

OPEN MEETING

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

Monday, September 11, 2023 – 1:30 p.m. Laguna Woods Village Board Room/Virtual Meeting 24351 El Toro Road, Laguna Woods, California

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

1. Join the committee meeting via a Zoom link at: <u>https://us06web.zoom.us/j/93156707417</u> or by calling 669-900-6833 Webinar ID:93156707417.

2. Via email to <u>meeting@vmsinc.org</u> 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 14, 2023
- 4. Remarks of the Chair
- 5. Member Comments (*Items Not on the Agenda*)
- 6. Response to Member Comments
- 7. Department Head Update
- 8. Consent Calendar: All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.
 - a. Over-The-Counter Variances None
- 9. Variance Requests
 - a. 5585-A: Variance for Entry and Dining Room Extension Add Bedroom and Vanity Area Windows

Third Architectural Controls and Standards Committee Regular Open Meeting September 11, 2023 Page 2 of 2

- 10. Items for Discussion and Consideration
 - a. Discussion More Detailed Interior Inspections
- 11. Items for Future Agendas
 - a. Revision to Architectural Standard 8: Porch Lift/Elevators
 - b. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
 - c. Revision to Architectural Standard 31: Washer and Dryer Installation
- 12. Committee Member Comments
- 13. Date of Next Meeting: Monday, October 09, 2023 at 1:30 p.m.
- 14. Adjournment

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

Jim Cook, Chair Baltazar Mejia, Maintenance & Construction Assistant Director Telephone: 949-597-4616



OPEN MEETING

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

Thursday, August 14, 2023 – 1:30 p.m. Laguna Woods Village Board Room/Virtual Meeting 24351 El Toro Road, Laguna Woods, California

REPORT

COMMITTEE MEMBERS PRESENT:	Jim Cook – Chair, Cush Bhada, Ralph Engdahl, Nathaniel Ira Lewis, Cris Prince, Advisors: Michael Butler, Lisa Mills
COMMITTEE MEMBERS ABSENT:	Mike Plean (Advisor-excused)
STAFF PRESENT:	Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Manor Alterations Inspector II, Josh Monroy – Manor Alterations Coordinator
OTHER DIRECTORS PRESENT:	Andy Ginocchio (Alternate), S.K. Park

1. Call Meeting to Order

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

2. Approval of the Agenda

The agenda was amended by moving Manor 5140 from Over-the Counter Variances in item 8a to 9e Variance Requests, to allow for member comments. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report for July 06, 2023

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting August 14, 2023 Page 2 of 4

The Committee Members Absent section was revised to include Director Nathaniel Ira Lewis as an excused absence, hearing no objection, the meeting report was unanimously approved as corrected.

4. Remarks of the Chair

Chair Cook advised members that he has contacted President Laws about possibly having a special Third Board meeting to approve the variances from this month. This is due to the Third ACSC (2nd Monday) and Third Board (3rd Tuesday) falling on the same week this month.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

- 8. Consent Calendar: All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.
- a. **Over-The-Counter Variances** Hearing no objection, the Over-The-Counter Variances report was approved by consensus.

3156-B: Install Pavers, Fence and Gate on Common Area at Entry 4001-2E: Install Wall Mounted Mini-Split System Heat Pump on Balcony 5119: Install Side Patio Room Addition and Roofline Extension with Vaulted Ceilings 5303: Install Entry Extension, Roofline Extension, Two New Construction Windows on Rear, Vaulted Ceiling and Faux Stacked Stone at Exterior

9. Variance Requests

a. 3010-C: Variance to Retain a Non-Standard Patio Storage Cabinet

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

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting August 14, 2023 Page 3 of 4

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

b. 4013-1D: Variance to Remove Original Railing and Gate from Patio

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

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

c. 5079: Variance to Add Second Condenser Unit to Manor at Garage

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

• A member asked questions regarding the variance and staff responded.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

d. <u>5487-B: Variance to Replace Structural Wall with Steel Beam between Kitchen and Living</u> <u>Room</u>

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

• The architect for the manor asked questions regarding the variance and staff responded.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

e. <u>5140: Variance to Install Master Bedroom, Dining Room and Living Room Extension on Rear</u> Patio and Laundry Room in Garage

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

• Three members asked questions regarding the variance and staff responded.

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

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10. Items for Discussion and Consideration

a. Revision to Alteration Fee Schedule

A motion was made to recommend the Third Board approve the alteration fee schedule. Hearing no objection, the motion was approved by unanimous consent.

b. Discussion Appeal of Unauthorized Alteration Fee

The committee suggested an appeal policy that allows for staff to use discretionary judgment on alterations that are minimal, either aesthetic or non-regulated replacements, in order to expedite the process. All other unapproved alterations such as structural modifications or alterations that require city permits would not qualify for this level of appeal.

11. Items for Future Agendas

- a. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings Schedule to be provided at the next meeting.
- b. Revision to Architectural Standard 31: Washer and Dryer Installation Schedule to be provided at the next meeting.
- c. Revision to Architectural Standard 8: Porch Lift/Elevators September
- d. Proposed Appeal of Unauthorized Alteration Fee
- e. More Detail Interior Inspections

12. Committee Member Comments

- Advisor Mills suggested for resale inspectors to review low-flow toilets at the same time they are reviewing water heaters at close of escrow to avoid additional costs to members.
- Advisor Butler requested clarification on the current gallons per flush (GPF) standard he was informed it's currently at 1.28 GPF.

13. Date of Next Meeting: Monday, September 11, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 2:21 p.m.

Jim Cook, Chair

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



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Variance Requests

5585-A Extension of Entry and Dining Room • • • • • • • • • • • • • • • • • •	Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
 5585-A Casa Palma is one of a two-unit Manor. Variance is to Extend Entry and Dining Room into Exclusive Use Common Area. Two new Window installations per Standard 34: Windows & Window attachments. Skylights at entry if disturbed to place new wall between will ne to be coordinated with Letner Roofing to ensure compliance wir roofing warranty. All exterior finishes to match existing. Staff Recommendation: Approve	A	5585-A	Extension of Entry and Dining Room	GENERAL NOTES:
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All exterior finishes to match existing. Staff Recommendation: Approve				roofing warranty.
Staff Recommendation: Approve				 All exterior finishes to match existing.
Staff Recommendation: Approve				
				Staff Recommendation: Approve

- The following attachments are included for your review and reference. Should any of these requests be recommended for approval, the final version of these documents will become the attachments to the United Laguna Woods Mutual Board staff report: (*)
- Variance Request Form
 Photos
- Location Map ω.
 - Plan(s) <u>6</u>. 6.
- Draft Conditions of Approval
 - **Draft Resolution**

