



OPEN MEETING

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

**Monday, August 12, 2024 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

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

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report for July 08, 2024
4. Remarks of the Chair
5. Member Comments - *(Items Not on the Agenda)*
6. Response to Member Comments
7. Department Head Update

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

9. Variance Requests
 - a. 3054-C: Variance to Install a Fountain on Common Area
 - b. 3343-C: Variance to Request Painters to Paint Around Living Wall
 - c. 3373-B: Variance to Replace Existing 11'x42' Patio Cover
 - d. 5206: Variance to Install Glass Garage Door

- e. 5435: Variance to Replace Existing Patio Cover and Enclosure
- 10. Items for Discussion and Consideration
 - a. Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl
 - b. Rescind Standard 29: Solariums
 - c. Rescind Standard 37: Patio and Balcony Awnings & Covers
 - d. Rescind Standard 38: Patio Enclosures
- 11. Items for Future Agendas
 - a. Revision to Standard 11A: Flooring for Second and Third Floor Manors & the Elimination of the Third Laguna Hills Mutual Interior Hard-Surface Flooring Complaint Rules
 - b. Revision to Standard 41: Solar Energy Systems
 - c. Approve Addition of Responsibility Agreement in Third's Resale Package
- 12. Committee Member Comments
- 13. Date of Next Meeting: Monday, September 09, 2024 at 1:30 p.m.
- 14. Adjournment

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

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



OPEN MEETING

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

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

REPORT

COMMITTEE MEMBERS PRESENT: Jim Cook – Chair, Reza Karimi, Nathaniel Ira Lewis, Brad Rinehart, David Veeneman, Advisors: Mike Butler

COMMITTEE MEMBERS ABSENT: Lisa Mills (Advisor-Excused), Mike Plean (Advisor-Excused)

STAFF PRESENT: Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Inspector II, Josh Monroy – Administrative Assistant, Manor Alterations

1. Call Meeting to Order

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

2. Approval of the Agenda

Chair Cook asked for approval of the agenda.

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

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

3. Approval of the Meeting Report for June 10, 2024

Chair Cook asked for approval of the meeting report.

Director Lewis made a motion to approve the meeting report. Director Rinehart seconded.

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

4. Remarks of the Chair

None.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Manor Alterations Manager Alan Grimshaw, advised the committee to expect an article on resales in the next *The Village Breeze* issue "6 Tips to Expedite the Sale Process".

- 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. 5367-C: Variance to Replace Window with Sliding Glass Door and Paver Patio on Common Area

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

One member commented on the variance request and staff responded.

A motion was made to approve the variance to replace window with sliding glass door and paver patio on Common Area. The variance was approved by unanimous consent.

10. Items for Discussion and Consideration

- a. Revision to Standard 18: Gutters and Downspouts

The committee suggested revisions to Section 3.6 as follows: "All downspouts to be sized appropriately for the area that is being drained." Section 3.10 revision "Gutters and downspouts will be of the same color. Color to conform to Third Mutual's exterior paint color standards options 1 through 10 corresponding to the geographical area of the manor."

Chair Cook asked for approval of the revised standard.

Director Rinehart made a motion to approve the revised standard. Director Lewis seconded.

Hearing no objection, the motion to recommend the revised Standard 18: Gutters and Downspouts was approved by unanimous consent.

b. Revision to Standard 34: Windows & Window Attachments

The committee suggested revisions to Section 2.1 as follows: "New Construction Window – A window, where both window frame and window are installed at any location." Section 3.1 revision "New construction or retrofit windows shall meet current building and fire safety codes. Aluminum, vinyl and composite are materials currently accepted. All other materials are subject to review by Manor Alterations and the ACSC. Wood is prohibited." Section 4.6 revision "A. Awnings just over a window. See Standard 22: Patio and Balcony Covers Aluminum and Vinyl." "E. Exterior Wall Hung Planter Boxes." Section 6.1 revision "Included in this classification: Greenhouse window, planter window, bay window. See Section 9.1 Window Styles."

Chair Cook asked for approval of the revised standard.

Director Lewis made a motion to approve the revised standard. Director Rinehart seconded.

Hearing no objection, the motion to recommend the revised Standard 34: Windows & Window Attachments was approved by unanimous consent.

c. Your Mutual Resale Fees At Work

Chair Cook asked for approval of the publication of the resale handout.

Director Veeneman made a motion to approve the publication of the resale handout. Director Karimi seconded.

Hearing no objection, the motion to approve the publication of the resale handout was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 11A: Flooring for Second and Third Floor Manors & the Elimination of the Third Laguna Hills Mutual Interior Hard-Surface Flooring Complaint Rules
- Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl
- Revision to Standard 29: Solariums
- Revision to Standard 37: Patio and Balcony Awnings & Covers
- Revision to Standard 38: Patio Enclosures
- Revision to Standard 39: Balcony Enclosures
- Revision to Standard 41A: Solar Panels, 2 Story Buildings
- Enact Standard 41C: Solar Panels, Carports and Patio Covers

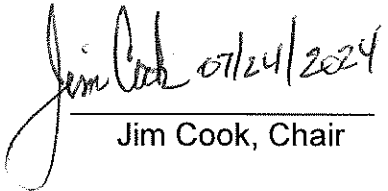
12. Committee Member Comments

- None.

13. Date of Next Meeting: Monday, August 12, 2024 at 9:30 a.m.

14. Recess

The meeting was adjourned at 2:18 p.m.


Jim Cook, Chair

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

	Over-The-Counter Variances	
Approved Variances in August 2024	Description of Variance	Previously Approved Resolution #
3186-A	<ul style="list-style-type: none"> Install Patio Pavers on Rear Common Area 	03-23-39 03-23-98
3374-B	<ul style="list-style-type: none"> Install a Fence on Common Area 	03-23-39 03-24-65
5228	<ul style="list-style-type: none"> Extend on Exclusive Use Common Area Private Garden 12'x6', rear Patio 27'x8', and Garage 12'x6' 	03-23-65 03-17-138 03-23-143 03-23-35 03-22-130
5492-A	<ul style="list-style-type: none"> Install Pavers on Common Area, Back of Garage 	03-24-01 03-25-15
5434	<ul style="list-style-type: none"> Extend on Exclusive Use Common Area Private Garden 12'6', rear Patio 8'x40' 	03-24-46

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Third ACSC – Monday August 12, 2024

Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	3054-C	Install Fountain on Common Area	<p>GENERAL NOTES:</p> <ul style="list-style-type: none"> • 3054-C is a one unit of three manors • Install fountain on common area • EURL required <p>Staff Recommendation: Deny</p>
B	3343-C	Request painters to Paint Around Living Wall	<ul style="list-style-type: none"> • 3343-C is one of three manors. • Living wall is attached to the garage wall adjacent to the front patio • Paint around Living Wall • Mutual consent required per Standard 12: Wall Attachments <p>Staff Recommendation: Deny</p>
C	3373-B	Replace Existing 11' x 42' Patio Cover	<ul style="list-style-type: none"> • 3373-B • Replace existing patio cover on rear patio • CAUA required <p>Staff Recommendation: Approve</p>
D	5206	Install Glass Garage Door	<ul style="list-style-type: none"> • 5206 is a single unit • Replace existing sectional metal garage door with obscure glass garage door <p>Staff Recommendation: Approve</p>
E	5435	Replace Existing Patio Cover and Enclosure	<ul style="list-style-type: none"> • 5435 is a single unit • Replace existing patio cover and enclosure • CAUA required for patio cover <p>Staff Recommendation: Approve</p>

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

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

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Manor 3054-C

Attachment 1
Application Form



Laguna Woods Village

3054-C

MANOR # 166086

☐ ULWM

☐ TLHM

Variance Request Form

SA

Model: <u>San Clemente</u>	Plan:	Date: <u>6/24/24</u>
Member Name: [REDACTED]	Signature: [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>No</u>	Phone:	E-mail:
Owner Mailing Address: (to be used for official correspondence) <u>3054-C Via Serena South.</u>		

Description of Proposed Variance Request ONLY:

install a water fountain in the front yard.

Dimensions of Proposed Variance Alterations ONLY:

Base - 2 ft x 2 ft

Fountain Ht - 4 ft 5 inches

FOR OFFICE USE ONLY

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

Alteration Variance Request	Complete Submittal Cut Off Date:
<p>Check Items Received:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____ 	<p>Meetings Scheduled:</p> <p>Third AC&S Committee (TACSC): _____</p> <p>United M&C Committee: _____</p> <p>Board Meeting: _____</p> <p> <input type="checkbox"/> Denied <input type="checkbox"/> Approved </p> <p> <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____ </p>

