



OPEN MEETING

REPORT OF THE REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE

**Monday, July 25, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

MEMBERS PRESENT: Jim Cook – Chair, Ralph Engdahl, John Frankel,
Nathaniel Ira Lewis, Cris Prince

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Mark Laws
Michael Butler, Michael Plean - Advisors

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Gavin Fogg – Manor Alterations Supervisor,
Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

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

2. Acknowledgement of Media

Chair Cook noted that there was no media present.

3. Approval of Agenda

Hearing no objection, the agenda was unanimously approved as written.

4. Approval of Meeting Report for June 27, 2022

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

5. Chair's Remarks

None.

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

- A member commented on the status of her variance appeal. Staff will respond directly to the member with an update.

7. Division Manager Update

Mr. Mejia updated the committee on steps being taken to improve the variance process which include the committee having authorization to approve variances; tracking of prior approved variances will be brought to the committee each month; the revised fee schedule is being reviewed for both appropriate fees and which items should be included; a survey has been launched to gain feedback from residents; incoming calls are being recorded to provide customer satisfaction feedback; and the department is beta-testing an app that will allow resale inspectors to input their findings electronically.

Staff is working with the city to minimize the number of mutual consents that Manor Alterations needs to approve, for example, water heater replacements, which are not visible from outside the manor but still require a city permit. This item is being considered as a no-fee, no mutual consent "permitless" item but the database would still be updated to reflect the replacement. Additionally, E-filing services are being established with the city for convenience and efficiency.

Manor Alterations has brought in temporary staff to deal with shortages caused by Covid 19 cases; cross training of staff continues; Abraham Ballesteros has replaced Richard de la Fuente as Inspector II; and the search for a replacement for the Administrative Coordinator continues.

Consent: 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.

8. Over-The-Counter Variances

Hearing no objection, the Over-The-Counter Variances report was approved unanimously.

9. Variance Requests

- A. 3345-A Bahia Blanca (Malaga, P42) Allow Installed Brick Pavers to Remain in Common Area

Mr. Mejia presented the variance and the committee discussed details of the brick pavers.

A motion was made and approved unanimously to allow the pavers to remain at 3345-A Bahia Blanca.

B. 5206 Avenida Despacio (Villa Reposa Plan C11B 1) Allow Extension of Sloped Roof to Back of Garage

Mr. Mejia presented the variance and the committee discussed details of the proposed extended sloped roof. Director Lewis suggested that this type of variance be promoted by Manor Alterations.

A motion was made and approved unanimously to allow the extension of a sloped roof to the back of the garage at 5206 Avenida Despacio.

10. New Business:

- Consider sending the variance to allow of brick pavers to remain in place at resale to the board.

Items for Future Agendas:

- Review of Suggested Revisions to Disciplinary Rules for Contractors
- Further Review of Items Requiring a Variance
- Separate Revised Alterations Fee Schedule from Resale Fee Schedule

Director Lewis suggested clarifying the verbiage General Conditions items G2, G9 and G12.

Staff will review and make the appropriate updates so long as they do not conflict with language within the city building code regulations.

Concluding Business:

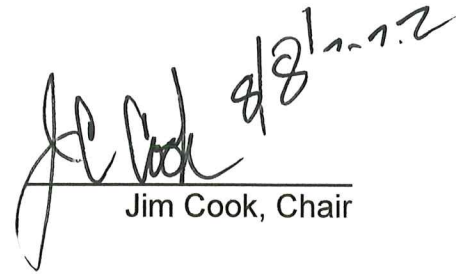
11. Committee Member Comments

None.

12. Date of Next Meeting – August 22, 2022

13. Adjournment

The meeting was adjourned at 10:12 a.m.

 8/8/22

Jim Cook, Chair