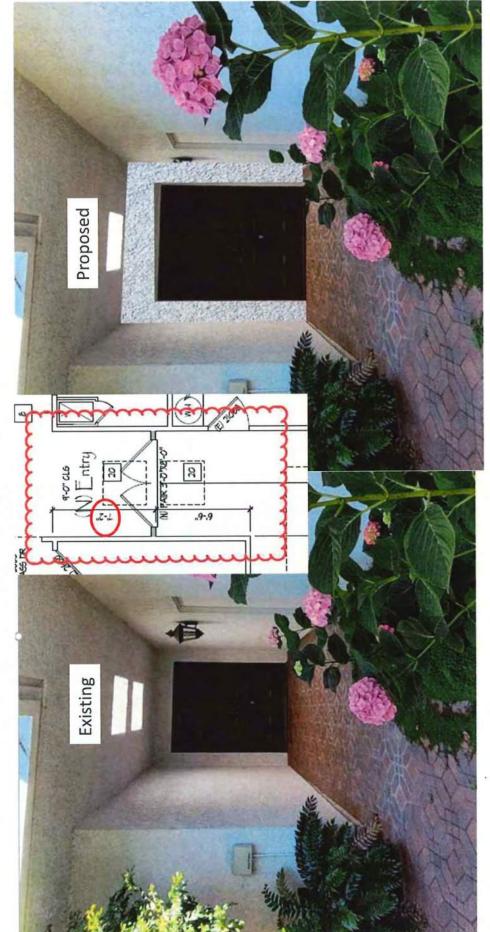
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***See <u>Attached place</u> Dimensions of Proposed Variance Alter	Pations ONLY:	Check#BY:



5585-A Entry and Dining Room Extension

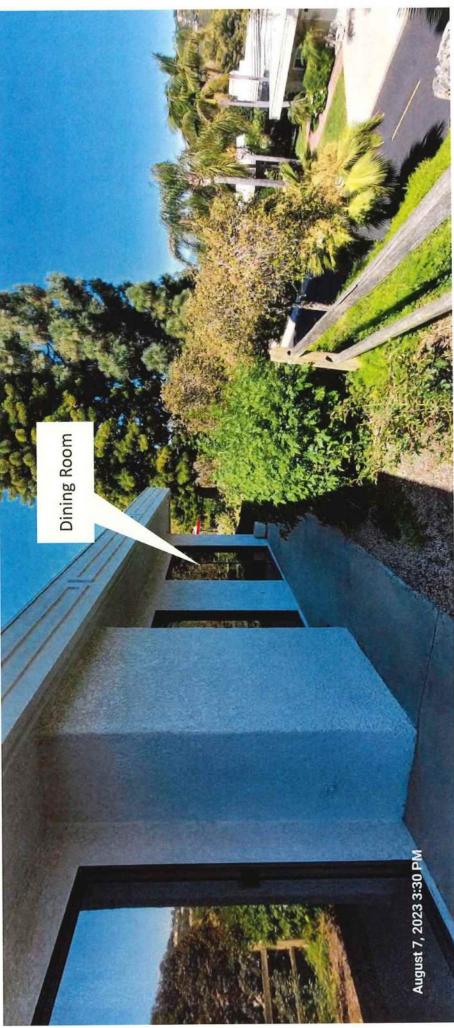


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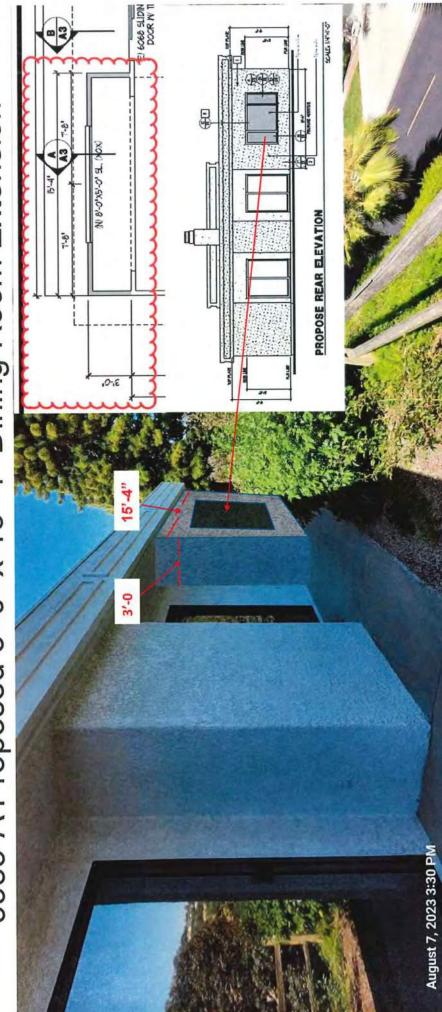


5585-A Entry Expansion 7'-2"



