



## **OPEN MEETING**

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

**Monday, September 09, 2024 – 1:30 p.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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

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

### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report for August 12, 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. 3243-1H: Variance to Install Storage Solution in Parking Garage

Third Architectural Control and Standards Committee  
Regular Open Meeting  
September 09, 2024  
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10. Items for Discussion and Consideration
  - a. Rescind Standard 39: Balcony Enclosures
11. Items for Future Agendas
  - a. Revision to Standard 41: Solar Energy Systems
  - b. Revision to Standard 11A: Interior Hard-Surface Flooring
  - c. Rescind Third Laguna Hills Mutual Interior Hard-Surface Flooring Complaint Rules
  - d. Revision to Interior Hard-Surface Flooring Policy
12. Committee Member Comments
13. Date of Next Meeting: Monday, October 14, 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, August 12, 2024 – 9:30 a.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, Advisors: Mike Butler, Lisa Mills, Mike Plean

**COMMITTEE MEMBERS ABSENT:** David Veeneman

**OTHERS PRESENT:** S.K. Park

**STAFF PRESENT:** Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia – Maintenance & Construction Assistant Director, Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Inspector II, Sandra Spencer – Administrative Assistant, Manor Alterations, Jessica Lozada – Inspector I

#### **1. Call Meeting to Order**

Chair Cook called the meeting to order at 9:30 a.m.

#### **2. Approval of the Agenda**

Chair Cook asked for approval of the agenda.

Director Karimi made a motion to approve the agenda. Chair Cook seconded.

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

#### **3. Approval of the Meeting Report for July 08, 2024**

Chair Cook asked for approval of the meeting report.

Director Karimi made a motion to approve the meeting report. Chair Cook 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 expressed his gratitude for Chair Cook's time on the committee, and bid him farewell.

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

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

3186-A: Request to Install Patio Pavers on Rear Common Area

3374-B: Request to Install a Fence on Common Area

5228: Request to Extend on Exclusive Use Common Area Private Garden 12'x6', rear Patio 27'x8', and Garage 12'x6'

- One member commented on the variance request and staff responded.

5492-A: Request to Install Pavers on Common Area, Back of Garage

5434: Request to Extend on Exclusive Use Common Area Private Garden 12'x6', rear Patio 8'x40'

**9. Variance Requests**

- a. 3054-C: Variance to Install a Fountain on Common Area

Chair Cook asked for denial of the variance.

Director Karimi made a motion to deny the variance. Chair Cook seconded.

Hearing no objection, the variance to install a fountain on common area was denied by unanimous consent.

b. 3343-C: Variance to Request Painters to Paint Around Living Wall

Staff gave several examples as to why the living wall was in violation of several standards pertaining to it.

Chair Cook asked for denial of the variance.

Director Karimi made a motion to deny the variance. Chair Cook seconded.

Hearing no objection, the variance to request painters to paint around living wall was denied by unanimous consent.

c. 3373-B: Variance to Replace Existing 11'x42' Patio Cover

Chair Cook asked for approval of the variance.

Director Karimi made a motion to approve the variance. Chair Cook seconded.

Hearing no objection, the variance to replace existing 11'x42' patio cover was approved by unanimous consent.

d. 5206: Variance to Install Glass Garage Door

Chair Cook asked for approval of the variance.

Director Karimi made a motion to approve the variance. Chair Cook seconded.

Hearing no objection, the variance to install glass garage door was approved by unanimous consent.

e. 5435: Variance to Replace Existing Patio Cover and Enclosure

Chair Cook asked for approval of the variance.

Director Karimi made a motion to approve the variance. Chair Cook seconded.

Hearing no objection, the variance to replace existing patio cover and enclosure was approved by unanimous consent.

**10. Items for Discussion and Consideration**

a. Revision to Standard 22: Patio and Balcony Covers; Aluminum and Vinyl to incorporate

portions of Standards 29, 37 & 38 that are being rescinded.

Chair Cook asked for approval of the revised standard.

Director Karimi made a motion to approve the revised standard. Chair Cook seconded.

Hearing no objection, the motion to recommend the revised Standard 22: Patio and Balcony Covers; Aluminum and Vinyl was approved by unanimous consent.

b. Rescind Standard 29: Solariums

Chair Cook asked for approval to rescind the standard.

Director Karimi made a motion to approve rescinding the standard. Chair Cook seconded.

Hearing no objection, the motion to recommend rescinding Standard 29: Solariums was approved by unanimous consent.

c. Rescind Standard 37: Patio and Balcony Awnings & Covers

Chair Cook asked for approval to rescind the standard.

Director Karimi made a motion to approve rescinding the standard. Chair Cook seconded.

Hearing no objection, the motion to recommend rescinding Standard 37: Patio and Balcony Awnings & Covers was approved by unanimous consent.

d. Rescind Standard 38: Patio Enclosures

Chair Cook asked for approval to rescind the standard.

Director Karimi made a motion to approve rescinding the standard. Chair Cook seconded.