ATTACHMENT 2
PHOTOS

3054-C Fountain in Common Area

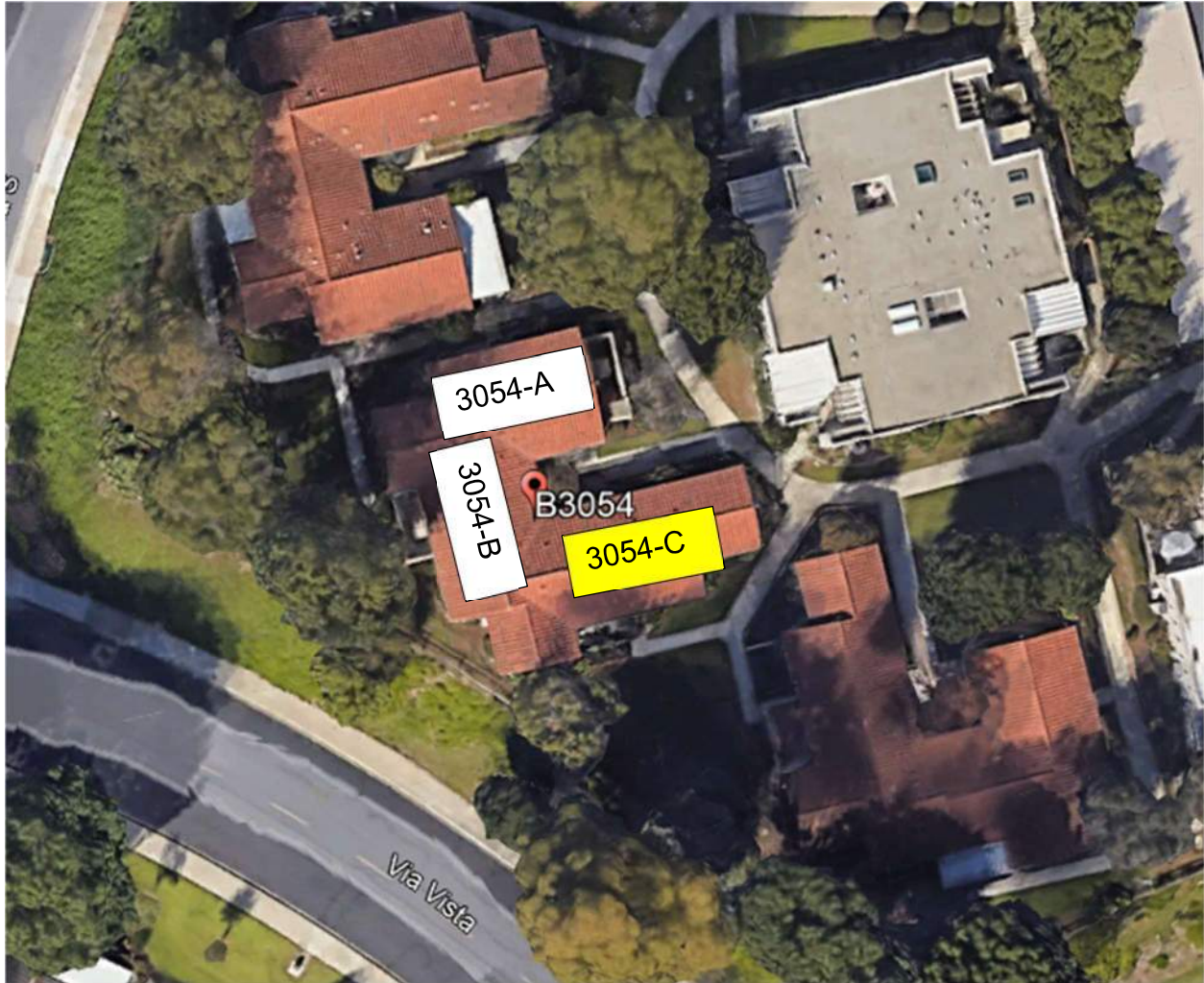


ATTACHMENT 2
PHOTOS

3054-C Fountain in Common Area



ATTACHMENT 3 AERIAL



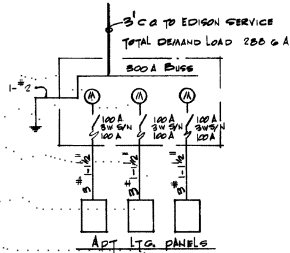
ATTACHMENT 4 FLOOR PLANS

SCHEDULE - LIGHTING PANEL 160/240V/1Ø

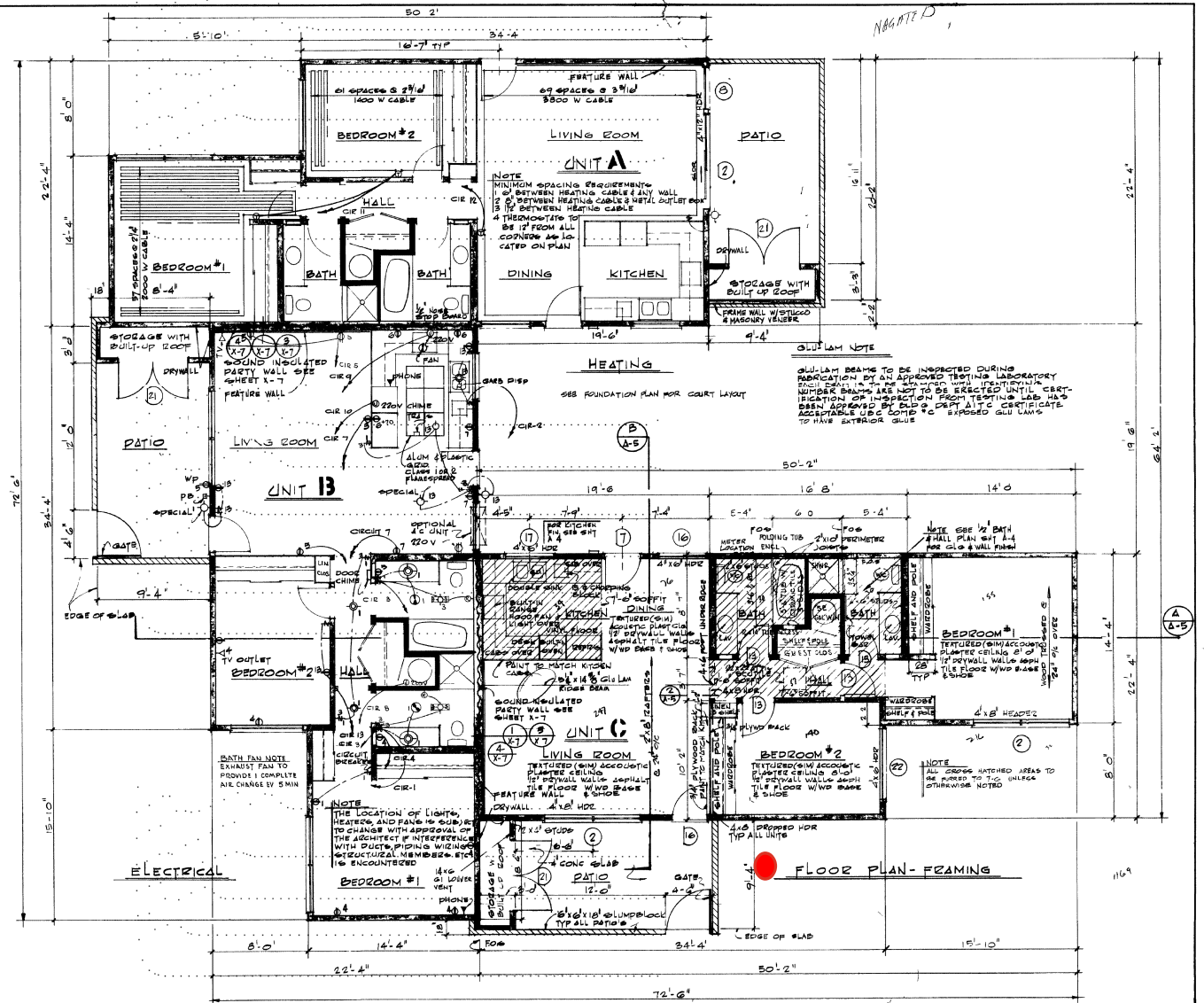
CH	NO.	NO. OUTLETS	TOTAL WATTS
1	1	1	1000
2	2	2	2000
3	3	3	3000
4	4	4	4000
5	5	5	5000
6	6	6	6000
7	7	7	7000
8	8	8	8000
9	9	9	9000
10	10	10	10000
11	11	11	11000
12	12	12	12000
13	13	13	13000
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95	95	95	95000
96	96	96	96000
97	97	97	97000
98	98	98	98000
99	99	99	99000
100	100	100	100000

TOTAL = 27.2 KW
DEMAND = 25.1 KW @ 2 A

OUT 2 1/2" Ø CONDUIT
2-Ø FOR TEL CO



SINGLE LINE DIAG



FLOOR PLAN 00-03

SHEET 90

A-2

OF 15 SHEETS

CONDITIONS OF APPROVAL

Manor: **3054-C**

Variance Description: **Install Fountain 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. An Unauthorized Alteration fee of \$300 will be required to be paid along with the existing application for Mutual Consent as per existing Fee Schedule.
- 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. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Electrical provided per code
- B.2. Installation per manufacturer installation instructions

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, and specifications for the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved 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.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3054-C Via Serena SouthEnter Manor Address., ("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

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

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 3054-C Via Serena South and all future Mutual Members at 3054-C Via Serena South.
- 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.

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

- G.10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Exclusive Use Revocable License" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Exclusive Use of Common Area Revocable License" must be filed with the Orange County Clerk/Recorder.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

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 03-24-XX

Variance Request

WHEREAS, Member located at 3054-C Via Serena South, a San Clemente style manor, requests Architectural Control and Standards Committee approval of a variance to install a fountain on Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for denial of the variance to install a fountain on Common Area based on it does not conform with existing mutual standards and policies;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby denies the request to install a fountain on Common Area; 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 3343-C



Laguna Woods Village

Attachment 1
Application Form

MANOR # 3343 C

☐ ULWM

☐ TLHM

Variance Request Form

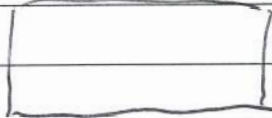
SA _____

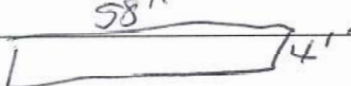
Model: <u>Andaluz</u>	Plan: _____	Date: <u>6-20-24</u>
Member Name: _____	Signature: _____	
Phone: _____	E-mail: _____	
Contractor Name/Co: _____	Phone: _____	E-mail: _____
Owner Mailing Address: (to be used for official correspondence) <u>3343 Bahia Blanca E #C LW 92637</u>		

Description of Proposed Variance Request ONLY:

Requesting that painters paint around the living wall and planters to avoid removal.
Removal would be very difficult.