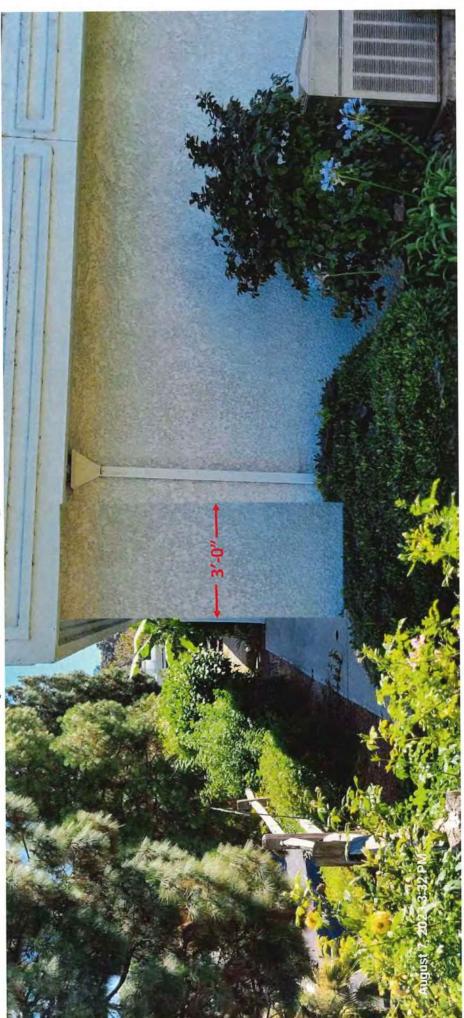


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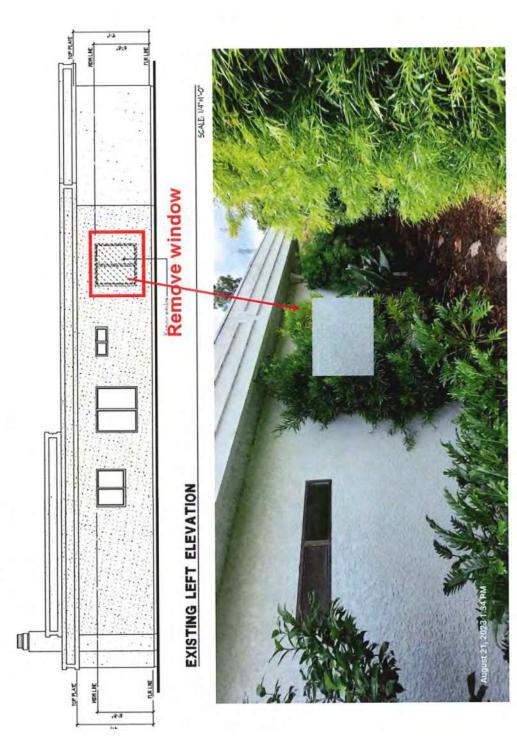
5585-A Proposed 3'-0" x 15'-4" Dining Room Extension



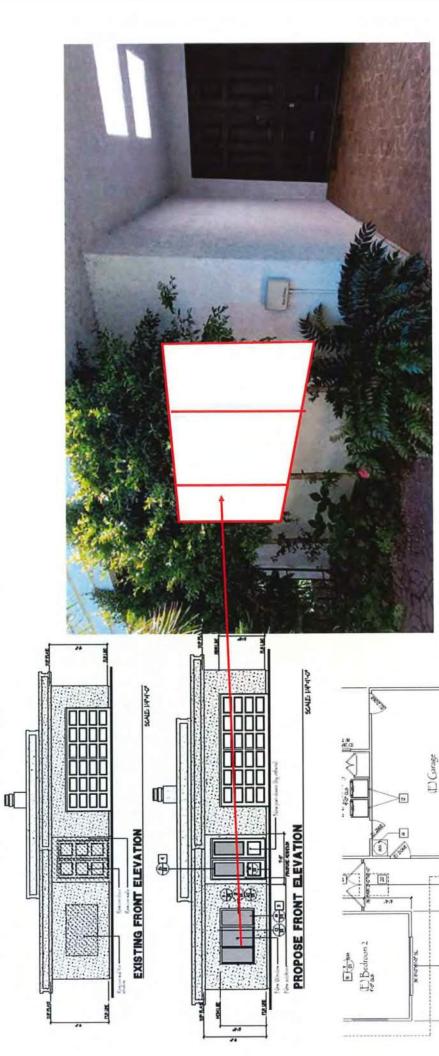


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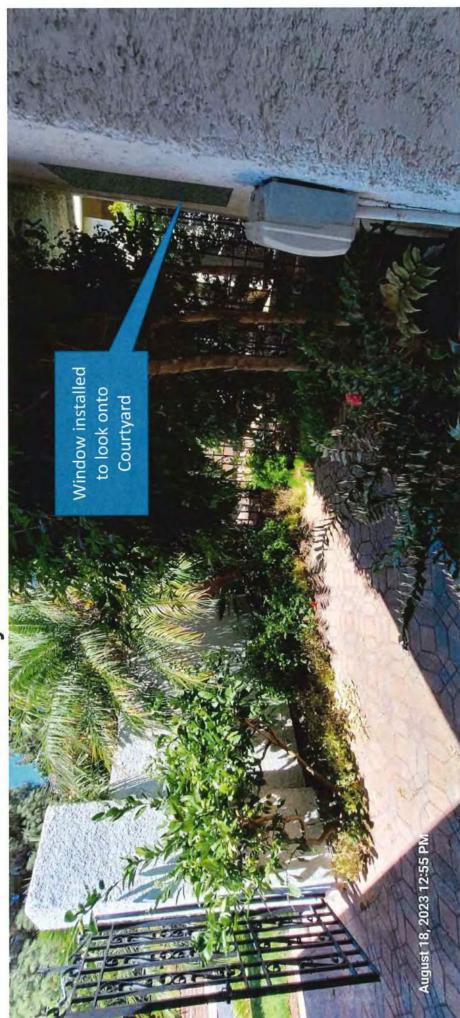






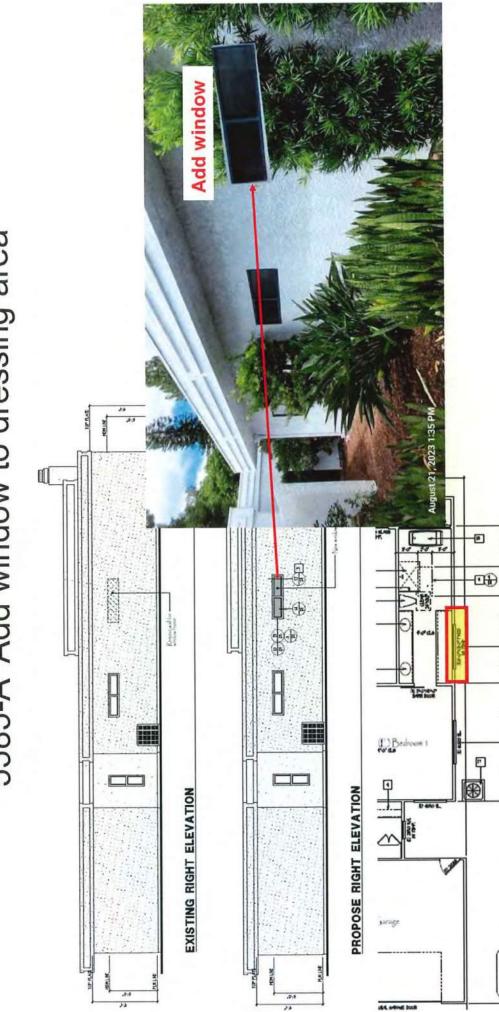


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5585-A Courtyard viewed from new window