Hearing no objection, the motion to recommend rescinding Standard 38: Patio Enclosures 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 41: Solar Energy Systems
- Approve Addition of Responsibility Agreement in Third's Resale Package

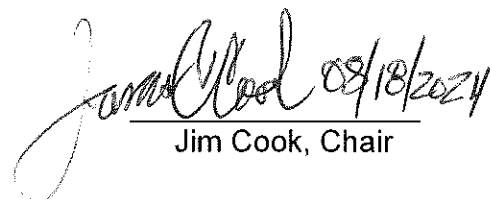
**12. Committee Member Comments**

- None.

13. **Date of Next Meeting:** Monday, September 09, 2024 at 1:30 p.m.

14. **Adjournment**

The meeting was adjourned at 10:10 a.m.



Jim Cook, Chair

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

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	Over-The-Counter Variances	
Approved Variances in September 2024	Description of Variance	Previously Approved Resolution #
5471-A	<ul style="list-style-type: none"><li>• Install Pavers on Rear Common Area Behind Garage</li></ul>	03-23-39 03-23-98

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# Third ACSC – Monday September 9, 2024

## Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	3243-1H	Install Storage Solution in Parking Garage	<p><b><u>GENERAL NOTES:</u></b></p> <ul style="list-style-type: none"> <li>• 3243-1H is one of twenty-four units.</li> <li>• System constructed of white melamine and fabric visual screen for items on top of cabinet.</li> <li>• Some buildings have built-in storage.</li> </ul> <p><b>Staff Recommendation: Approve</b></p>

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

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

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**Manor 3243-1H**



Laguna Woods Village

Attachment 1  
Application Form

MANOR # 3243-1H

☐ ULWM

☒ TLHM

Variance Request Form

SA \_\_\_\_\_

Model: <u>UNDERGROUND PARKING</u>		Plan:	Date: <u>7/23/24</u>
GARDEN VILLA STORAGE AREA			
Member Name:	Signature: _____		
Phone:	E-mail: _____		
Contractor Name/Co:	Phone:	E-mail:	
<u>OWNER/BUILDER</u>	<u>SAME</u>	<u>SAME</u>	
Owner Mailing Address: <u>3243-1H SAN AMADEO, LAGUNA WOODS, CA 92637</u>			
(to be used for official correspondence)			

Description of Proposed Variance Request ONLY:

BUILD AN ENCLOSED STORAGE AREA TO SCREEN STORED ITEMS FROM PUBLIC VIEW AND TO ELIMINATE CLUTTER.

Dimensions of Proposed Variance Alterations ONLY:

SEE ATTACHED FLOOR PLAN.

FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

Alteration Variance Request

Check Items Received:

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

Complete Submittal Cut Off Date:

Meetings Scheduled:

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

United M&C Committee: \_\_\_\_\_

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

☐ Denied

☐ Approved

☐ Tabled

☐ Other \_\_\_\_\_

# Attachment 1 Application Form

The undersigned is a resident of 3243 San Amadeo Garden Villa building, I have looked at 3 pictures of the storage wall in Building 2403 Via Mariposa West, the Before and After pictures of the proposed Area1, Area2 and Area3 storage plans, the site plan of the parking area around the parking space for 3243-1H San Amadeo, and I am in support of Joshua Hsu's request to seek a variance to build a "storage wall" in order to comply with the spirit of the HOA regulations to minimize clutter. Please do what you can to help Joshua with this proposed project. Thank you!

