energy storage devices visible to the members must be painted to match the wall it is mounted on or be screened with an approved enclosure that complements the architecture of the building.
- **2.19** The Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application.

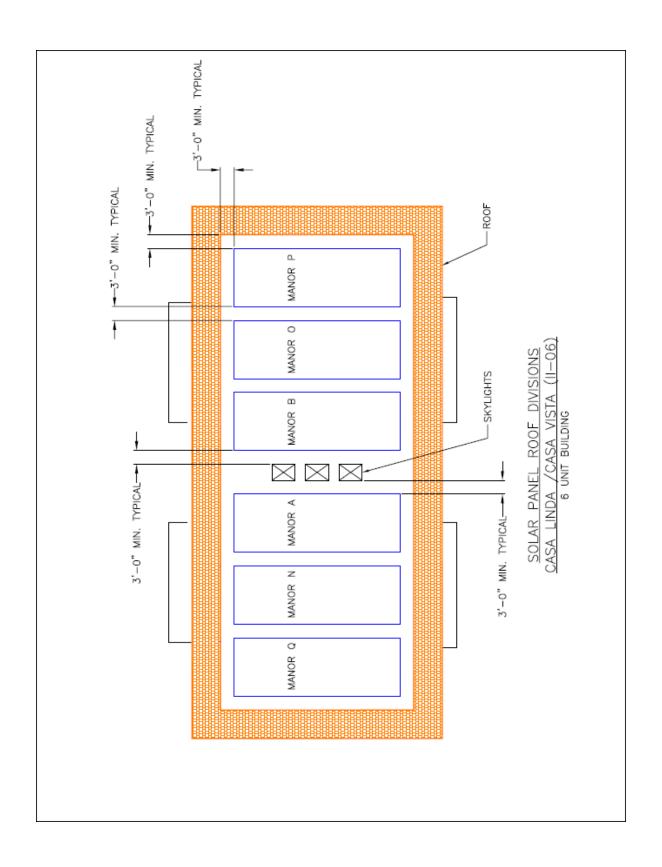
#### 3.0 OBLIGATIONS

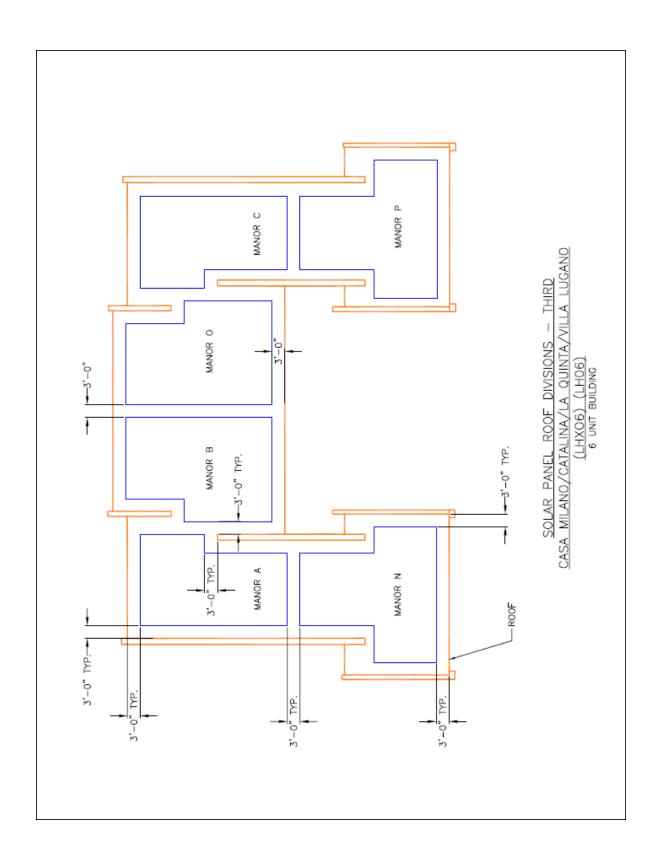
- 3.1 Due to all exterior locations classified as 'exclusive use common area' or 'common area', a Common Area Exclusive Use Revocable License or equivalent current document for Mutual approval to provide rights to utilize common area must be completed prior to the installation of any solar array.
- 3.2 For continuous roofs that cover more than one manor, if the roof is required to be replaced, the member may limit the replacement of roof to the projected area of the manor requesting approval for the solar installation. A 3-ft roof transition will be required between the new roof and the existing roof and said transition will take place within the above described area.
- 3.3 Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation,