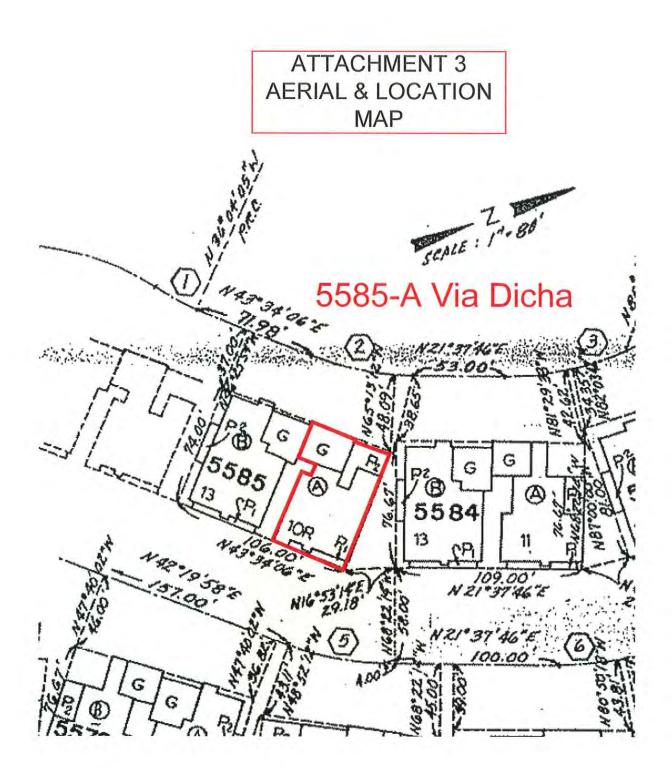
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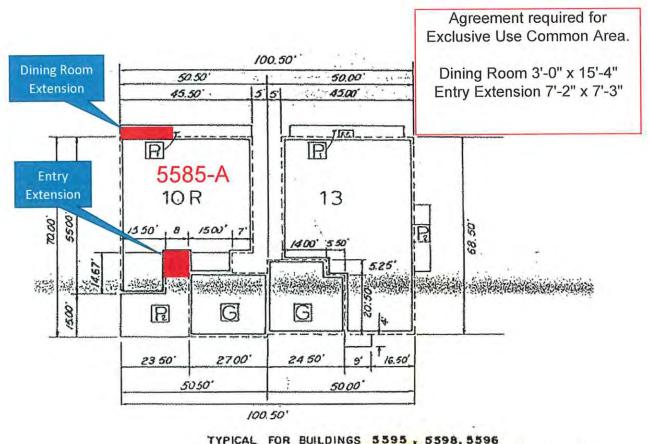
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5585-A Add window to dressing area