Name and Manor #

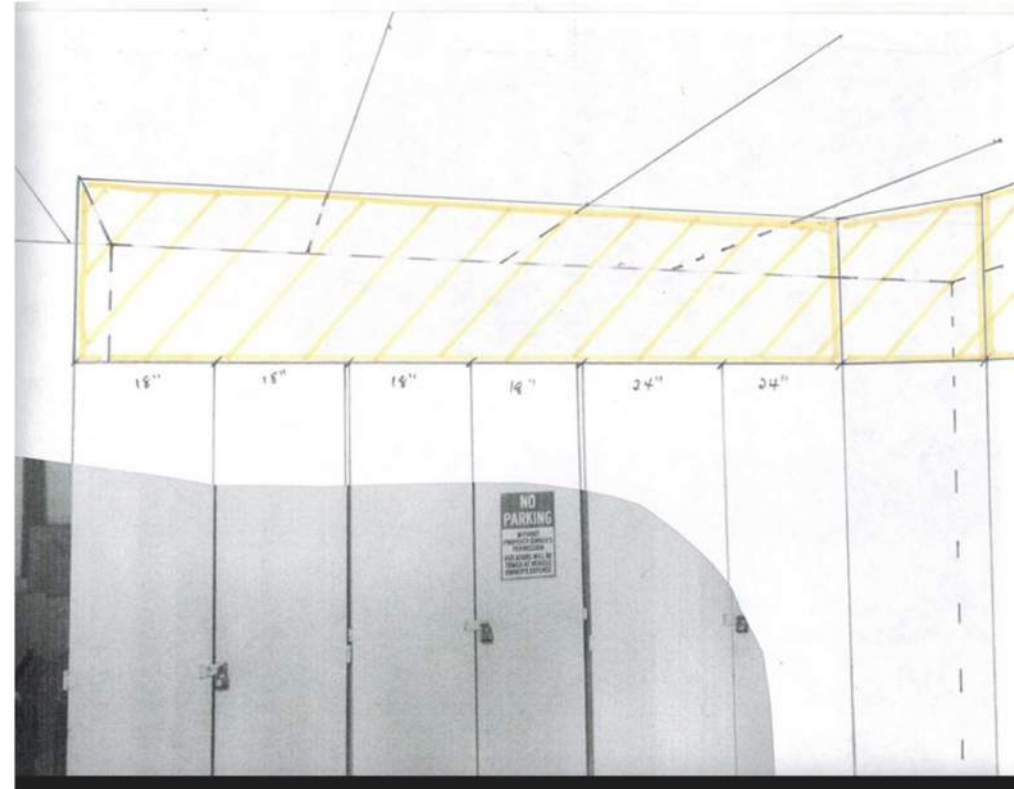
Signature

Date

1E	[Redacted]	[Redacted]	7/24/2024
2H	[Redacted]	[Redacted]	7/24/2024
2C	[Redacted]	[Redacted]	7/25/2024
2F	[Redacted]	[Redacted]	7/25/2024
3A	[Redacted]	[Redacted]	7/25/24
3A	[Redacted]	[Redacted]	7/25/24
2G	[Redacted]	[Redacted]	7-25-24
1C	[Redacted]	[Redacted]	7-25-24
3C	[Redacted]	[Redacted]	7-25-24
3F	[Redacted]	[Redacted]	7-25-24
3G	[Redacted]	[Redacted]	7-25-24
2D	[Redacted]	[Redacted]	2-26-24
2D	[Redacted]	[Redacted]	2/26/24
3-E	[Redacted]	[Redacted]	2/26/24
1-F	[Redacted]	[Redacted]	2/26/24
3D	[Redacted]	[Redacted]	7/26/24