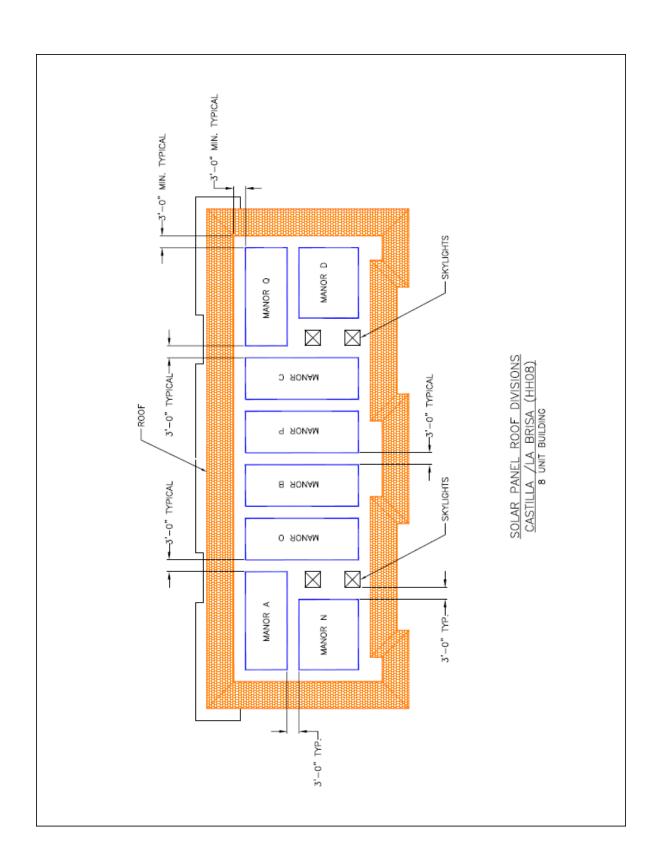
operation, maintenance or removal; and, Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.

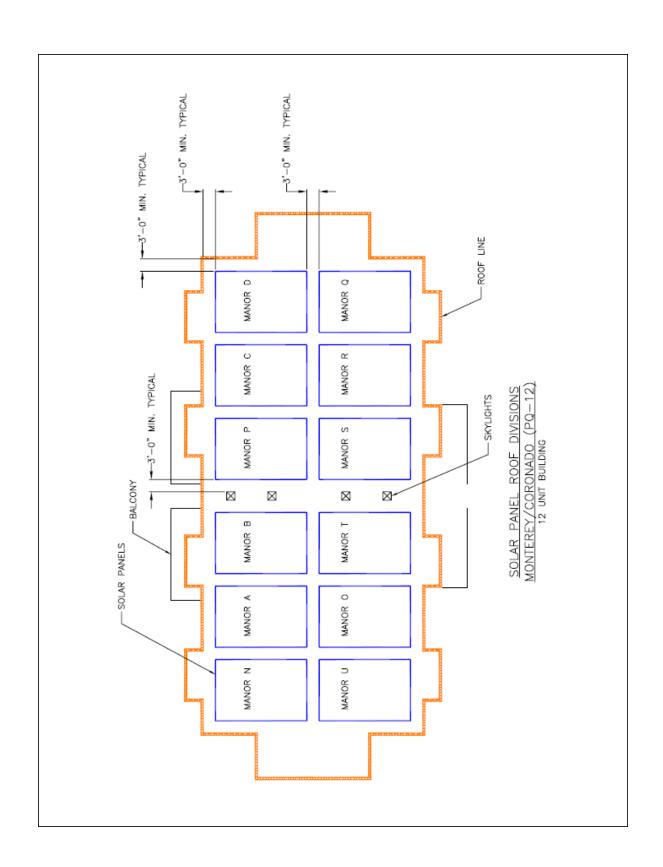
- The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the removal, alteration, or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.
- 3.5 The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.6 All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s) as per Section 3.4 above. Alternatively, member may assume full responsibility for the future maintenance, repair and replacement of the roof in lieu of removing and re-installing the solar panel system. If this option is selected, the existing roof will be considered an alteration.
- 3.7 The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- **3.8** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.9 When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.











### ATTACHMENT 3 - REENACTED RESOLUTION

# RESOLUTION 03-23-XX Alteration Standard 41A: Solar Panels, 2 Story Buildings

**WHEREAS**, the Board of Directors of the Third Laguna Hills Mutual (Board) recognizes the need to amend Standards and create new Standards as necessary; and

**WHEREAS**, the Board recognizes the need to reenact Standard 41A (Previously Standard 45) - Solar Panels, 2 Story Buildings with Flat Roofs;

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board hereby adopts Standard 41A - Solar Panels, 2 Story Buildings as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 03-18-85 adopted June 19, 2018, is hereby superseded in its entirety and no longer in effect; and

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

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