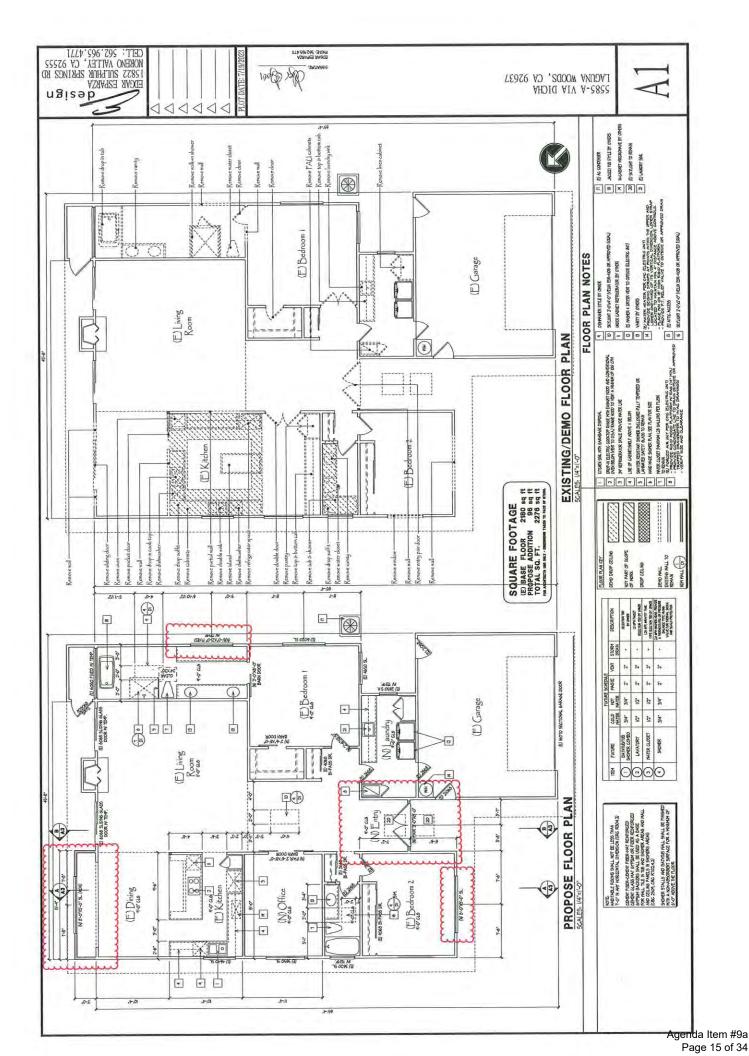


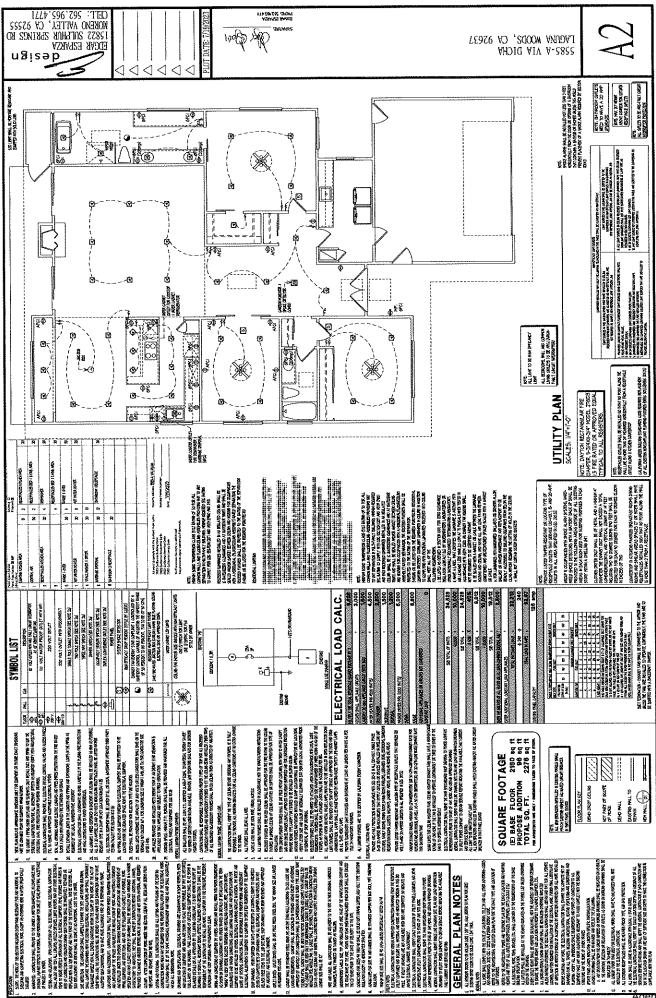




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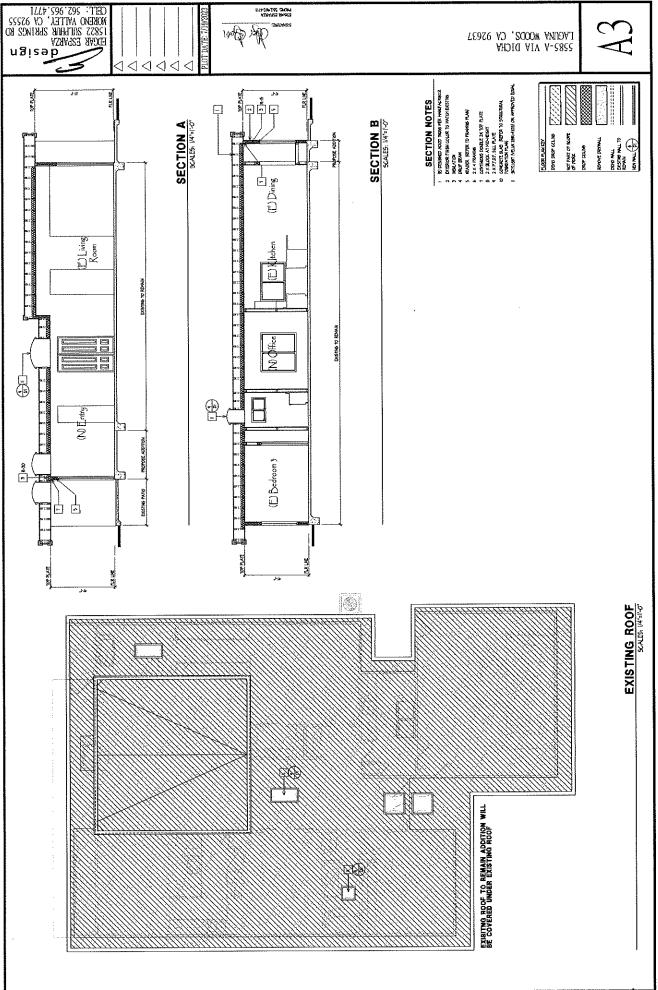
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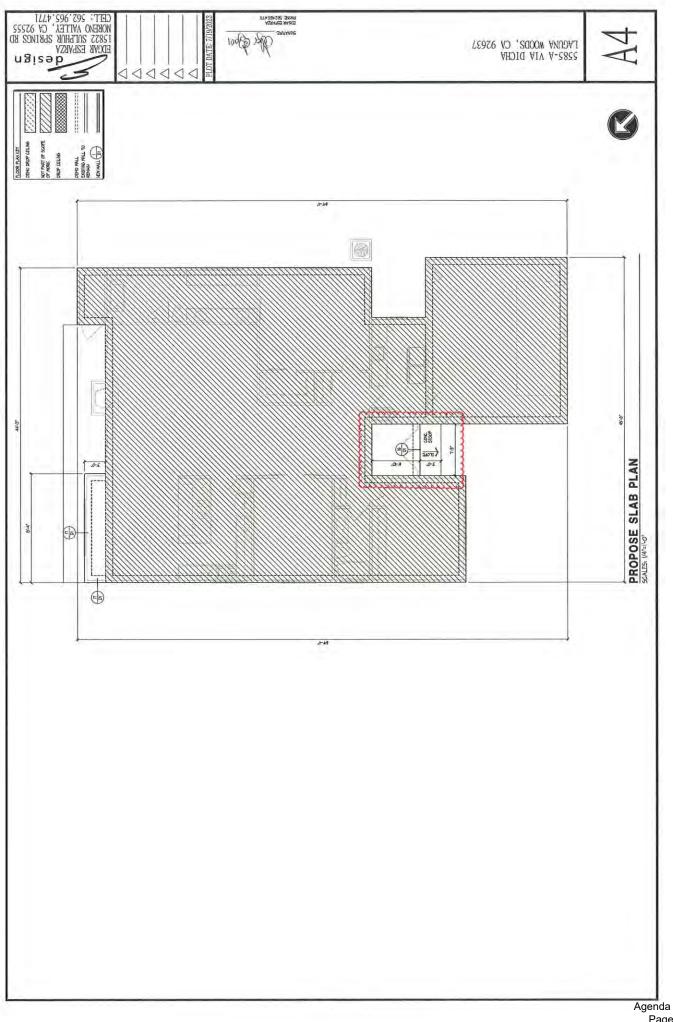