Dimensions of Proposed Variance Alterations ONLY:

Living Wall  85 1/2' 46 1/2'

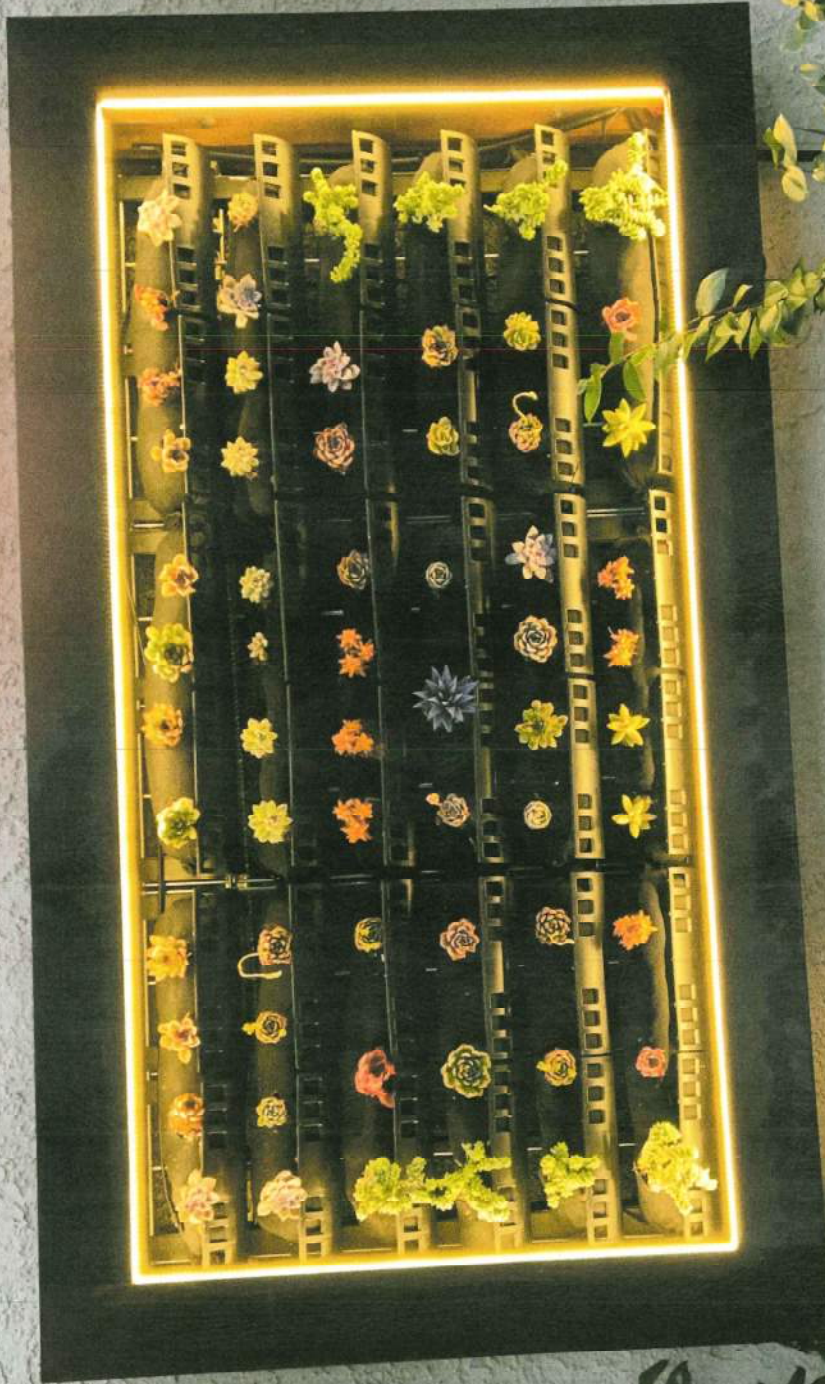
Planters (5)  58' 74'

FOR OFFICE USE ONLY

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

Alteration Variance Request	Complete Submittal Cut Off Date:
Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

ATTACHMENT 2
PHOTOS



ATTACHMENT 2
PHOTOS



ATTACHMENT 2
PHOTOS



ATTACHMENT 2
PHOTOS



ATTACHMENT 3 AERIAL

3343-C



ATTACHMENT 4
FLOOR PLANS

Frank & Gina

L.E.FENCE
LIC.987152
562-217-9253

← 12 Ft →

Vinyl Fence
white

← 8 Ft →

gate black

← 4 Ft →

4 Ft →

2 wide
2 inch gap

2" gap
2x1 1/4" inch gap

No gap

4 Ft →

CONDITIONS OF APPROVAL

Manor: 3343-C

Variance Description: Request Painters to Paint Around Living Wall

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. An Unauthorized Alteration fee of \$300 will be required to be paid along with the existing application for Mutual Consent per Standard 12 Exterior Wall Attachments as per existing Fee Schedule.

B. Materials and Methods:

- B.1. Install per Standard 12 Exterior Wall

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 The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

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; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3343-C Bahia Blanca East, ("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 3343-C Bahia Blanca East and all future Mutual Members at 3343-C Bahia Blanca East.
- 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

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

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. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.11. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans 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

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

is maintained upon completion of the proposed improvement.

- G.12. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.13. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.14. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.15. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.16. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.17. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.19. The Mutual Consent for Alterations expires six months after the date of Notice of Approval issued by Manor Alterations, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.20. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

- G.21. 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.

DRAFT



RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 3343-C Bahia Blanca East, a Andaluz style manor, requests Architectural Control and Standards Committee approval of a variance to request painters to paint around living wall; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to request painters to paint around living wall;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to request painters to paint around living wall; 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 3343-C Bahia Blanca East and all future Mutual Members at 3343-C Bahia Blanca East; 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 3373-B



Laguna Woods Village.

Attachment 1
Application Form

MANOR # **3373-B**

☐ ULWM

☐ TLHM

Variance Request Form

SA _____

Model: NAVARRO	Plan: B	Date: 6/14/24
Member Name: _____	Signature: _____	
Phone: _____	E-mail: _____	
Contractor Name/Co: Laura Freese / Capistrano	Phone: 949/374-6844	E-mail: Laura@LauraFreese.com
Mailing Address: Sunrooms (to be used for official correspondence) 26332 Paseo Toscana, San Juan Capistrano, CA 92675		

Description of Proposed Variance Request ONLY:

TO REPLACE EXISTING PATIO COVER, AND EXISTING POSTS, ON THE EXISTING CONCRETE SLAB IN THE EXACT SAME FOOTPRINT AS CURRENTLY. 11' x 42' THE CURRENT PATIO COVER IS AT LEAST 30 YEARS OLD, NON-INSULATED, SHABBY AND LEAKS, WHICH HURTS THE NEIGHBORHOOD, THE OWNERS' QUALITY OF LIFE AND COULD HARM THE VILLAGE PROPERTY. PROPOSED NEW COVER WOULD BE 3" INSULATED ALUMINUM COVER W/ BIGGEST GUTTER, LEAF GUARD + DOWNSPOUT SYSTEM

Dimensions of Proposed Variance Alterations ONLY:

MADE BY FOUR SEASONS BUILDING PRODUCTS

THE DIMENSIONS OF THE CURRENT PATIO COVER ARE 11' x 42'.
THE DIMENSIONS OF THE PROPOSED PATIO COVER ARE 11' x 42'.

FOR OFFICE USE ONLY

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

Alteration Variance Request	Complete Submittal Cut Off Date:
<p>Check Items Received:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____ 	<p>Meetings Scheduled:</p> <p>Third AC&S Committee (TACSC): _____</p> <p>United AC&S Committee: _____</p> <p>Board Meeting: _____</p> <p> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____ </p>

ATTACHMENT 2
PHOTOS

3373-B Replace Existing 11' x 42' Patio Cover



ATTACHMENT 2
PHOTOS

3373-B Replace Existing 11' x 42' Patio Cover



ATTACHMENT 2
PHOTOS

3373-B Replace Existing 11' x 42' Patio Cover



ATTACHMENT 3 AERIAL

3373-B



EXISTING FLOOR PLAN

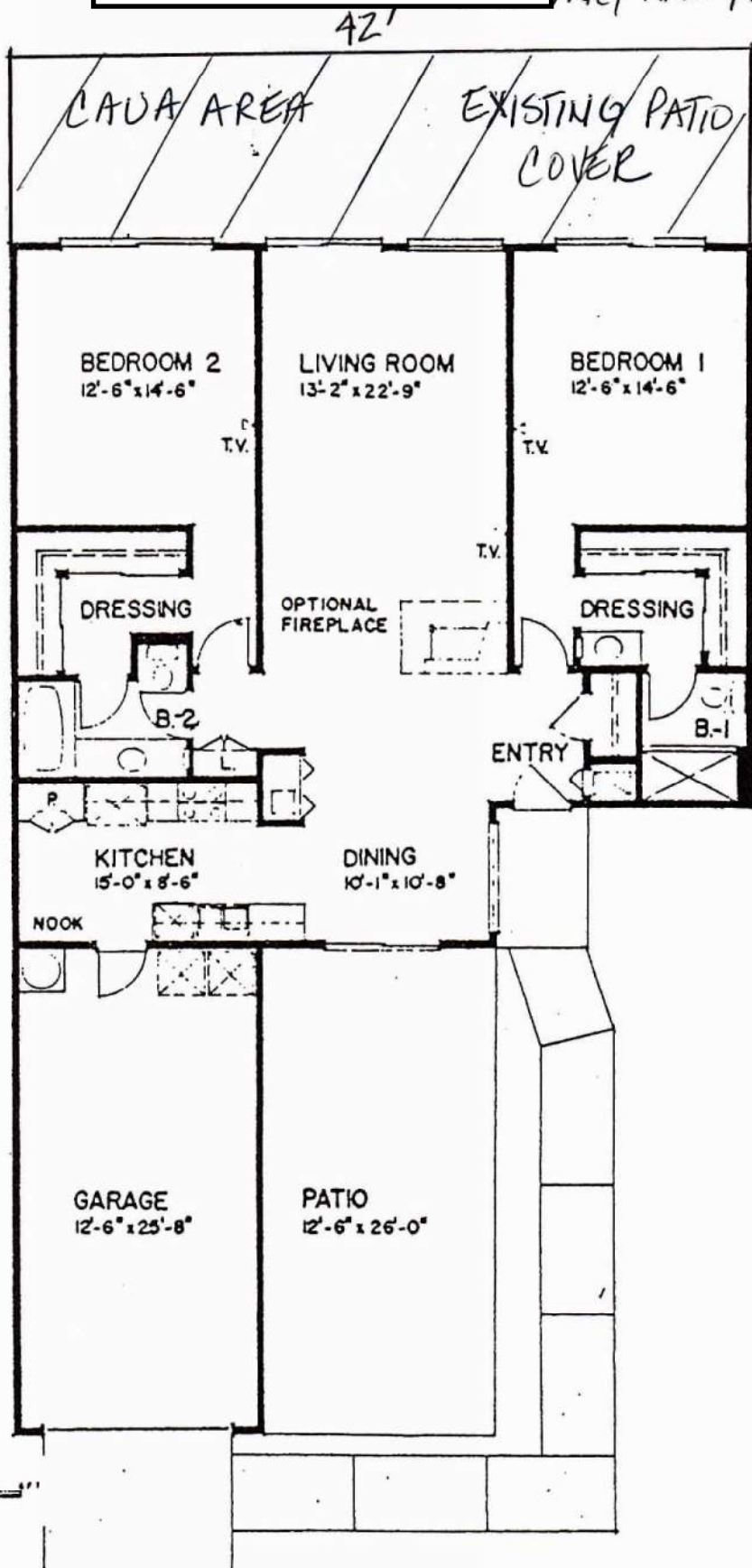
ATTACHMENT 4
FLOOR PLANS

VISIONS ARE
ING AND PROPOSED.