## ATTACHMENT 2 PHOTOS

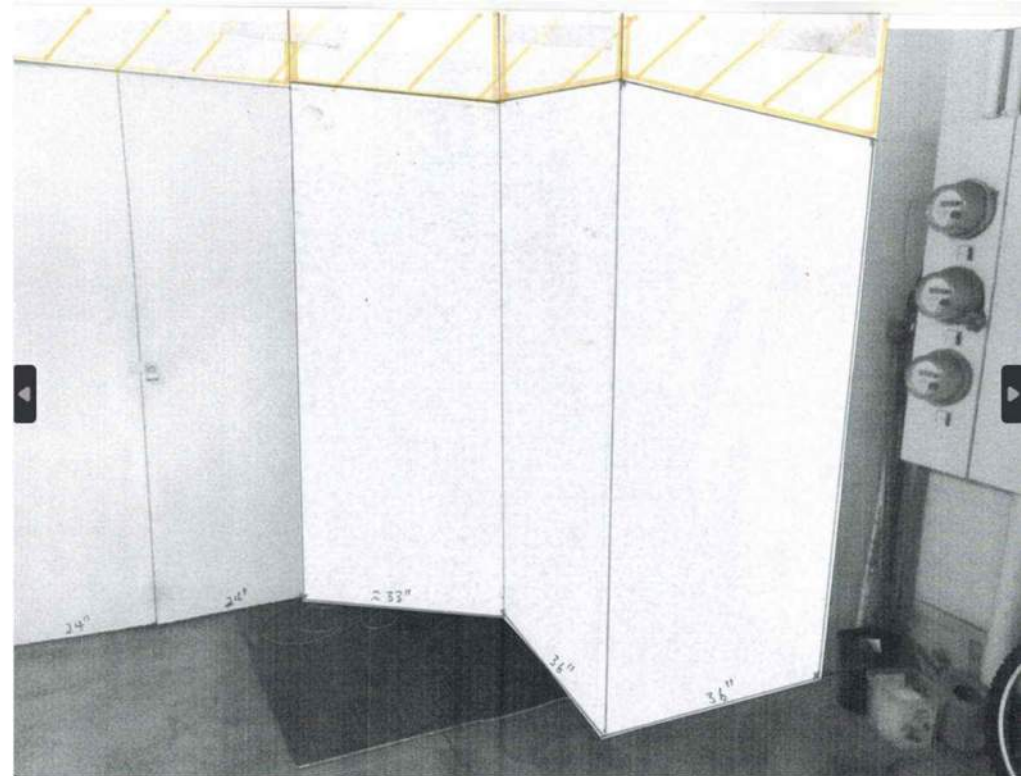
### 3243-1H Storage Solution





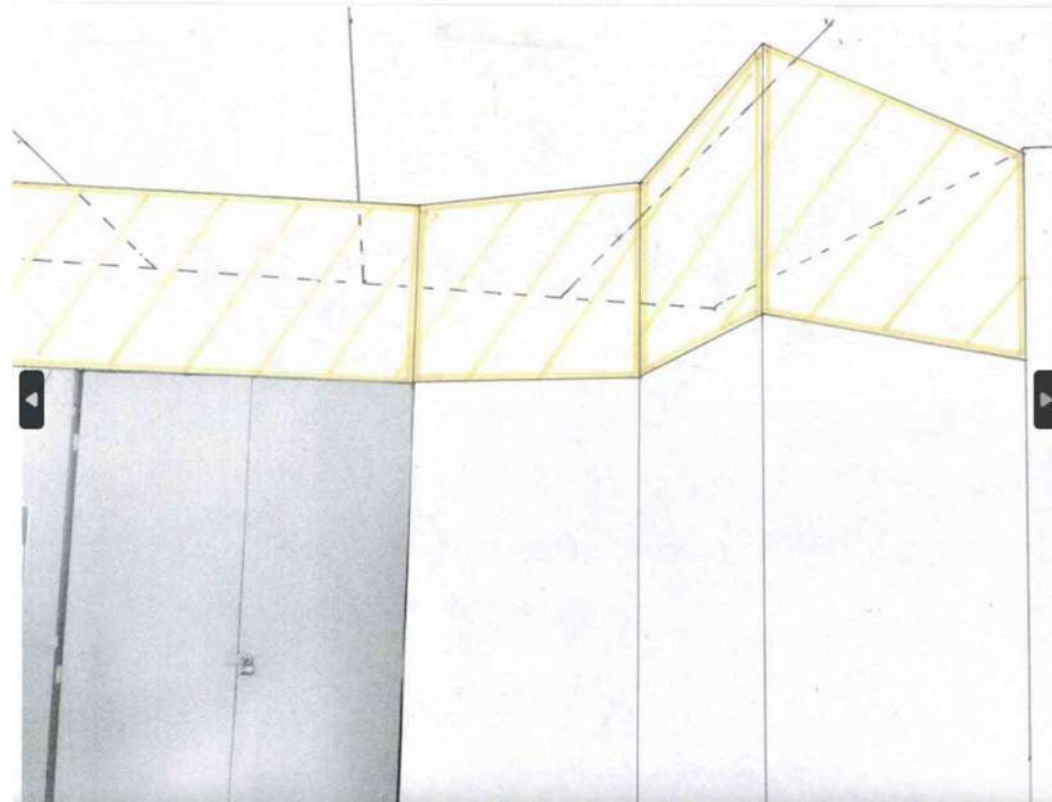
ATTACHMENT 2  
PHOTOS

## 3243-1H Storage Solution



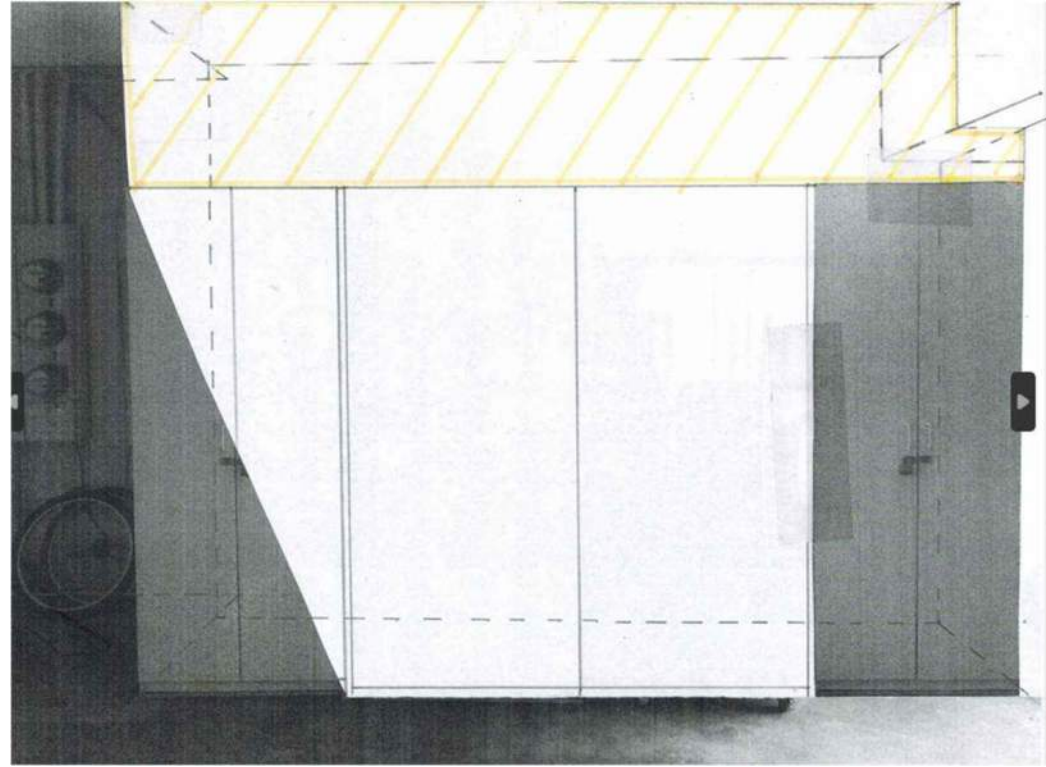
ATTACHMENT 2  
PHOTOS

## 3243-1H Storage Solution



ATTACHMENT 2  
PHOTOS

## 3243-1H Storage Solution





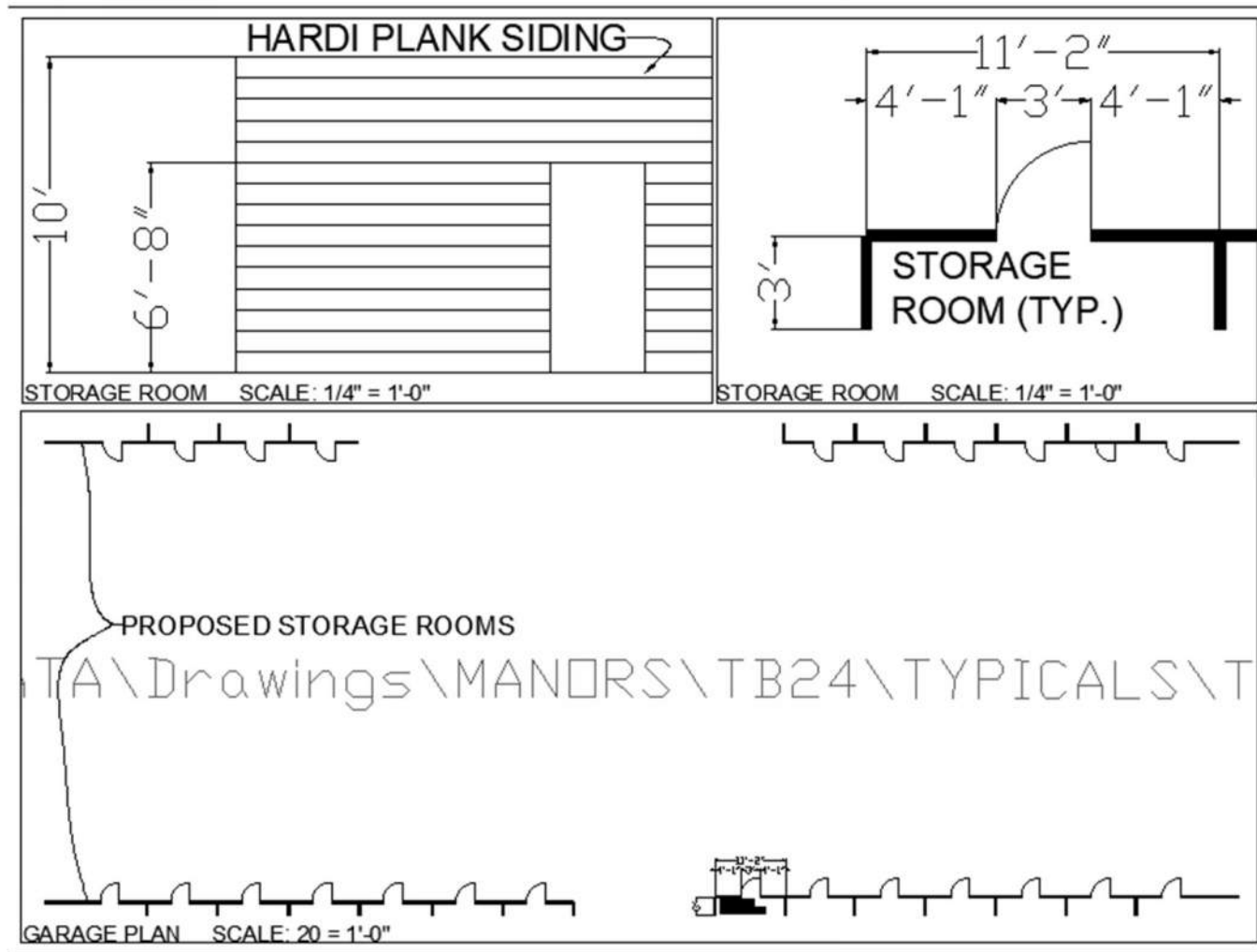
ATTACHMENT 2  
PHOTOS

## 3243-1H Storage Solution fabric above cabinets



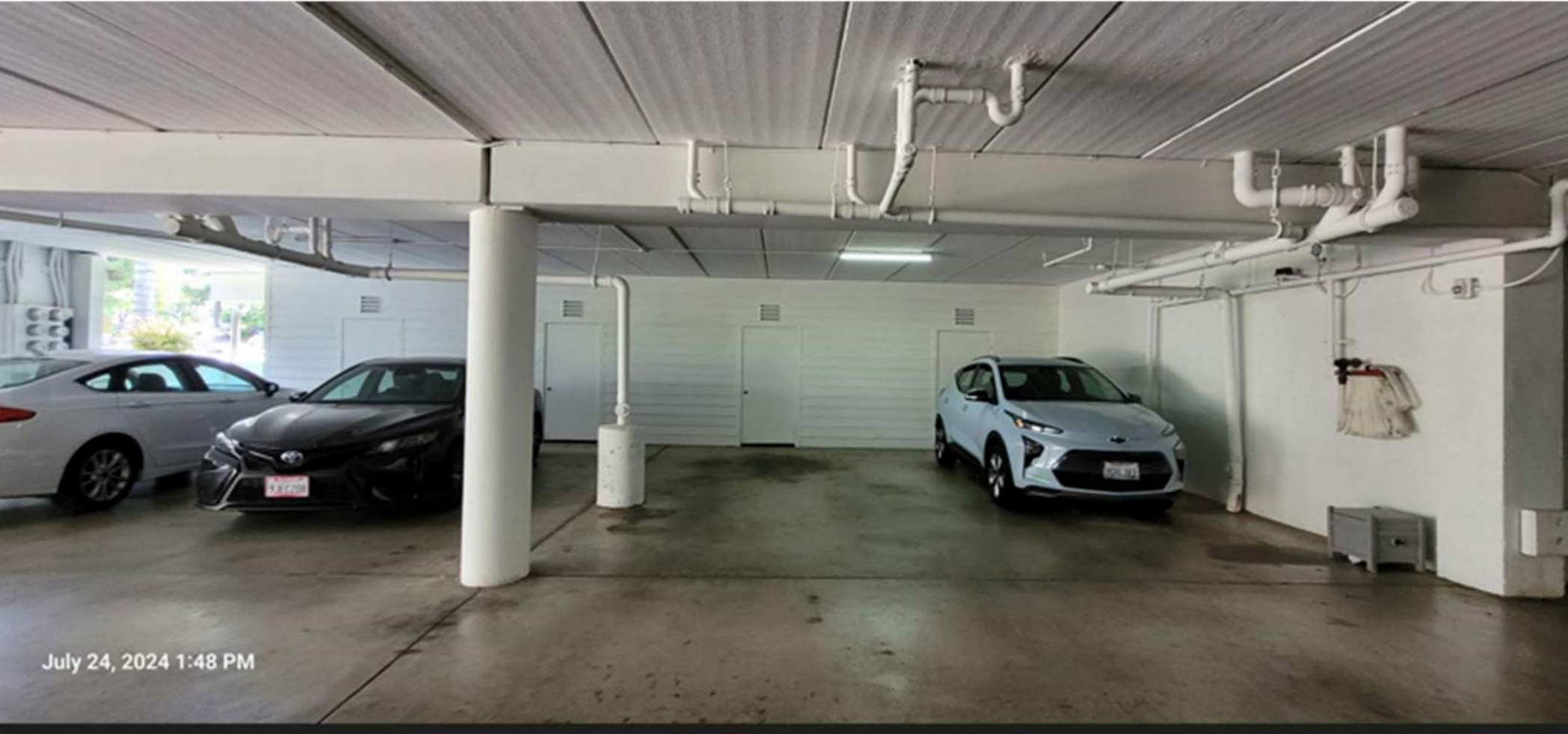
ATTACHMENT 2  
PHOTOS

## B2403, B2404, B2405 Storage Rooms



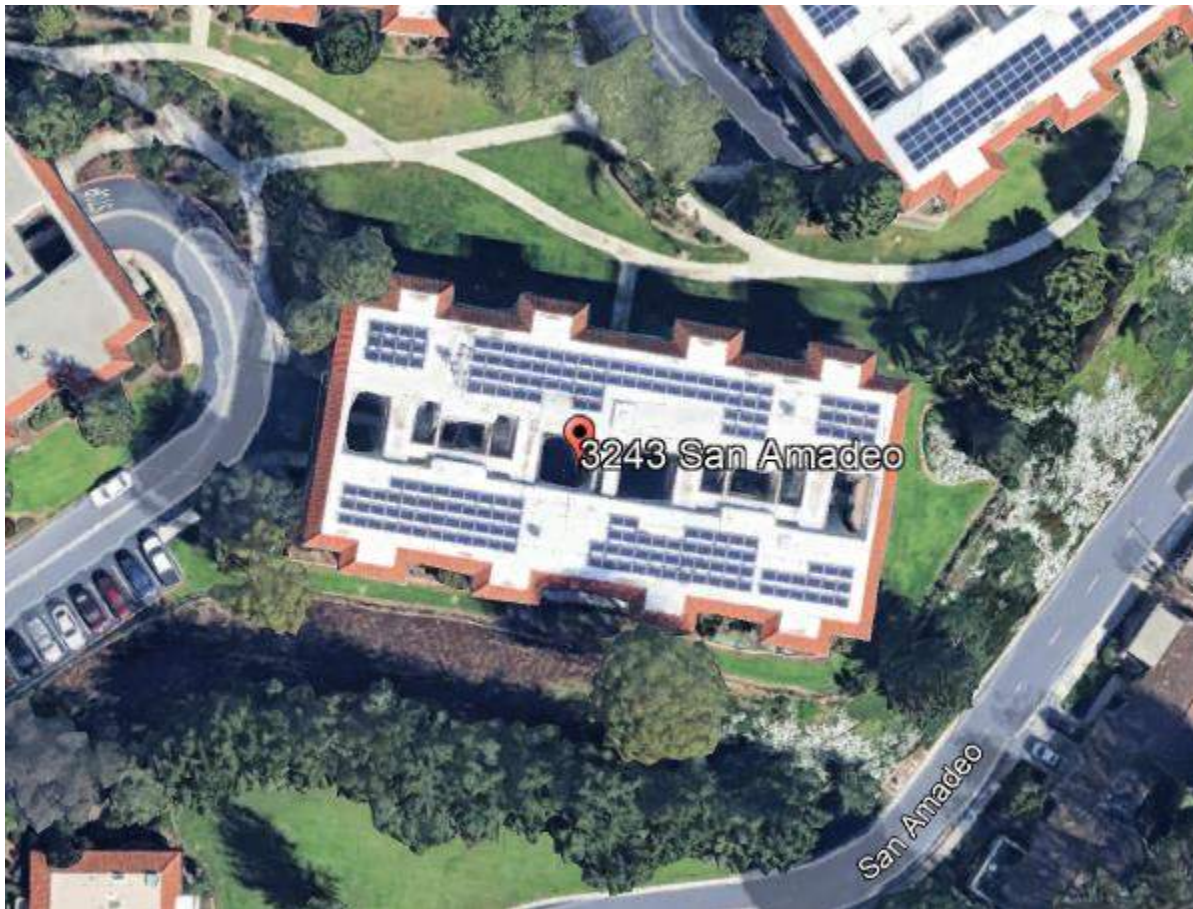
ATTACHMENT 2  
PHOTOS

B2403, B2404, B2405 Storage Solution 3'-0" x 11'-3" with door and vent



# ATTACHMENT 3 AERIAL

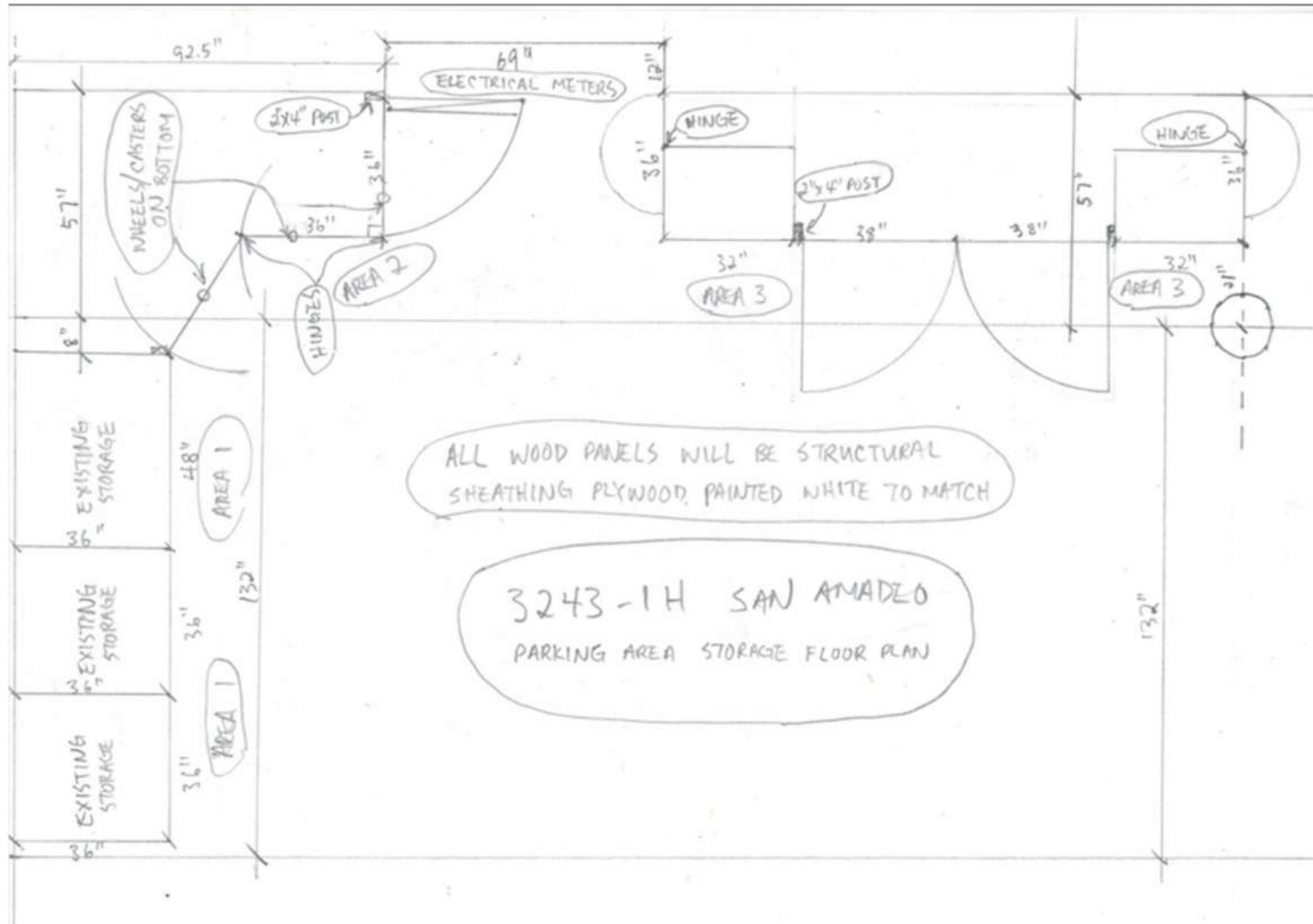
3243-1H





## ATTACHMENT 4 FLOOR PLANS

## 3243-1H Storage Solution Cabinets with cloth screen above





## CONDITIONS OF APPROVAL

**Manor:** 3243-1H

**Variance Description:** Install Storage Solution in Parking Garage

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. Consult with the City of Laguna Woods Building Department regarding permit requirements for Storage Solution and structure attachments. If required provide permit to Manor Alterations.

#### **B. Materials and Methods:**

- B.1. Provide confirmation the City requirement If attached to structure confirm plan is compliant with Code requirements to attach to structure.

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