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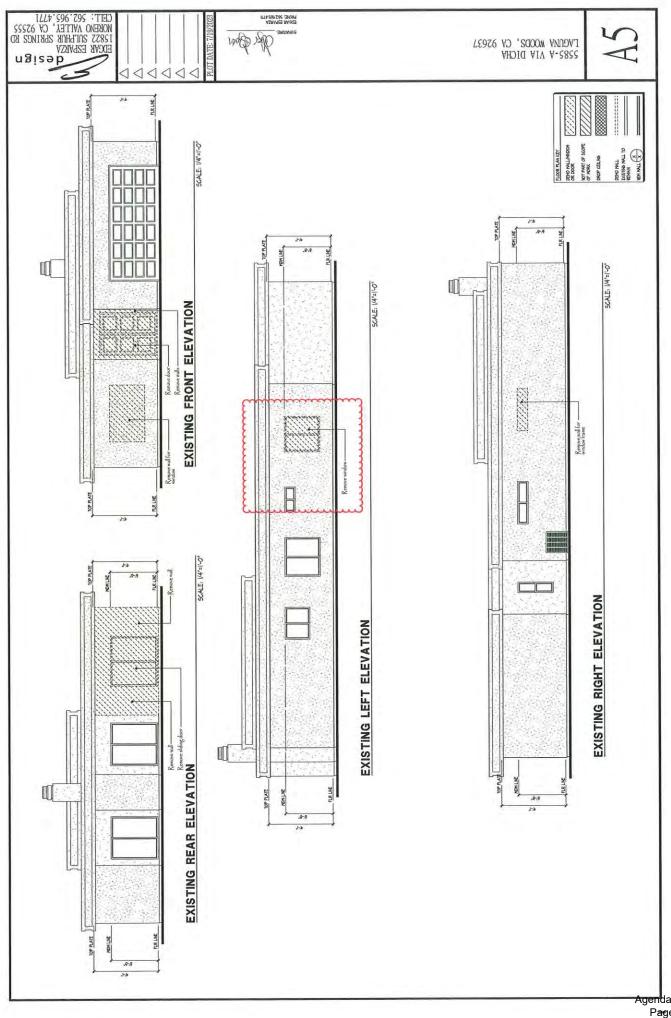
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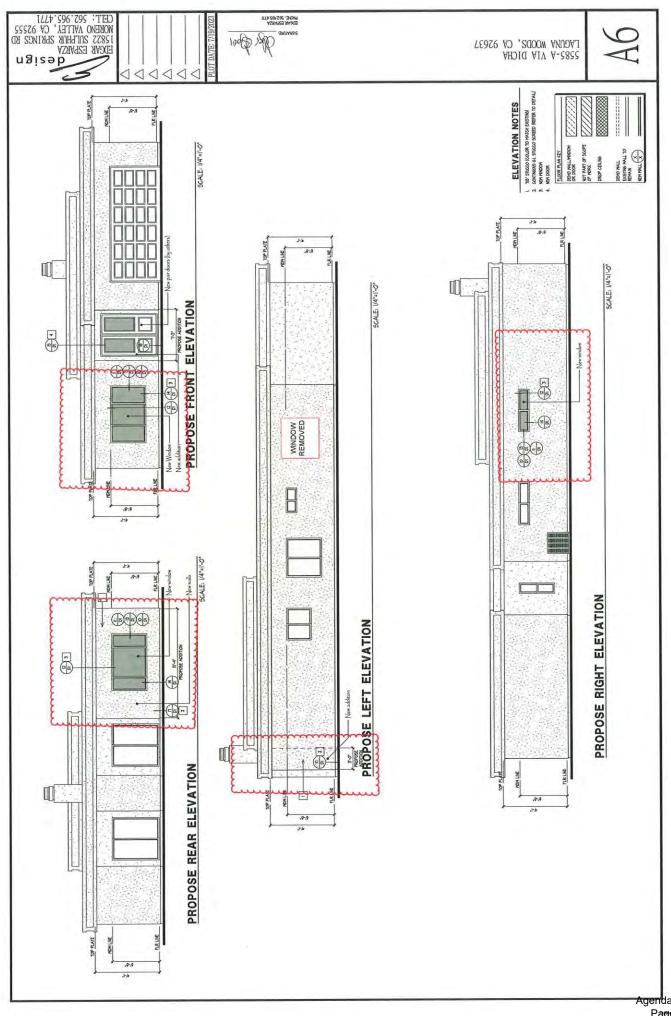
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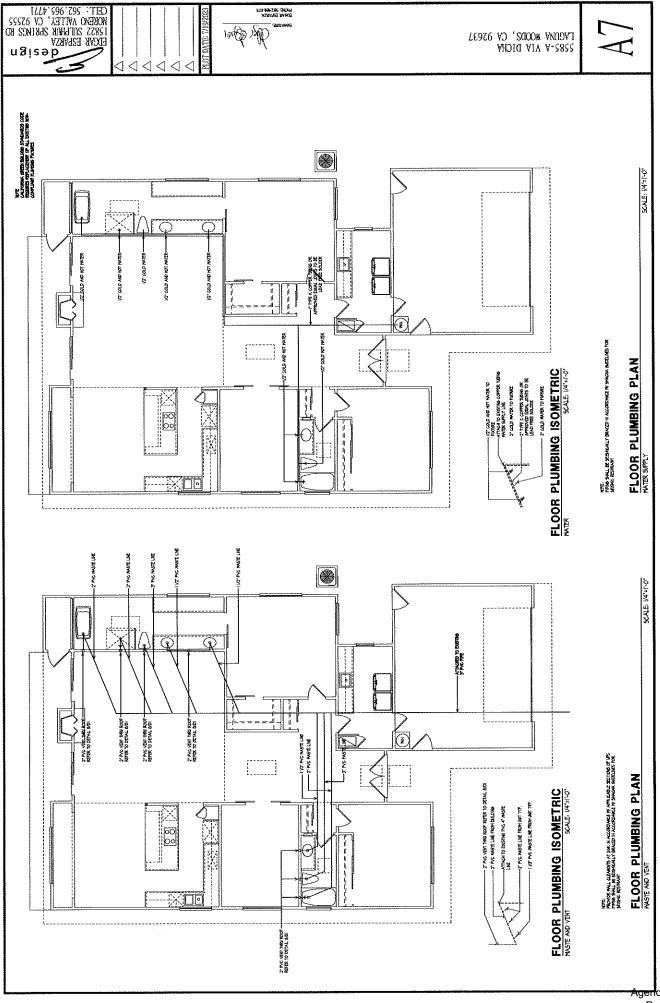
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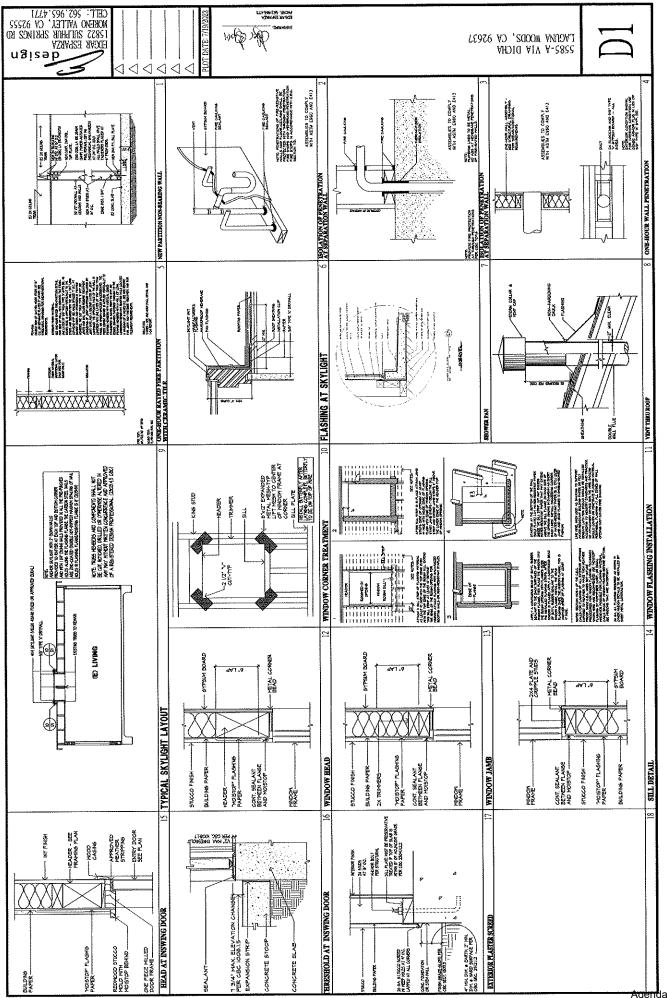