BROWN RES.
3373 PUNTA ALTA,
UNIT B
LAGUNA WOODS

NAVARRO (P46)

SCALE



PROPOSED
VARIANCE
AREA

CONDITIONS OF APPROVAL

Manor: **3373-B**

Variance Description: **Replace Existing 11' x 42' Patio Cover**

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 "Common Area Use Agreement"
- A.2. The Member shall provide plans, specifications, to conform to the Building Code for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Patio Cover to be installed per Standard 22 Patio and Balcony Covers, Aluminum and Vinyl.

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 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.

D. Requirements for Final Inspection by Manor Alterations:

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

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3373-B Punta AltaEnter Manor Address., ("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

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

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 3373-B Punta Alta and all future Mutual Members at 3373-B Punta Alta.
- 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.

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

- 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 "Common Area Use 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 "Common Area Use 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 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.

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

- 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 03-24-XX

Variance Request

WHEREAS, Member located at 3373-B Punta Alta, a Navarro style manor, requests Architectural Control and Standards Committee approval of a variance to replace existing 11'x 42' patio cover; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to replace existing 11'x 42' patio cover;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to replace existing 11'x 42' patio cover; 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 3373-B Punta Alta and all future Mutual Members at 3373-B 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.

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Manor 5206

Variance Request Form

SA SA21949862

Model: Villa Reposa	Plan: C11B_1	Date: 7/2/2024
Member Name: HAN CHUA	Signature [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co:	Phone:	E-mail:
Mailing Address: <small>(to be used for official correspondence)</small>		
P O Box 1794, San Juan Capistrano, CA 92693		

Description of Proposed Variance Request ONLY:

Replace metal sectional garage door with obscure glass sectional garage door

Dimensions of Proposed Variance Alterations ONLY:

FOR OFFICE USE ONLY

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

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United AC&S Committee: _____

Board Meeting: _____

☐ Denied

☐ Approved

☐ Tabled

☐ Other _____

ATTACHMENT 2
PHOTOS

5206 Install Obscure Glass Garage Door



ATTACHMENT 2
PHOTOS

5206 Install Obscure Glass Garage Door



ATTACHMENT 2
PHOTOS

Other doors in the neighborhood

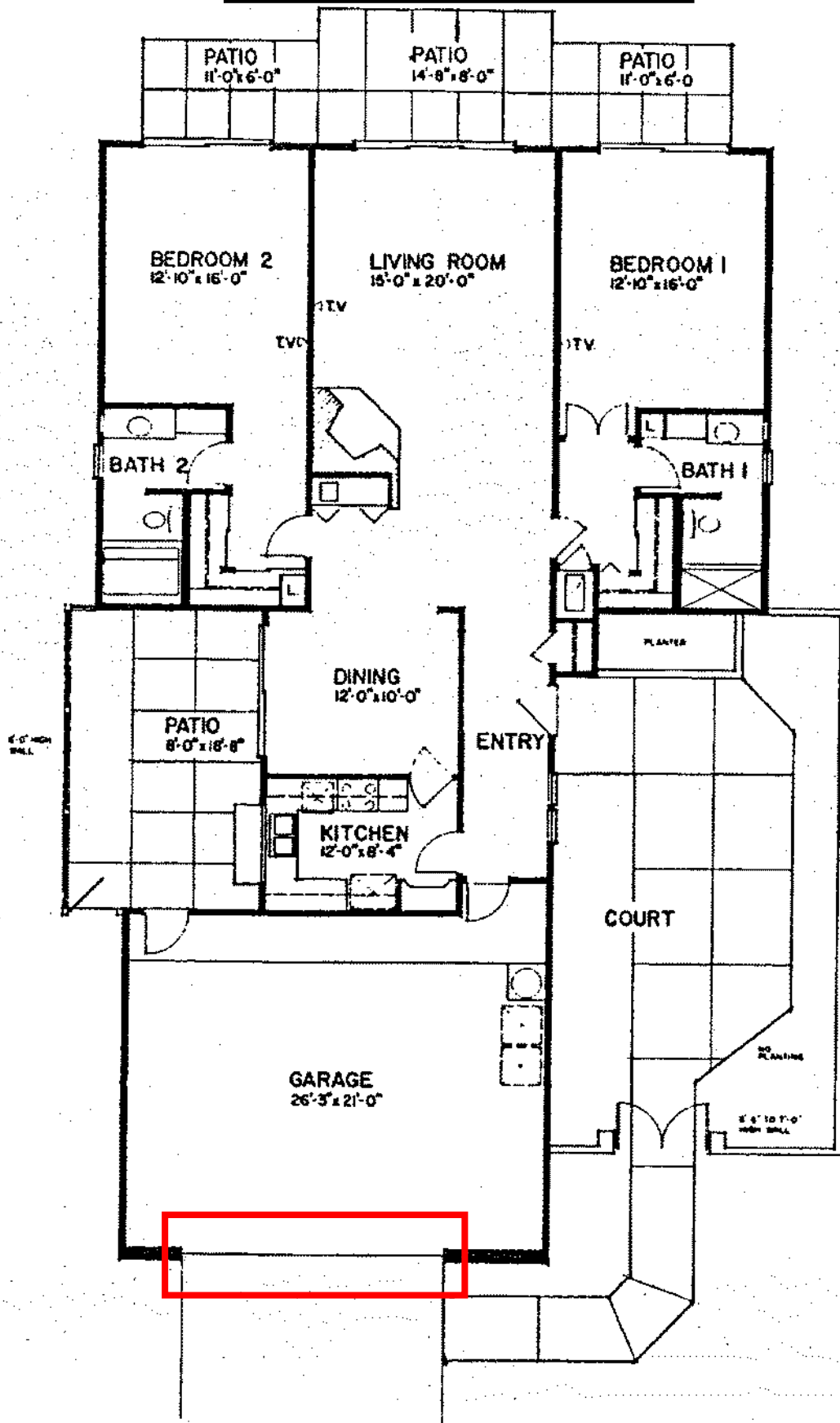


ATTACHMENT 3 AERIAL

5206



ATTACHMENT 4 FLOOR PLANS



VILLA REPOSA (C11 villa's)

CONDITIONS OF APPROVAL

Manor: **5206**

Variance Description: **Install Glass Garage Door**

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

Manor-Specific Conditions:

A. General Comments:

- A.1. The Member shall provide plans, and specifications to conform to the Building Code for the work of this variance.
- A.2. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements.

B. Materials and Methods:

- B.1. Code compliant installed per manufacturer installation instructions

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, and specifications 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.

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 available at Resident Services, located at the Community Center first floor.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at **5206 Avenida Despacio**, ("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 5206 Avenida Despacio and all future Mutual Members at 5206 Avenida Despacio.
- G.4. Member shall be responsible for all activity by contractors, subcontractors,

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

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. 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

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

the Division within two weeks.

- G.11. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans 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.12. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.13. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.14. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.15. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.16. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.17. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.19. The Mutual Consent for Alterations expires six months after the date of Notice of Approval issued by Manor Alterations, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.20. Violations of the forgoing conditions or the Mutual's Governing Documents

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

(See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

- G.21. Member shall indemnify, defend and hold harmless Third Laguna 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 03-24-XX

Variance Request

WHEREAS, Member located at 5206 Avenida Despacio, a Villa Reposo style manor, requests Architectural Control and Standards Committee approval of a variance to install a glass garage door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install a glass garage door;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install a glass garage door; 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 5206 Avenida Despacio and all future Mutual Members at 5206 Avenida Despacio; and

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

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Manor 5435



Laguna Woods Village

Attachment 1
Application Form

MANOR # 5435

☐ ULWM

☒ TLHM

Variance Request Form

SA 21936716

Model: <u>Gasa Granda</u>	Plan:	Date: <u>6/20/24</u>
Member Name: [REDACTED]	Signature: [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Jeff Lin</u> <u>J Lin Remodeling Services</u>	Phone: <u>734-560-4133</u>	E-mail: <u>Jefflin6@yahoo.com</u>
Owner Mailing Address: (to be used for official correspondence) <u>5435 Via Carrizo, Laguna Woods, CA 92637</u>		

Description of Proposed Variance Request ONLY:

Replacement of existing patio enclosure:

Demo - Existing patio enclosure - roof, door & all windows

Install - 1. New roof 2. New door 36x80 (1 pc)

3. New window 42x65 (approx) - 15 pcs

4. New Casement Egress Window 30x48 to meet the code

Dimensions of Proposed Variance Alterations ONLY:

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# CC BY: SH

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

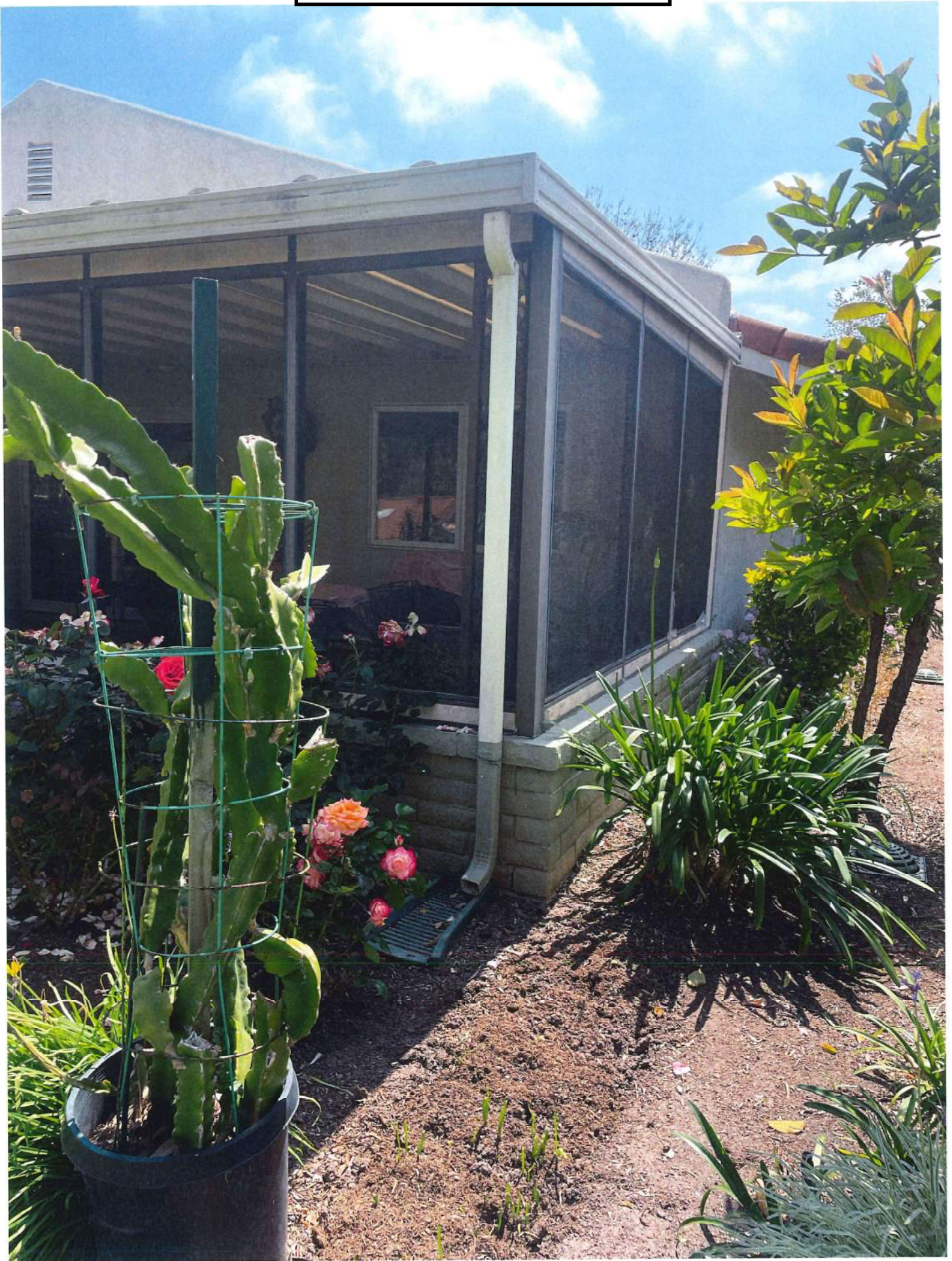
☐ Denied

☐ Approved

☐ Tabled

☐ Other _____

ATTACHMENT 2
PHOTOS



ATTACHMENT 2
PHOTOS



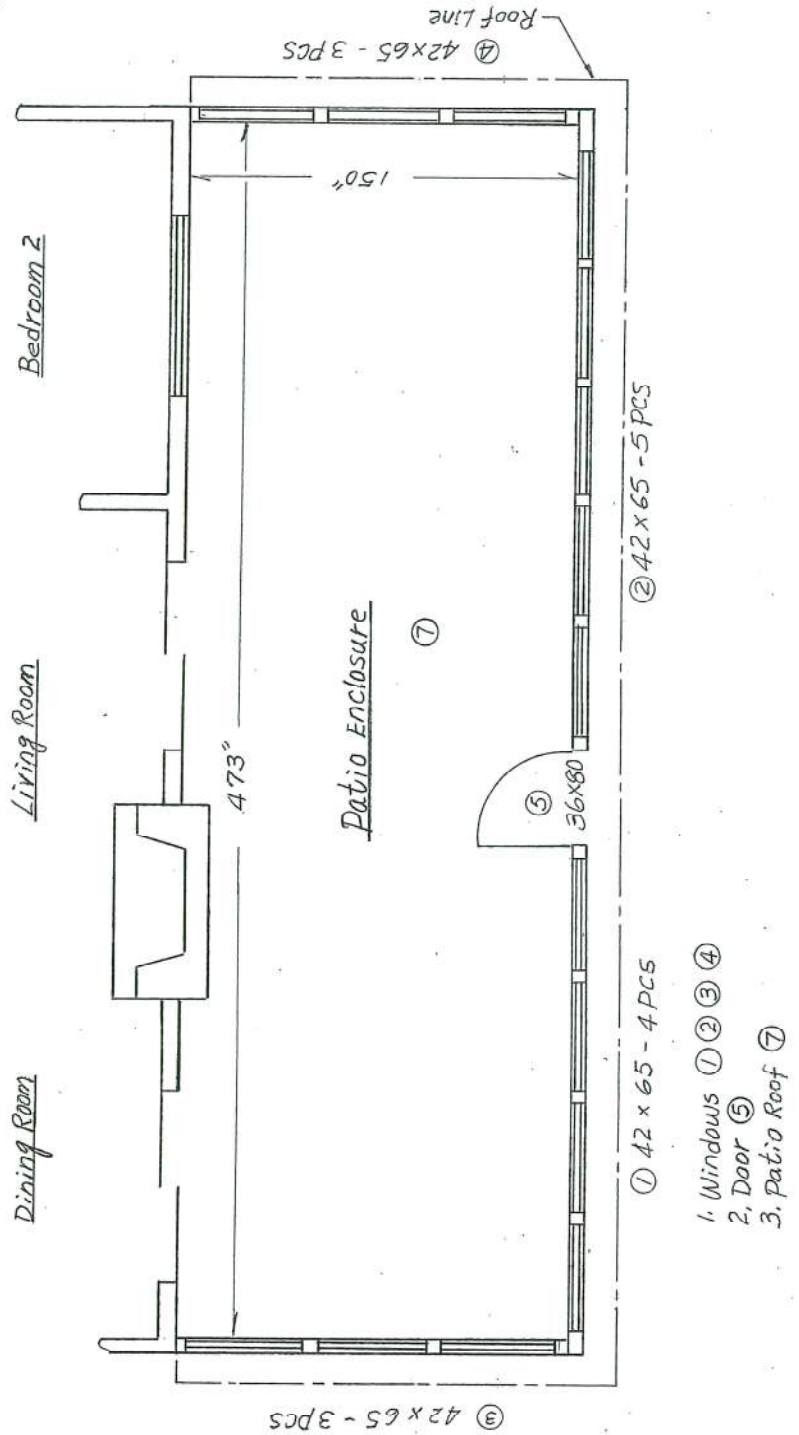
ATTACHMENT 3 AERIAL

5435



ATTACHMENT 4 FLOOR PLANS

5435 Existing Patio Enclosure Plan 1" = 4'



CONDITIONS OF APPROVAL

Manor: **5435**

Variance Description: **Replace Existing Patio Cover and Enclosure**

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 "Common Area Use 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.

B. Materials and Methods:

- B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
- B.2. Pavers installation must be set in compacted subgrade.
- B.3. Prior to the issuance of a Mutual Consent for Alterations, a sample of the stone veneer to be installed shall be provided to Manor Alterations for review and approval.

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations 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.

D. Requirements for Final Inspection by Manor Alterations:

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

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at **5435 Via Carrizo**, ("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.

ATTACHMENT 5
DRAFT CONDITIONS OF
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 5435 Via Carrizo and all future Mutual Members at 5435 Via Carrizo.
- 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.

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

- 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 "Common Area Use 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 "Common Area Use 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 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

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

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 03-24-XX

Variance Request

WHEREAS, Member located at 5435 Via Carrizo, a Casa Grande style manor, requests Architectural Control and Standards Committee approval of a variance to replace existing patio cover and enclosure; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on August 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to replace existing patio cover and enclosure;

NOW THEREFORE BE IT RESOLVED, on August 20, 2024, the Third Laguna Hills Mutual Board hereby approves the request to replace existing patio cover and enclosure; 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 5435 Via Carrizo and all future Mutual Members at 5435 Via Carrizo; 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: August 12, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the revised Standard 22: Patio and Balcony Covers; Aluminum and Vinyl.

BACKGROUND

The ACSC initiated a review of the current Standard 22: Patio and Balcony Covers; Aluminum and Vinyl (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 22 was last revised in November 2019, via Resolution 03-19-114 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to improve and clarify design standards, clarify member financial responsibilities, update installation guidelines, and maintain building integrity all of which will allow for an improved architectural appearance, building functionality, and maintenance protocols.

FINANCIAL ANALYSIS

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

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 22: Patio and Balcony Covers; Aluminum and Vinyl
Attachment 2 – Current Resolution 03-19-114
Attachment 3 – Redlined Revised Standard 22: Patio and Balcony Coverings
Attachment 4 – Final Draft Standard 22: Patio and Balcony Coverings
Attachment 5 – Proposed Resolution 03-24-XX



STANDARD 22: PATIO AND BALCONY COVERS ALUMINUM AND VINYL

JANUARY 1989

REVISED JANUARY 2003, RESOLUTION 03-03-08

REVISED JANUARY 2008, RESOLUTION 03-08-08

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

REVISED AUGUST 2013, RESOLUTION 03-13-83

REVISED NOVEMBER 2019, RESOLUTION 03-19-114

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 DEFINITIONS

- 2.1** Patio: A paved area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.2** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.

3.0 APPLICATIONS

- 3.1** Wood is strictly prohibited from being used for any part of construction.
- 3.2** All patio and balcony covers must be built as per standard plan drawings (when available). The maximum allowable overhang dimension will be 6 inches to accommodate the flat roof's incorporated gutter system. See Section 4 for exceptions.
- 3.3** Patio cover roofs shall not extend beyond the height of an existing patio wall.
- 3.4** Patio covers will span only the patio area as defined by the original patio slab, or wall. Balcony covers will span the entire width of the balcony.

- 3.5 Covers may be installed over atriums such that the minimum open area of the atrium is left open and unobstructed as per building code requirements, typically 3'-0". The cover may not extend above the height of the existing walls.
- 3.6 Posts shall be of aluminum or vinyl including alumawood-type and vinyl-clad materials. Plant-ons are optional, but if installed, must be of matching aluminum or vinyl material. Headers must also be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials.
- 3.7 All posts for patio covers must be anchored to the concrete slab and be located on or inside of block walls if any. Attachments to block walls must meet all building code requirements.
- 3.8 All posts on balcony covers must be anchored to the balcony deck in accordance with all building code requirements. All penetrations must be sealed to prevent moisture intrusion into balcony deck.
- 3.9 No corrugated non-structural panels will be allowed. Only those covers with State of California approved engineering specifications will be accepted.
- 3.10 Plastic skylight panel may be installed per approved specifications as outlined by the manufacturer's recommendations.
- 3.11 Color options for aluminum materials are factory-finished white or almond. Color options for vinyl materials are white, taupe or tan.
- 3.12 If access to existing downspouts is blocked, then new downspouts of similar design, material and quality must be installed and painted the appropriate color. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Splashblocks must be installed at each downspout that drains directly into Common Area (See Standard 18: Gutters/Downspouts).

4.0 PATIOS OVER WHICH A BALCONY EXISTS

- 4.1 Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- 4.2 Flat roofs may not replace existing eyebrow covers if the proposed roof extends beyond the original construction footprint.