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

#### **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 if required 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.

ATTACHMENT 5  
DRAFT CONDITIONS OF  
APPROVAL

- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color;

**General Conditions:**

**G. General Conditions**

- G.1. No improvement shall be installed, constructed, modified or altered at 3243-1H , ("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 3243-1H and all future Mutual Members at 3243-1H.
- 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

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use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.

- G.5. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. Must obtain an approved Mutual Consent application within 180 days or 6 months of the variance approval before it is expired.
- G.10. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.11. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit

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APPROVAL

specific 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.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

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APPROVAL

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.

DRAFT



**RESOLUTION 03-24-XX**

**Variance Request**

**WHEREAS**, Member located at 3243-1H San Amadeo, a Villa Puerta style manor, requests Architectural Control and Standards Committee approval of a variance to install storage solution in parking garage; 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 September 09, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install storage solution in parking garage;

**NOW THEREFORE BE IT RESOLVED**, on September 17, 2024, the Third Laguna Hills Mutual Board hereby approves the request to install storage solution in parking garage; 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 3243-1H San Amadeo and all future Mutual Members at 3243-1H San Amadeo; 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

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**DATE:** September 9, 2024  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Rescind Standard 39: Balcony Enclosures

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### **RECOMMENDATION**

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the rescission of Standard 39: Balcony Enclosures.

### **BACKGROUND**

The ACSC initiated a review of the current Standard 39: Balcony Enclosures. (Attachment 1). Standard 39 was last revised in September 2006, via Resolution 03-06-44 (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 39: Balcony 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

### **ATTACHMENT(S)**

Attachment 1 – Current Standard 39: Balcony Enclosures

Attachment 2 – Current Resolution 03-06-44

Attachment 3 – Proposed Resolution 03-24-XX