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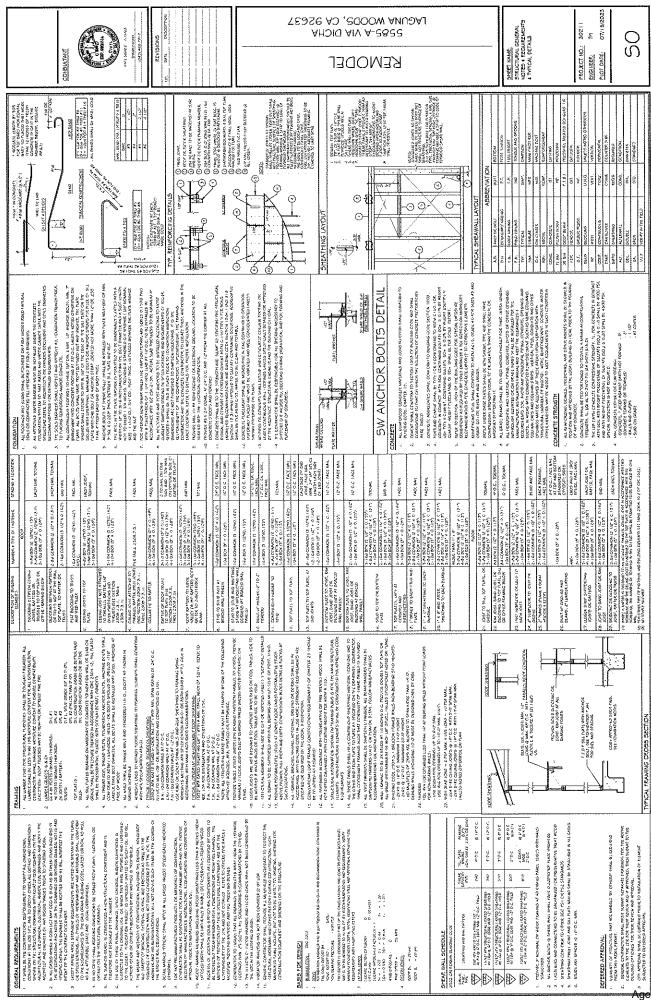


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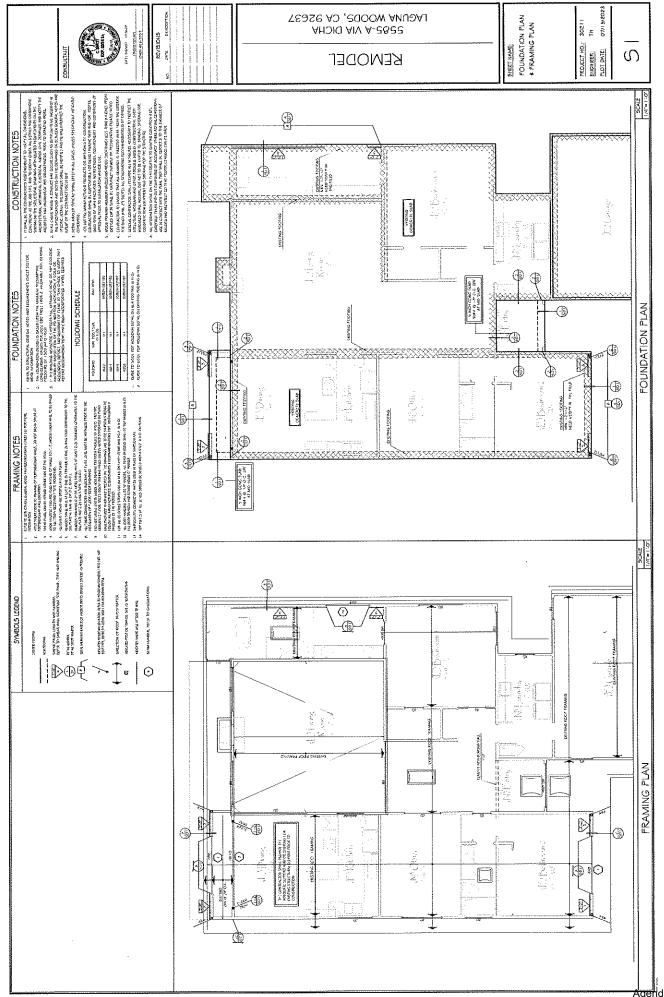


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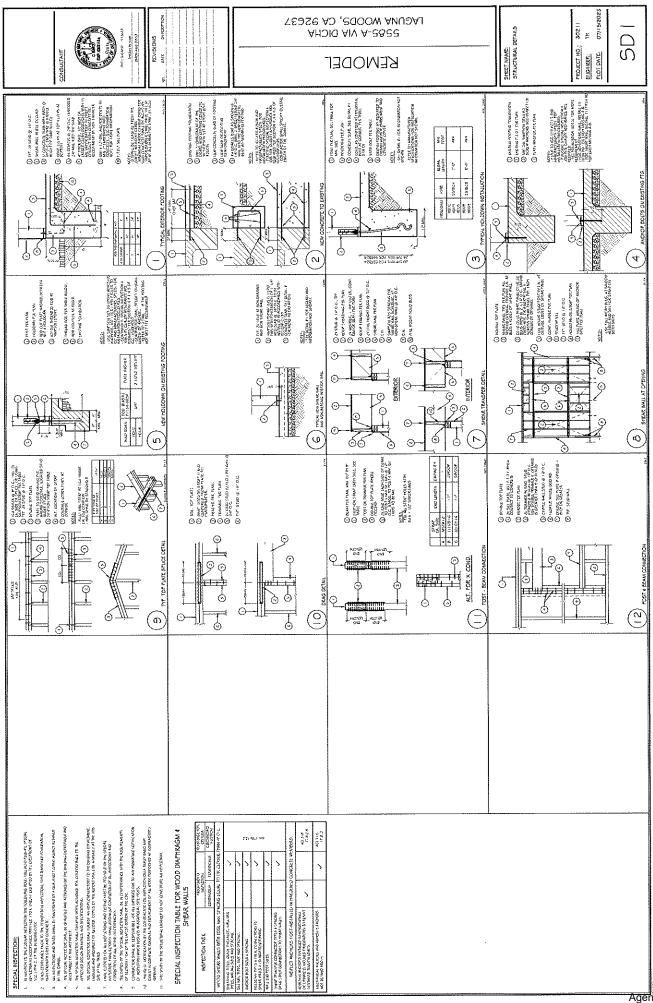