- 4.3** Existing flat roofs may be replaced with a flat roof of equal or lesser dimensions.
- 4.4** The color of the patio cover roof surface must be factory-finished almond. Almond colored caulking shall be used and the width of the caulk lines shall be kept to a minimum.

RESOLUTION 03-19-114

REVISE ALTERATION STANDARD 22: PATIO & BALCONY COVERS

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl and,

NOW THEREFORE BE IT RESOLVED, November 19, 2019, that the Board of Directors of this Corporation hereby supersedes and rescinds Resolution 03-13-83 and approves revisions to Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl as attached to the official meeting minutes;

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



STANDARD 22: PATIO AND BALCONY COVERS ~~S ALUMINUM AND VINYLINGS~~

JANUARY 1989

REVISED JANUARY 2003, RESOLUTION 03-03-08 REVISED JANUARY 2008,
RESOLUTION 03-08-08 GENERAL REQUIREMENTS REVISED APRIL 2011,
RESOLUTION 03-11-49 REVISED AUGUST 2013, RESOLUTION 03-13-83
REVISED NOVEMBER 2019, RESOLUTION 03-19-114

REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

~~1.0~~

1.1 See Standard ~~Section~~ 1: General Requirements

2.0 DEFINITIONS

2.1 ACSC: Architectural Control and Standards Committee

2.2 HVAC: Heating, ventilation, air conditioning.

2.3 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.

2.4 DIY: Do It Yourself

~~2.4~~2.5 Patio: A paved outdoor area that adjoins the manor at ground level, which does not serve as a walkway or landing.

2.6 Balcony: A platform that projects from the wall of a manor above ground level at a second or third floor levels and is enclosed by a parapet or railing.

2.7 Patio Cover: A single story architectural projection that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building structure while the opposite end is supported by a post and beam configuration.



- 2.8** Balcony Cover: A single story architectural projection located at balcony levels that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building while the opposite end is supported by a post and beam configuration.



- 2.9** Patio & Balcony Awnings: An architectural projection located at ground or balcony levels that provides partial weather protection but remains open on three sides. The entire awning system is attached to and wholly supported by the building structure. It can be fixed or fully retractable.



- 2.10** Patio & Balcony Enclosures: Also known as sunrooms; A single story covering which encloses a defined space on a patio or balcony. Characterized by multiple fixed and operable windows with heating and cooling provided by natural means only. The enclosure is both attached to the building and self-supported.



3.0 DESIGN CRITERIA APPLICATIONS

3.1 — PATIO & BALCONY COVERS ~~Wood is strictly prohibited from being used for any part of construction.~~

- A. Only companies that specialize in design and installation of patio and balcony covers will be accepted. DIY projects will not be allowed.
- B. Construction materials are to be aluminum or vinyl only.
- C. Covers may be slatted or solid.
- D. All solid covers are to be insulated “Elitewood” as manufactured by Four Seasons or approved equal. Features:
 - 1. Covers act as a noise and heat barrier.
 - 2. Can be prewired for ceiling fans / lighting.
 - 3. Skylights optional
 - 4. Can be walked on – substantially reducing maintenance.
 - 5. Include self-contained guttering and leaf guards.
- E. Solid covers directly under a balcony must provide a mesh type rodent protection screen for the space created between the bottom of the balcony above and the top of the cover below.
 - 1. Said covers will be subject to removal and replacement at members expense if deemed necessary by the mutual for maintenance of the balcony above.
- F. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.2 PATIO & BALCONY AWNINGS ~~All patio and balcony covers must be built as per standard plan drawings (when available). The maximum allowable overhang dimension will be 6 inches to accommodate the flat roof's incorporated gutter system. See Section 4 for exceptions.~~

- A. Only companies that specialize in design and installation of patio and balcony awnings will be accepted. DIY projects will not allowed.
- B. Awnings are allowed over existing patios and balconies only.
 - 1. Awnings are not allowed over individual windows or doors.
 - 2. Awnings can not be attached to a balcony above.
- C. Awning cover materials
 - 1. Translucent panels
 - 2. Standing seam aluminum panels
 - 3. Fabric
 - a. Must pass the California State Fire Marshal Test.
 - b. No scalloped edging.
 - c. Motorized awnings allowed. Any electrical work must be shown on plan and performed by a licensed electrician.

4. All colors to conform to and/or complement existing mutual building exterior color schemes.
5. Alternate materials subject to ACSC review and approval.

3.2

3.3 PATIO & BALCONY ENCLOSURES ~~Patio cover roofs shall not extend beyond the height of an existing patio wall.~~

- A. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.
- B. Patio & balcony enclosures may encompass all or part of the patio / balcony footprint.
 1. Enclosure must not cover any existing building wall mounted HVAC equipment.
- C. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- D. Glazing Components:
 1. All glazed openings to be:
 - a. Dual pane
 - b. Low E
 - c. Energy Star rated
 2. Windows and screens to be readily removable from the inside without the use of tools.
- E. Interior components:
 1. Natural ventilation only – no artificial HVAC systems
 2. Skylights are allowed at time of original installation.
 3. No plumbing or plumbing fixtures
 4. Ceiling lighting & fans allowed
 5. Electrical wall outlets allowed
- F. Existing patio privacy stone or block walls may be utilized as part of the patio enclosure provided said walls meet the structural guide lines of the enclosure.
- G. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.
 1. The member is responsible for any and all costs associated with this requirement.
- H. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.
- I. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.3

3.4 ~~Patio covers will span only the patio area as defined by the original patio slab, or wall. Balcony covers will span the entire width of the balcony.~~

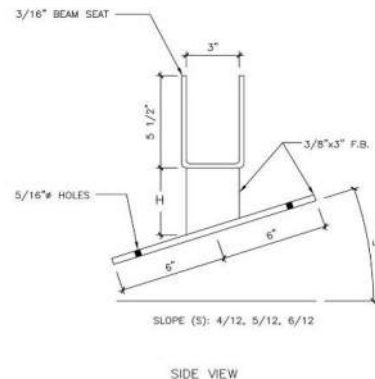
- ~~3.5 — Covers may be installed over atriums such that the minimum open area of the atrium is left open and unobstructed as per building code requirements, typically 3'-0". The cover may not extend above the height of the existing walls.~~
- ~~3.6 — Posts shall be of aluminum or vinyl including alumawood type and vinyl-clad materials. Plant ons are optional, but if installed, must be of matching aluminum or vinyl material. Headers must also be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials.~~
- ~~3.7 — All posts for patio covers must be anchored to the concrete slab and be located on or inside of block walls if any. Attachments to block walls must meet all building code requirements.~~
- ~~3.8 — All posts on balcony covers must be anchored to the balcony deck in accordance with all building code requirements. All penetrations must be sealed to prevent moisture intrusion into balcony deck.~~
- ~~3.9 — No corrugated non-structural panels will be allowed. Only those covers with State of California approved engineering specifications will be accepted.~~
- ~~3.10 — Plastic skylight panel may be installed per approved specifications as outlined by the manufacturer's recommendations.~~
- ~~3.11 — Color options for aluminum materials are factory-finished white or almond. Color options for vinyl materials are white, taupe or tan.~~
- ~~3.12 — If access to existing downspouts is blocked, then new downspouts of similar design, material and quality must be installed and painted the appropriate color. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Splashblocks must be installed at each downspout that drains directly into Common Area (See Standard 18: Gutters/Downspouts).~~

4.0 ATTACHMENT TO BUILDING PATIOS OVER WHICH A BALCONY EXISTS

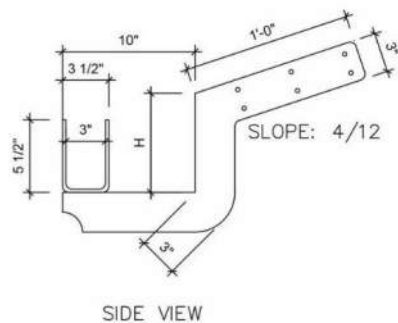
- ~~4.1 — Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system. All coverings must not alter existing roofing eaves or perimeters.~~
- ~~4.2 — Flat roofs may not replace existing eyebrow covers if the proposed roof extends beyond the original construction footprint. All coverings must not alter or interfere with existing guttering systems.~~
- ~~4.3 — Existing flat roofs may be replaced with a flat roof of equal or lesser~~

dimensions. Attachment to building for all roof components will be per one of the following options:

- A. Ledger board to face of building under roof eave. Note: All building penetrations to be water tight.
- B. Raised roof bracket as manufactured by "Beam Lift" or approved equal. Note: Any roof modifications required for installation of bracket must be reviewed and approved by a licensed roofing contractor.



- C. Rafter bracket as manufacture by "Beam Lift" or approved equal. EXCEPTION - Building guttering may be modified to 5 inches wide to accommodate rafter bracket installation



4.3

- 4.4 The color of the patio cover roof surface must be factory-finished almond. Almond colored caulking shall be used and the width of the caulk lines shall be kept to a minimum.

5.0 APPLICATIONS

- 5.1 Architectural and/or engineered plans are required.
 - A. All plans and engineering details provided by the manufacture must be included in submittal package.
- 5.2 All plans must indicate compliance with all current California Building Codes.
- 5.3 All plans must be reviewed and approved by the Manor Alterations Department and verified with the City of Laguna Woods Building Department.

- 5.4 All coverings will not extend beyond existing patio or balcony perimeters by more than 18 inches.
- A. Any such extensions must not interfere with ongoing building or landscape maintenance.
- 5.5 All patio & balcony solid covers and enclosures must have a self-contained guttering system.
- A. All system downspouts must coordinate/work with existing building drainage systems.
- B. In no case shall downspouts direct water back toward the building.
- C. All balcony guttering and downspouts systems must not direct water on to manors located directly below balcony.

6.0 MAINTENANCE & OWNERSHIP

- 6.1 The member is responsible for all direct and indirect costs associated with covering/enclosure installations.
- 6.2 The member is responsible for all costs associated with on-going maintenance. The mutual – at its own discretion – may undertake any perceived maintenance upkeep and charge the member if coverings are not properly maintained by the member. See Section 7.3.
- 6.3 Should it become necessary for ongoing building maintenance, the member will be responsible for removal and replacement of coverings/enclosures.