# THIRD LAGUNA HILLS MUTUAL

## SECTION 39 Balcony Enclosures

ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-44

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 balcony is a platform that projects from the wall of a manor and is surrounded by a parapet or railing.
- 2.2 Glass enclosures may encompass the entire footprint of a balcony except when such enclosure would include exhaust from an air conditioner. Air conditioners cannot exhaust into an enclosure per the Uniform Building Code. Plans and specifications shall be submitted to the Permits and Inspections office at the time of application.
- 2.3 Balconies may be partially enclosed with the exception of 3-story buildings. Balcony enclosures shall encompass the entire footprint in 3-story buildings.
- 2.4 In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such an enclosure.
- 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 All changes to the existing structure to allow for glass track or framework must be approved in writing prior to issuance of a permit.
- 2.7 All work and material required to complete balcony 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 permit.

## 3.0 **SURFACE PREPARATION**

- 3.1 Prior to any installation, existing balcony 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 balcony surface must be directly to the surface, and not applied over any type of material applied over the balcony surface.

#### **4.0 FRAME OR TRACK**

- 4.1 Frames and/or tracks are to be of aluminum only. The dimensions shall be kept to a minimum to optimize the area of screen glass firmly in place. All aluminum shall be anodized bronze when attached to a dark painted surface; aluminum or white powder coated color when attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.
- 4.2 All screen or glass must be readily removable 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.

#### **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 03-06-44**

**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; and

**WHEREAS**, this Corporation recognizes the need to establish a policy to streamline the proper installation and maintenance of Balcony Enclosures;

**NOW THEREFORE BE IT RESOLVED**, September 19, 2006, that the Board of Directors of this Corporation hereby adopts a policy on Balcony Enclosures - Section 39, 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.



**RESOLUTION 03-24-XX**  
**RESCIND STANDARD 39: BALCONY 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 39: Balcony Enclosures; and

**WHEREAS**, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard 39: Balcony Enclosures;

**NOW THEREFORE BE IT RESOLVED**, [DATE], the Board of Directors of this Corporation hereby rescinds Standard 39: Balcony Enclosures as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-06-44 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.

**SEPTEMBER 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.