



## **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**

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

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

### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report for April 10, 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 - None
9. Variance Requests
  - a. 5516-C: Variance to retain white garage door
10. Items for Discussion and Consideration

- a. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings (Report to be submitted under separate cover.)
  - b. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps (Report to be submitted under separate cover.)
11. Items for Future Agendas
- a. Updated Resale Inspection Fees
  - b. Updated Alteration Fees
  - c. Contractor Violations Policy
  - d. Change Contractor Work Hours to Monday-Saturday 8-5; only Holidays are Thanksgiving Day, Christmas Day, and New Year's Day
  - e. Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package
  - f. Revise and/or Justify Levels of Contractor Certificate of Liability Insurance
  - g. Work with City of Laguna Woods to Streamline all aspects of Alterations to lessen confusion
  - h. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
  - i. Revision to Architectural Standard 42: Ramps
  - j. Revision to Architectural Standard 8: Porch Lift/Elevators
  - k. Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece
  - l. Revision to Architectural Standard 1: General Requirements
12. Committee Member Comments
13. Date of Next Meeting: Monday, June 12, 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, April 10, 2023 – 1:30 p.m.**  
**Laguna Woods Village Board Room/Virtual Meeting**  
**24351 El Toro Road, Laguna Woods, California**

#### **REPORT**

**COMMITTEE MEMBERS PRESENT:** Jim Cook – Chair, Ralph Engdahl, Nathaniel Ira Lewis, Cris Prince, Andy Ginocchio (Alternate),  
Advisors: Michael Butler (arrived at 1:33 p.m.), Mike Plean

**COMMITTEE MEMBERS ABSENT:** Cush Bhada (excused), Lisa Mills (Advisor-excused)

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant Director, Mike Horton – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor (arrived at 1:35 p.m. 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**

Hearing no objection, the agenda was approved by consent.

#### **3. Approval of the Meeting Report for February 27, 2023**

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

#### **4. Remarks of the Chair**

None.

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

None.

**6. Response to Member Comments**

None.

**7. Department Head Update**

Mr. Mejia announced David Rudge the new Manor Alterations Inspector II. Mr. Mejia informed the committee that the requirement for asbestos testing and abatement process has been streamlined by not requiring an asbestos report to obtain a mutual consent; the City of Laguna Woods, as the enforcing agency, will determine the requirements for environmental testing and abatement.

- 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. 5569-B: Variance for a 13'-8" x 6'-4" laundry room addition on side patio common area

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 unanimous consent.

- b. 3150-C: Variance to retain six vinyl posts, fence, and gate around the rear patio slab on common area

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 unanimous consent.

- c. 3213-D: Variance for the front patio slab 16' extension and installation of a vinyl fence surrounding the extension

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 unanimous consent.

d. 3364-2F: Variance for installing condenser on balcony stucco wall

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

- Two members asked questions regarding the variance and staff responded.

A motion was made to approve the variance with an added provision to allow for the removal of the existing air conditioner sleeve and install the new unit in its place. The variance was approved by unanimous consent.

## **10. Items for Discussion and Consideration**

a. Revision to Architectural Standard 41: Solar Panels, 1 Story Buildings

Mr. Mejia 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.

b. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings and 3 Story Buildings

Mr. Mejia introduced the item and answered questions from the Committee. The Committee suggested an additional section addressing the reimbursement costs for the initial member that installs a new roof. Any new member that chooses to install a solar panel on that new roof should reimburse the initial member that installed it; with consideration for roof life expectancy. Additionally, notwithstanding the fact that there are already community wide solar panels, the standard will need to accommodate for roof space for individual members in three story buildings per state statues. Lastly, the Standards should be divided by buildings: Standard 41 (1 Story), Standard 41A (2 Story), and Standard 41B (3 Story).

It was the consensus of the committee that the item be postponed till next month for additional revisions.

c. Revision to Architectural Standard 31: Washer and Dryer Installations

Mr. Mejia introduced the item and answered questions from the Committee. The Committee suggested revisions to Section 2.6 "...but in no case should the washer exceed **73 db...**" Additionally, the committee instructed staff to provide an education process to inform the membership how new washer models are safer and quieter. Highlighting the cost savings for the HOA with respects to electricity and the benefit for less use of community laundry rooms.