7.0 REFERENCE DOCUMENTS

- 7.1 See Standard 18: Gutters & Downspouts
- 7.2 See Standard 19: Balcony Railing Paneling
- 7.3 See Third Laguna Hills Mutual Care and Maintenance of Patios, Balconies, Breezeways and Walkways Policy



STANDARD 22: PATIO AND BALCONY COVERINGS

JANUARY 1989

REVISED JANUARY 2003, RESOLUTION 03-03-08 REVISED JANUARY 2008,
RESOLUTION 03-08-08 GENERAL REQUIREMENTS REVISED APRIL 2011,
RESOLUTION 03-11-49 REVISED AUGUST 2013, RESOLUTION 03-13-83
REVISED NOVEMBER 2019, RESOLUTION 03-19-114
REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

1.1 See Standard 1: General Requirements

2.0 DEFINITIONS

- 2.1 ACSC: Architectural Control and Standards Committee
- 2.2 HVAC: Heating, ventilation, air conditioning.
- 2.3 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.
- 2.4 DIY: Do It Yourself
- 2.5 Patio: A paved outdoor area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.6 Balcony: A platform that projects from the wall of a manor above ground level at a second or third floor levels and is enclosed by a parapet or railing.
- 2.7 Patio Cover: A single story architectural projection that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building structure while the opposite end is supported by a post and beam configuration.



- 2.8** Balcony Cover: A single story architectural projection located at balcony levels that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building while the opposite end is supported by a post and beam configuration.



- 2.9** Patio & Balcony Awnings: An architectural projection located at ground or balcony levels that provides partial weather protection but remains open on three sides. The entire awning system is attached to and wholly supported by the building structure. It can be fixed or fully retractable.



- 2.10** Patio & Balcony Enclosures: Also known as sunrooms; A single story covering which encloses a defined space on a patio or balcony. Characterized by multiple fixed and operable windows with heating and cooling provided by natural means only. The enclosure is both attached to the building and self-supported.



3.0 DESIGN CRITERIA

3.1 PATIO & BALCONY COVERS

- A. Only companies that specialize in design and installation of patio and balcony covers will be accepted. DIY projects will not be allowed.
- B. Construction materials are to be aluminum or vinyl only.
- C. Covers may be slatted or solid.
- D. All solid covers are to be insulated "Elitewood" as manufactured by Four Seasons or approved equal. Features:
 - 1. Covers act as a noise and heat barrier.
 - 2. Can be prewired for ceiling fans / lighting.
 - 3. Skylights optional

4. Can be walked on – substantially reducing maintenance.
 5. Include self-contained guttering and leaf guards.
- E. Solid covers directly under a balcony must provide a mesh type rodent protection screen for the space created between the bottom of the balcony above and the top of the cover below.
1. Said covers will be subject to removal and replacement at members expense if deemed necessary by the mutual for maintenance of the balcony above.
- F. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.2 PATIO & BALCONY AWNINGS

- A. Only companies that specialize in design and installation of patio and balcony awnings will be accepted. DIY projects will not be allowed.
- B. Awnings are allowed over existing patios and balconies only.
1. Awnings are not allowed over individual windows or doors.
 2. Awnings can not be attached to a balcony above.
- C. Awning cover materials
1. Translucent panels
 2. Standing seam aluminum panels
 3. Fabric
 - a. Must pass the California State Fire Marshal Test.
 - b. No scalloped edging.
 - c. Motorized awnings allowed. Any electrical work must be shown on plan and performed by a licensed electrician.
 4. All colors to conform to and/or complement existing mutual building exterior color schemes.
 5. Alternate materials subject to ACSC review and approval.

3.3 PATIO & BALCONY ENCLOSURES

- A. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.
- B. Patio & balcony enclosures may encompass all or part of the patio / balcony footprint.

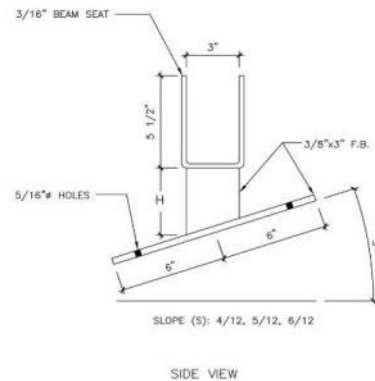
1. Enclosure must not cover any existing building wall mounted HVAC equipment.
- C. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- D. Glazing Components:
1. All glazed openings to be:
 - a. Dual pane
 - b. Low E
 - c. Energy Star rated
 2. Windows and screens to be readily removable from the inside without the use of tools.
- E. Interior components:
1. Natural ventilation only – no artificial HVAC systems
 2. Skylights are allowed at time of original installation.
 3. No plumbing or plumbing fixtures
 4. Ceiling lighting & fans allowed
 5. Electrical wall outlets allowed
- F. Existing patio privacy stone or block walls may be utilized as part of the patio enclosure provided said walls meet the structural guide lines of the enclosure.
- G. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.
1. The member is responsible for any and all costs associated with this requirement.
- H. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.
- I. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

4.0 ATTACHMENT TO BUILDING

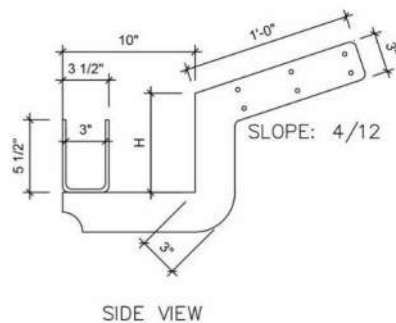
- 4.1** All coverings must not alter existing roofing eaves or perimeters.
- 4.2** All coverings must not alter or interfere with existing guttering systems.
- 4.3** Attachment to building for all roof components will be per one of the

following options:

- A. Ledger board to face of building under roof eave. Note: All building penetrations to be water tight.
- B. Raised roof bracket as manufactured by "Beam Lift" or approved equal. Note: Any roof modifications required for installation of bracket must be reviewed and approved by a licensed roofing contractor.



- C. Rafter bracket as manufacture by "Beam Lift" or approved equal. EXCEPTION - Building guttering may be modified to 5 inches wide to accommodate rafter bracket installation



5.0 APPLICATIONS

- 5.1 Architectural and/or engineered plans are required.
 - A. All plans and engineering details provided by the manufacture must be included in submittal package.
- 5.2 All plans must indicate compliance with all current California Building Codes.
- 5.3 All plans must be reviewed and approved by the Manor Alterations Department and verified with the City of Laguna Woods Building Department.
- 5.4 All coverings will not extend beyond existing patio or balcony perimeters by more than 18 inches.

- A. Any such extensions must not interfere with ongoing building or landscape maintenance.

5.5 All patio & balcony solid covers and enclosures must have a self-contained guttering system.

- A. All system downspouts must coordinate/work with existing building drainage systems.
- B. In no case shall downspouts direct water back toward the building.
- C. All balcony guttering and downspouts systems must not direct water on to manors located directly below balcony.

6.0 MAINTENANCE & OWNERSHIP

- 6.1** The member is responsible for all direct and indirect costs associated with covering/enclosure installations.
- 6.2** The member is responsible for all costs associated with on-going maintenance. The mutual – at its own discretion – may undertake any perceived maintenance upkeep and charge the member if coverings are not properly maintained by the member. See Section 7.3.
- 6.3** Should it become necessary for ongoing building maintenance, the member will be responsible for removal and replacement of coverings/enclosures.

7.0 REFERENCE DOCUMENTS

- 7.1** See Standard 18: Gutters & Downspouts
- 7.2** See Standard 19: Balcony Railing Paneling
- 7.3** See Third Laguna Hills Mutual Care and Maintenance of Patios, Balconies, Breezeways and Walkways Policy



RESOLUTION 03-24-XX

REVISE STANDARD 22: PATIO AND BALCONY COVERINGS

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

WHEREAS, the Mutual recognized the need to revise Standard 22: Patio and Balcony Covers; Aluminum and Vinyl;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 22: Patio and Balcony Coverings Attachments as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-114 adopted November 19, 2019, is hereby superseded and canceled; and

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

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

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STAFF REPORT

DATE: August 12, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Rescind Standard 29: Solariums

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the rescission of Standard 29: Solariums.

BACKGROUND

The ACSC initiated a review of the current Standard 29: Solariums. (Attachment 1). Standard 29 was last revised in September 2006, via Resolution 03-06-42 (Attachment 2).

DISCUSSION

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 22 Patio and Balcony Coverings. In order not to create confusion, it is recommended that this standard – Standard 29: Solariums – be rescinded.

FINANCIAL ANALYSIS

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

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 29: Solariums
Attachment 2 – Current Resolution 03-06-42
Attachment 3 – Proposed Resolution 03-24-XX

THIRD LAGUNA HILLS MUTUAL

SECTION 29: Solariums

FEBRUARY, 1992

REVISED JANUARY 2003, RESOLUTION 03-03-10

REVISED SEPTEMBER 2006, RESOLUTION 03-06-42

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

1.0 GENERAL REQUIREMENTS

- 1.1 **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 Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** 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 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** 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 is 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.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors 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.

2.0 SPECIFICATIONS/ APPLICATIONS

- 2.1** A solarium is a glass-enclosed room whose walls and ceiling permit passage of the sun's rays, is constructed on a concrete area that adjoins the manor at ground level, and does not serve as a walkway or landing.
- 2.2** Posts may be of wood or aluminum. Plant-ons are optional.
- 2.3** All posts are to be on an existing slab or inside patio walls. Posts may be placed on existing alteration wall(s) only if such wall has been constructed and approved for such application.
- 2.4** Structural framing must match the color of the existing trim as closely as possible. Color may match stucco in some cases where no wood trim exists, as determined by the Permits and Alterations office.
- 2.5** Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per International Conference of Building Officials (I.C.B.O.) approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.
- 2.6** Downspouts shall be painted to match the surface to which they are attached. Downspouts shall not empty into other patio areas or hinder maintenance or drainage in any way.
- 2.7** Air conditioning units may not exhaust into the solarium enclosure.
- 2.8** In no case shall additional plumbing, heating fixtures, or air conditioning units be added as part of such enclosure.
- 2.9** All attachments, directly to existing surfaces, shall be properly sealed to prevent damage to Mutual property. Any/all such damage shall be the responsibility of the manor owner.
- 2.10** The Mutual member is solely responsible for the maintenance and repair of the solarium enclosure, and is responsible for all costs associated with any other damage to Mutual property that may result from the installation of the solarium enclosure.

- 2.11** All work and materials required to complete such enclosure shall conform to all applicable city and county codes and/or state ordinances not included herein. Plans and specifications shall be submitted to the Permits and Inspections office at the time of Application for Permit.
- 2.12** A solarium cannot be installed in an area where a Standard Plan exists for a room addition.
- 2.13** Doors may only be installed on the ends or short sides of the solarium enclosure as approved by the permits and Inspections office, and required stoops shall be installed per the Uniform Building Code.