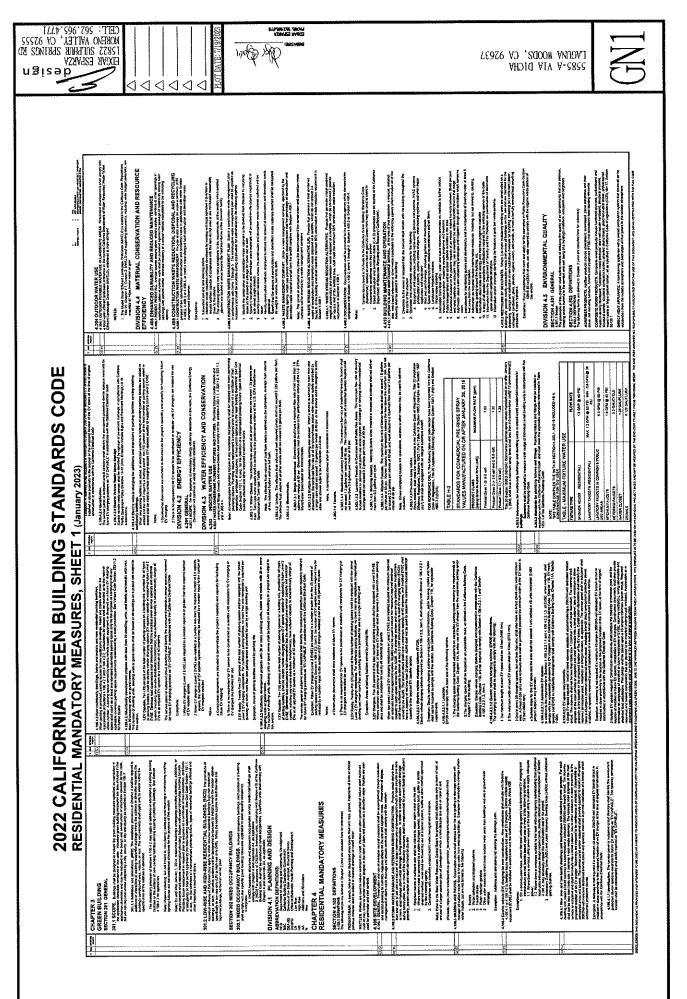
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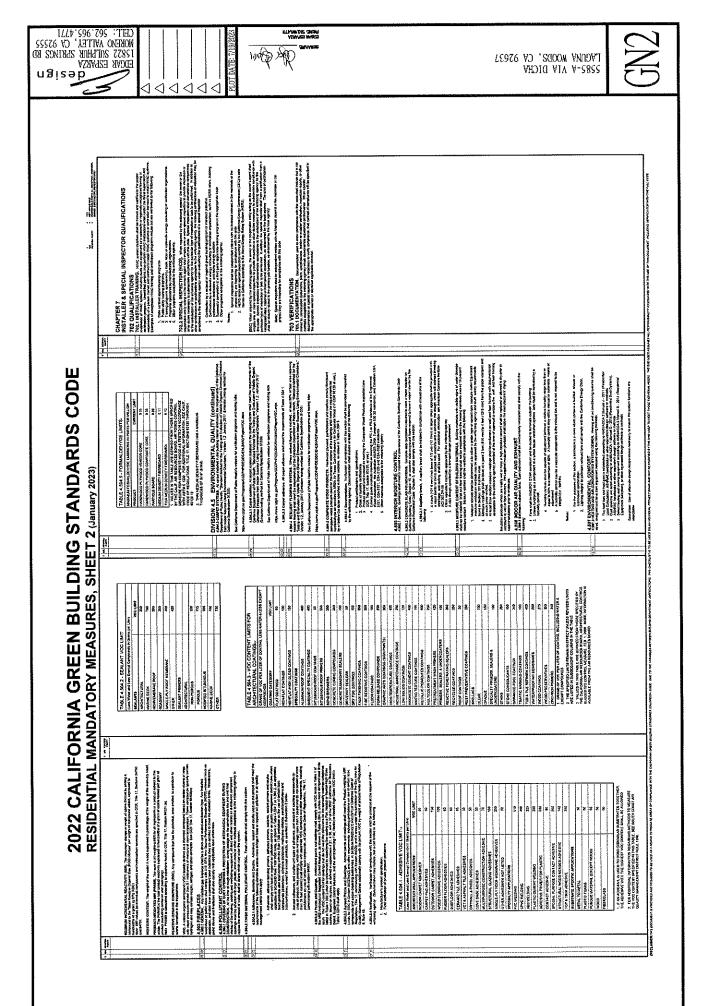


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ATTACHMENT 5

CONDITIONS OF APPROVAL DRAFT

CONDITIONS OF APPROVAL

Manor: 5585-A

<u>Variance Description:</u> Entry and Dining Room extensions. Close side window in Bedroom 2 and add window in Bedroom 2 that looks out on the Courtyard. Add window in the Vanity 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. <u>General Comments:</u>

- A.1. Due to this approval involving the use of Common Area, the member shall provide to Manor Alterations a copy of the Grant Deed and Legal Description for the unit, prior to application for Mutual Consent for Demolition and Alteration, for use in preparation of the "Recordable Common Area Agreement" as mentioned in Section G General Conditions.
- A.2. 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.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. Requirements for Mutual Consent for Alterations:

- B.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.
- B.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure

no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.

- B.3. Prior to the Issuance of a Mutual Consent for Alternations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- B.4. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.
- B.5. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

C. Requirements for Final Inspection by Manor Alterations:

- C.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.
- C.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 5585-A, ("Property") within the Third Laguna Hills Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration 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 5585-A and all future Mutual Members at 5585-A.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior

approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.

- G.5. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- G.6. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com/residents/resident-services and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. Must obtain an approved Mutual Consent application within 180 days or 6 months of the variance approval before it is expired.
- G.10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the approprite Mutual Consent issued by Manor Alterations to the City. Please complete this step

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

- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See http://www.lagunawoodsvillage.com.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of Notice

of Approval issued by Manor Alterations, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.22. Member shall indemnify, defend and hold harmless Third and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

ATTACHMENT 6

RESOLUTION DRAFT

RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 5585-A Via Dicha, a Casa Palma style manor, requests Architectural Controls and Standards Committee approval of a variance to Extend the Entry and Dining Room. Close side window in Bedroom 2 and add window in Bedroom 2 that looks out on the Courtyard. Add window in the Vanity area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on September 11, 2023 at 1:30 PM; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Extend the Entry and Dining Room;

NOW THEREFORE BE IT RESOLVED, on Tuesday September 19, 2023 at 9:30 AM, the Third Laguna Hills Mutual Board hereby approves the request to Extend the Entry and Dining Room. Close side window in Bedroom 2 and add window in Bedroom 2 that looks out on the Courtyard. Add window in the Vanity area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5585-A Via Dicha and all future Mutual Members at 5585-A Via Dicha; 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.