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

#### **11. Items for Future Agendas**

- a. Updated Resale Inspection Fees
- b. Updated Alteration Fees
- c. Contractor Violations Policy
- d. Change Contractor Work Hours to Monday-Saturday 8-5; only Holidays are Thanksgiving Day, Christmas Day, and New Year's Day
- e. Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package
- f. Revise and/or Justify Levels of Contractor Certificate of Liability Insurance
- g. Work with City of Laguna Woods to Streamline all aspects of Alterations to lessen confusion
- h. Approve the variance request for solar panel installation at three story building at Manor 4002-2A Calle Sonora
- i. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings
- j. Enact Architectural Standard 41B: Solar Panels, 3 Story Buildings
- k. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps

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

- Advisor Plean advised he will not be able to attend May's ACSC meeting.
- Chair Cook requested for a commitment to provide a schedule for future agenda items.

#### **13. Date of Next Meeting: May 08, 2023 at 1:30 p.m.**

#### **14. Adjournment**

The meeting was adjourned at 3:17 p.m.

JAMES CLAYTON COOK

JAMES CLAYTON COOK (Apr 17, 2023 11:42 PDT)

Jim Cook, Chair

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

# Third ACSC – May 8, 2023

## Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	5516-C	Retain White Garage Door Color	<p>1. 5516-C is at the end of a three-manor building.</p> <p>2. Variance is to retain a white garage door.</p> <p>3. Mutual Consent 22-1959 was submitted November, 2022 to replace the garage door. It was noted on the MC to "Please match existing color of adjoining manors". Member installed a white garage door instead of the building approved color Khaki Green.</p> <p>4. A Correction notice was issued 3/2/23 to match the existing Khaki Green color per Standard 16.2.3 "All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.</p> <p><b>Staff Recommendation: Denial</b></p>

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

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

**Manor 5516-C**



Laguna Woods Village

**RECEIVED**ATTACHMENT 1  
VARIANCE REQUEST  
FORM

## Variance Request Form

MANOR # 5516-C☐ ULWM☒ TLHMSA 2178855

Model: <u>Cabrillo</u>	Plan:	Date: <u>3/29/23</u>
Member Name: <u>Boki Keese</u>	Signature: <u>Boki Keese</u>	
Phone: <u>[REDACTED]</u>	E-mail: <u>[REDACTED]</u>	
Contractor Name/Co:	Phone:	E-mail:
Mailing Address: (to be used for official correspondence)		

## Description of Proposed Variance Request ONLY:

RETAIN WHITE GARAGE DOOR INSTEAD OF PAINTING  
APPROVED COLOR SCHEME.

## Dimensions of Proposed Variance Alterations ONLY:

16'x7'