3.0 SURFACE PREPARATION

- 3.1** Prior to any installation, existing patio surfaces shall be checked for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2** All attachments to the patio slab must be directly to the patio surface, not applied over any type of material applied over the patio surface.

4.0 FRAME OR TRACK

- 4.1** Frames and/or tracks are to be of wood or aluminum only. The dimensions shall be kept to a minimum to optimize the area of glass firmly in place. All wood shall be painted to match existing surfaces to which it is attached. All aluminum shall be anodized bronze unless others exist if attached to a dark painted surface; aluminum or white powder coated color if attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.

5.0 TYPE OF GLASS

- 5.1** All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and Uniform Building Code specifications for engineering would be required for the structure, and may require Board approval, to be determined by the Permits and Inspections office.
- 5.2** Glass shall be single-pane type.
- 5.3** Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.

- 5.4** Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5** Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved before such application.

RESOLUTION 03-06-42

WHEREAS, the Board of Directors of this corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards, (revised April, 1996); and

WHEREAS, the Maintenance & Construction Committee of this Corporation recognizes the need to further amend a portion of the alteration standards with regard to Section 29 – *Solariums*;

NOW THEREFORE BE IT RESOLVED, September 19, 2006, that Mutual Alteration Standard Section 29 – *Solariums* is hereby amended as attached to the official minutes of this meeting; 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; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended, and Resolution 03-03-10 adopted January 21, 2003 is hereby superseded and cancelled.



RESOLUTION 03-24-XX
RESCIND STANDARD 29: SOLARIUMS

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate the processes currently contained in Standard 29 Solariums; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 29 Solariums;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby rescinds Standard 29: Solariums as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-06-42 adopted September 19, 2006, is hereby canceled; and

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

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

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STAFF REPORT

DATE: August 12, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Rescind Standard 37: Patio and Balcony Awnings & Covers

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the rescission of Standard 37: Patio and Balcony Awnings & Covers.

BACKGROUND

The ACSC initiated a review of the current Standard 37: Patio and Balcony Awnings & Covers. (Attachment 1). Standard 37 was last revised in May 2024, via Resolution 03-24-47 (Attachment 2).

DISCUSSION

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 22 Patio and Balcony Coverings. In order not to create confusion, it is recommended that this standard – Standard 37 Patio and Balcony Awnings & Covers – be rescinded.

FINANCIAL ANALYSIS

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

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 37: Patio and Balcony Awnings & Covers

Attachment 2 – Current Resolution 03-24-47

Attachment 3 – Proposed Resolution 03-24-XX



STANDARD 37: PATIO AND BALCONY AWNINGS & COVERS

FEBRUARY 2006, RESOLUTION 03-06-11

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

REVISED SEPTEMBER 2015, RESOLUTION 03-15-128

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

REVISED FEBRUARY 2019, RESOLUTION 03-19-18

REVISED MAY 2024, RESOLUTION 03-24-47

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 DEFINITIONS

- 2.1** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.2** Patio: A defined outdoor space – paved and or landscaped – that adjoins the manor at ground level which does not serve as a walkway.
- 2.3** Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building – fully open on three sides. The structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.
- 2.4** Cover: An architectural projection that provides weather protection or decoration and is supported at one end by the building and the opposite end by posts – fully open on three sides. All the structural components are lightweight over which a covering is attached. A cover is fixed in place.

3.0 APPLICATIONS

- 3.1** All awning and cover materials shall meet all local, state and federal requirements.
- 3.2** Alterations to existing roof structure may be considered when accompanied by structural plans, details and calculations stamped by a California registered architect or engineer.
- 3.3** Awning and cover installation may not interfere with any existing building guttering and drainage systems.
- 3.4** All plans must be submitted to Manor Alterations and include proper engineering approvals and be compliant with current California Building Codes.

- 3.5** Building permit requirements for both awnings and covers are to be verified with the City of Laguna Woods Building Department.
- 3.6** Awnings and covers to enclose only the balcony or patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans.
- 3.7** The mutual member must maintain the awning or cover in good condition replacing broken or worn components as needed.
- 3.8** Should removal of the awning or cover become necessary for building maintenance, the mutual member is responsible for all removal and reinstallation costs.

4.0 AWNINGS

- 4.1** In cases where a ground floor manor has a balcony directly above the patio area; awnings will be allowed only as an extension of the balcony above but not protrude farther than the defined edge of the patio below. All necessary architectural and engineering documents to be included with mutual consent submittal.
- 4.2** Awning materials may be fabric or rigid provided they conform to item 3.1 above.
- 4.3** Color options for awnings and framing materials shall conform or compliment the current Third Mutual's Exterior Paint Color options 1 through 10 corresponding to the geographical area in which the manor is located.

5.0 COVERS

- 5.1** Covers that come with a built-in gutter system are acceptable only when the covers own runoff is diverted and operates independent of the buildings systems. Built-in gutter system may extend beyond the patio boundary only as necessary to facilitate proper cover drainage. Cover down spout terminations must drain away from the building and walkways.
- 5.2** All posts must be anchored directly to the patio slab, patio wall or original balcony flooring.
- 5.3** Premanufactured skylights are allowed in covers. Manufacturer specifications and installation guidelines for skylights, to be included with mutual consent submittal.
- 5.4** Covers are not allowed directly under existing balconies above.
- 5.5** Color options for covers and framing materials shall conform or compliment the current Third Mutual's Exterior Paint Color options 1 through 10 corresponding to the geographical area in which the manor is located.

Resolution 03-24-47

Revised Standard 37: Patio and Balcony Covers & Awnings

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

WHEREAS, the Mutual recognizes the need to revise Standard 37: Patio Covers, Awnings;

NOW THEREFORE BE IT RESOLVED, May 21, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 37: Patio and Balcony Covers / Awnings as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-18 adopted February 19, 2019, 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.
are hereby authorized on behalf of the Corporation to carry out this resolution.



RESOLUTION 03-24-XX

RESCIND STANDARD 37: PATIO AND BALCONY AWNINGS & COVERS

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate processes currently contained in Standard: 37 Patio and Balcony Awnings & Covers; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 37 Patio and Balcony Awnings & Covers;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby rescinds Standard 37: Patio and Balcony Awnings and Covers as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-24-47 adopted May 21, 2024, is hereby canceled; and

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

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

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STAFF REPORT

DATE: August 12, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Rescind Standard 38: Patio Enclosures

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the rescission of Standard 38: Patio Enclosures.

BACKGROUND

The ACSC initiated a review of the current Standard 38: Patio Enclosures. (Attachment 1). Standard 38 was last revised in August 2019, via Resolution 03-19-82 (Attachment 2).

DISCUSSION

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 22: Patio and Balcony Coverings. In order not to create confusion, it is recommended that this standard – Standard 38: Patio Enclosures – be rescinded.

FINANCIAL ANALYSIS

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

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 38: Patio Enclosures
Attachment 2 – Current Resolution 03-19-82
Attachment 3 – Proposed Resolution 03-24-XX



STANDARD 38: PATIO ENCLOSURES

ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-43

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

REVISED AUGUST 2019, RESOLUTION 03-19-82

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 SPECIFICATIONS/ APPLICATIONS

- 2.1** A patio is a concrete slab area that adjoins the manor at ground level, and does not serve as a walkway or landing.
- 2.2** An enclosure can only be installed on the manor's original patio footprint.
- 2.3** A patio enclosure cannot be installed in an area where a Standard Plan exists for a room addition. No concrete landings are permitted.
- 2.4** Enclosures may not extend beyond the original construction footprint of an original patio. (In accordance with the current Common Area Useage Policy.)
- 2.5** If a patio lies beneath a balcony, the newly constructed enclosure must have an approved gutter system.
- 2.6** Patios may be partially enclosed with the exception of 3-story buildings. Patio enclosures shall encompass the entire footprint in 3-story buildings.
- 2.7** No doors are permitted in patio enclosures installed on the 1st story manors of 3-story buildings.
- 2.8** In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such enclosure, nor shall existing central HVAC systems condition an enclosure.
- 2.9** Air conditioners/heat pumps cannot exhaust into an enclosure.



- 2.10** Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per California Building Code approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.
- 2.11** Any changes to the existing structure to allow for track or framework must be approved in writing prior to issuance of a consent.
- 2.12** All work and material required to complete patio enclosures shall conform to all applicable city codes and/or state ordinances not included herein. Plans and specifications shall be submitted to Permits and Inspections at time of application for consent.

3.0 SURFACE PREPARATION

- 3.1** Prior to any installation, existing patio surfaces (slabs, wood beams, wood fascia, etc.) shall be checked by staff for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2** All attachments to the patio slab must be directly to the patio surface, not applied over any type of material applied over the patio surface.

4.0 FRAME OR TRACK

- 4.1** Frames and/or tracks are to be of aluminum only. Wood framing is prohibited. The dimensions shall be kept to a minimum to optimize the area of glass firmly in place. All aluminum shall be anodized bronze unless others exist if attached to a dark painted surface; aluminum or white powder coated color if attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.
- 4.2** All glass and screens must be readily removable (from the interior only) by lifting out of a track without the use of tools.
- 4.3** All frames must be inside of existing handrails as indicated on approved drawing details and provide sufficient clearance for future maintenance of the handrail.



- 4.4 Slump stone kneewalls may be utilized as part of the patio enclosure if the wall is constructed to accept the application.
- 4.5 Enclosures shall have proper downspouts with splash blocks in accordance with Mutual Standard:18 Gutters/Downspouts.

5.0 TYPE OF GLASS

- 5.1 All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick.
- 5.2 Glass may be single or dual pane type (at the discretion of the Alterations Office). See 4.2
- 5.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 5.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5 Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved before such application.

RESOLUTION 03-19-82
ALTERATION STANDARD 38: PATIO ENCLOSURES

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 38: Patio Enclosures and,

NOW THEREFORE BE IT RESOLVED, August 20, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 38: Patio Enclosures as attached to the official meeting minutes;

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.



RESOLUTION 03-24-XX
RESCIND STANDARD 38: PATIO ENCLOSURES

WHEREAS, the Third Laguna Hills Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 22: Patio and Balcony Coverings to incorporate the processes currently contained in Standard 38: Patio Enclosures; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard 38: Patio Enclosures;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby rescinds Standard 38: Patio Enclosures as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-19-82 adopted August 20, 2019, is hereby canceled; and

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

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