FOR OFFICE USE ONLY

**PAID**RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ CC# 00772D BY: JS

## Alteration Variance Request

## Check Items Received:

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

## Complete Submittal Cut Off Date:

## Meetings Scheduled:

Third AC&amp;S Committee (TACSC): \_\_\_\_\_

United AC&amp;S Committee: \_\_\_\_\_

Board Meeting: \_\_\_\_\_

☐ Denied☐ Approved☐ Tabled☐ Other \_\_\_\_\_

ATTACHMENT 2  
PHOTOS



ATTACHMENT 2  
PHOTOS



ATTACHMENT 2  
PHOTOS



ATTACHMENT 3  
AERIAL

5516-C  
Paseo Del  
Lago West

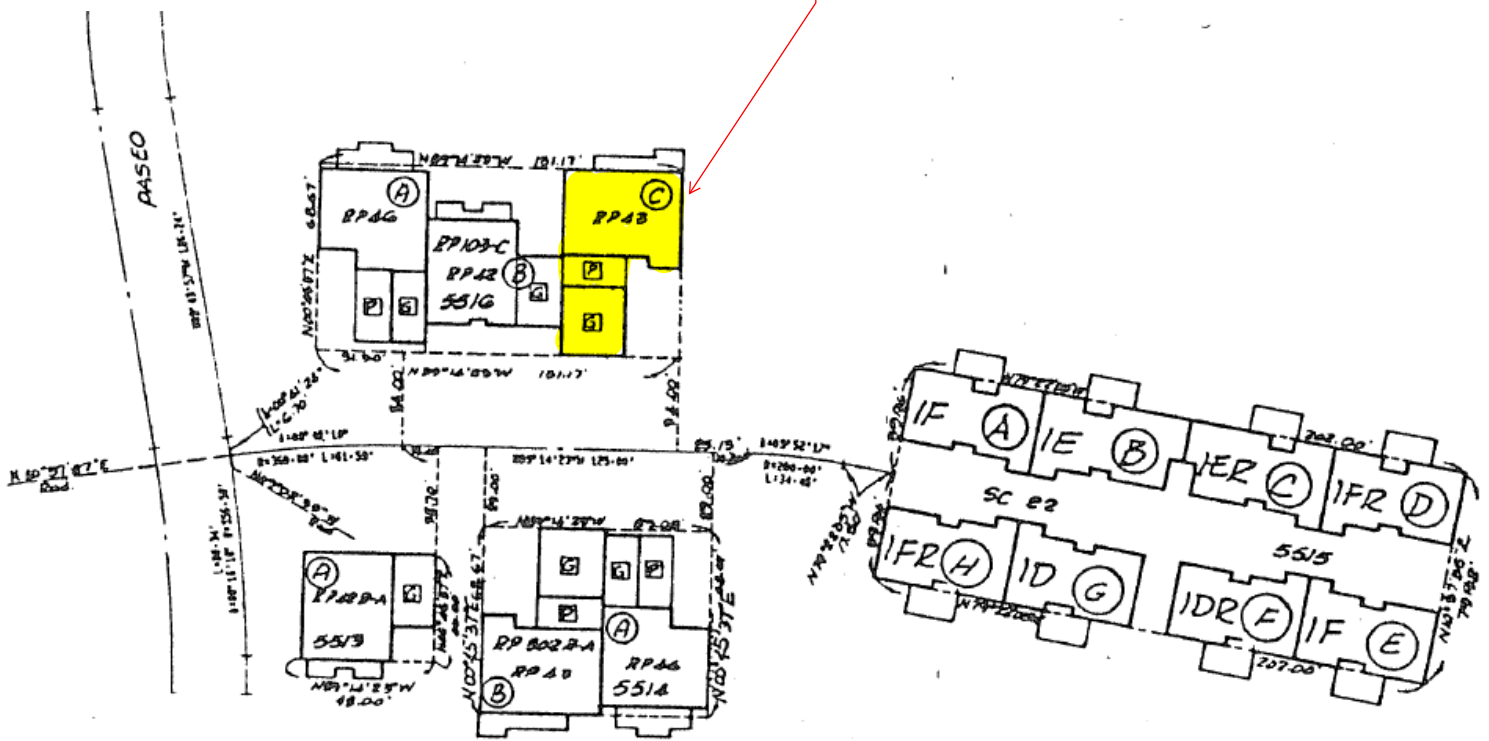


SYMBOL DENOTES LOCATION OF MANOR

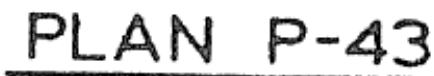


### ATTACHMENT 3 LOCATION MAP

5516-C



ATTACHMENT 3  
TRACT MAP



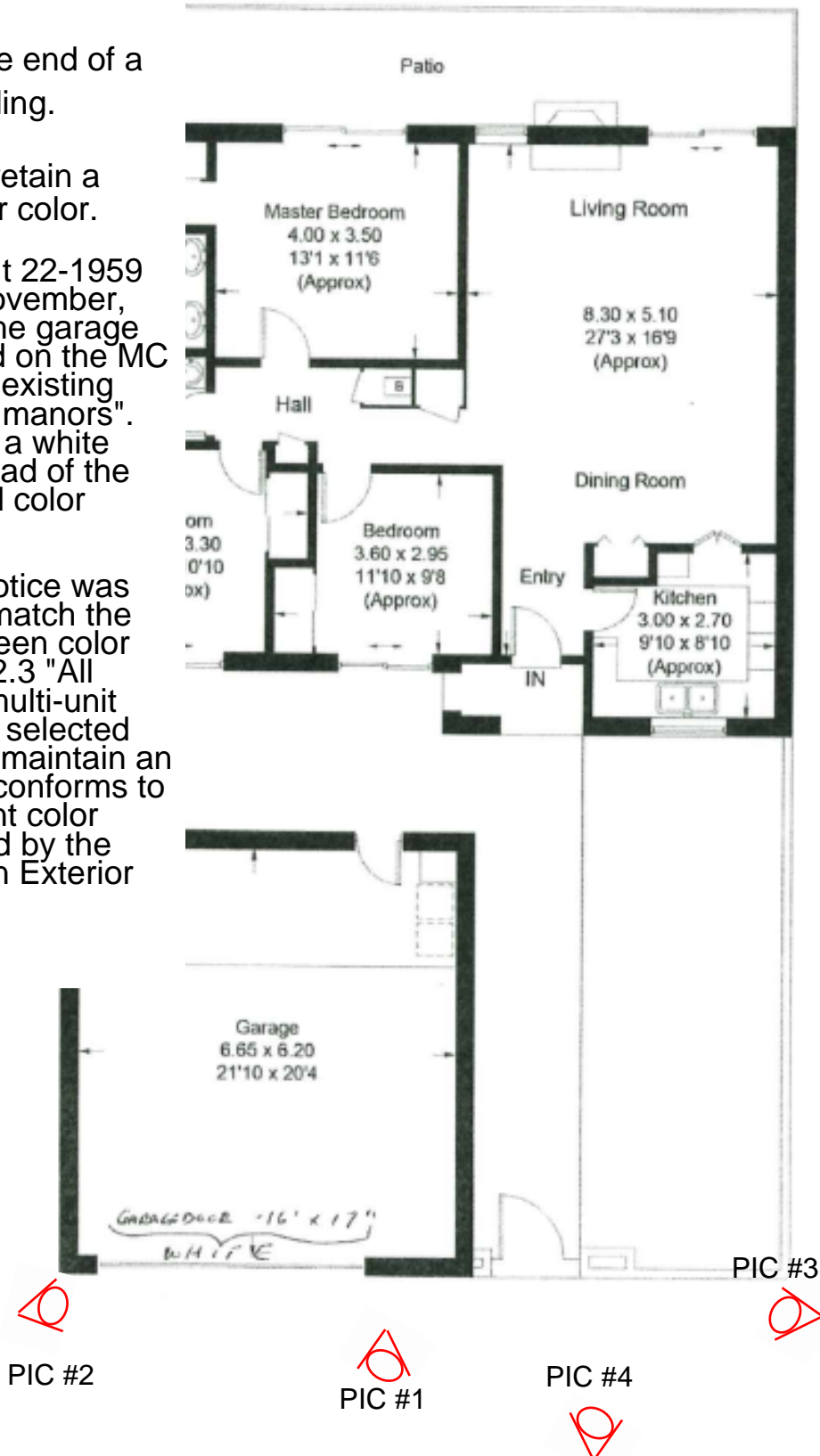
# ATTACHMENT 4 FLOOR PLAN

## Cabrillo

Approximate Gross Internal Area = 128.2 sq m / 1380 sq ft  
(Including Garage)

### GENERAL NOTES:

1. 5516-C is at the end of a three-manor building.
2. Variance is to retain a white garage door color.
3. Mutual Consent 22-1959 was submitted November, 2022 to replace the garage door. It was noted on the MC to "Please match existing color of adjoining manors". Member installed a white garage door instead of the building approved color Khaki Green.
4. A Correction notice was issued 3/2/23 to match the existing Khaki Green color per Standard 16.2.3 "All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.



## CONDITIONS OF APPROVAL

**Manor:** 5516-C

**Variance Description:** Retain white garage door color

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. This approval allows to keep the white garage door color.
- A.2. Member is to maintain the alteration garage door per Standard 16.

### **General Conditions:**

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

- G.1. No improvement shall be installed, constructed, modified or altered at 5516-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 5516-C and all future Mutual Members at 5516-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 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 Common Area Exclusive Use Revocable License" must be filed with the Orange County Clerk/Recorder.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location

approved by the Division.

- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of Notice of Approval issued by Manor Alterations, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.22. Member shall indemnify, defend and hold harmless Third Laguna Hills Mutual and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

**RESOLUTION 03-23-XX**

**Variance Request**

**WHEREAS**, Mrs. Boki Keese of 5516-C Paseo Del Lago West, a Cabrillo style manor, requests Architectural Controls and Standards Committee approval of a variance to retain the white garage door color; 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 May 8, 2023; and

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to retain the white garage door color;

**NOW THEREFORE BE IT RESOLVED**, on May 16, 2023, the Third Laguna Hills Mutual Board hereby approves the request for to retain the white garage door color; 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 5516-C Paseo Del Lago West and all future Mutual Members at 5516-C Paseo Del Lago West; and

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