



OPEN MEETING

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**

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

1. Join via Zoom by clicking this link: <https://us06web.zoom.us/j/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. Name and unit number must be included.

NOTICE and AGENDA

This Meeting May Be Recorded

1. Call Meeting to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for June 27, 2022
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

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

9. Variance Requests:

- A. 3345-A Bahia Blanca (Malaga, P42) Allow Installed Brick Pavers to Remain in Common Area
- B. 5206 (Villa Reposa Plan C11B_1) Allow Extension of Sloped Roof to Back of Garage

10. New Business:

None.

Items for Future Agendas:

- Review of Suggested Revisions to Disciplinary Rules for Contractors

Concluding Business:

11. Committee Member Comments
12. Date of Next Meeting – August 22, 2022
13. Adjournment

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

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



OPEN MEETING

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

**Monday, June 27, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Jim Cook, Ralph Engdahl, John Frankel, Nathaniel Lewis, Craig Wayne

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Cris Prince, Jules Zalon
Advisors: Michael Butler, Michael Plean

STAFF PRESENT: Baltazar Mejia - Maintenance & Construction
Assistant Director, Ian Barnette – Maintenance &
Construction Assistant Director, Robbi Doncost,
Manor Alterations Manager, 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 the meeting was broadcasting on Granicus and Zoom.

3. Approval of Agenda

Hearing no objection, the agenda was approved by consensus.

4. Approval of Meeting Report for May 23, 2022

Hearing no objection, the meeting report was approved by consensus. Director Lewis abstained.

5. Chair's Remarks

Chair Cook commented on his goal to reduce member wait time for variance approvals, staff preparation time, costs; and establishing Over The Counter approvals which will fast-track future requests.

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

- A member commented that she has been waiting 3 months to hear if her sunroom request has been approved.

Staff will follow up with the member with a status update.

7. Division Manager Update

Mr. Mejia commented on staffing challenges facing Manor Alterations and the goal to continue to provide quality service in addition to looking for ways to simplify and speed up processing of variance requests. Toward that end, a spreadsheet listing variance requests will be introduced at this meeting as a substitute for staff reports with multiple attachments. Additionally, the Revised Alteration Fee Schedule was presented to the board but was sent back to the committee for further review and updating.

8. 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.*

None

9. Variance Requests:

A. 3460-A Column & Trellis Partial Removal

Mr. Mejia introduced the variance and the committee discussed details of the column and trellis partial removal.

A motion was made and approved by consensus to allow removal of one decorative exterior building column and partial removal of the above trellis at 3460-A.

The committee agreed that this type of variance can now be considered an Over the Counter Variance.

B. 3456-A Raise Ceiling Heights

Mr. Mejia introduced the variance and the committee discussed details of the raising the ceilings in the living room and other ceilings in the manor.

A motion was made and carried to allow the ceilings to be raised at 3456-A. Voting Advisor Butler abstained.

The committee agreed that this type of variance can now be considered an Over the Counter Variance.

C. 5214 Room Addition in Exclusive Use Common Area

Mr. Mejia introduced the variance and the committee discussed details of extending the living and dining rooms into exclusive use common area.

A motion was made and carried to allow the room addition at 5214. Voting Advisor Butler abstained.

New Business:

10. Disciplinary Rules on Contractors – Jules Zalon

Mr. Zalon commented on the importance of members to be able protect themselves against contractors who violate rules and hold them liable by having them sign a contract. Discussion ensued regarding whether a contractor would agree to be subject to discipline; be willing to sign a such a contract; the different rules for each mutual; and the need for streamlining the process.

Staff was directed to begin compiling all the contractor rules for editing and eventual submission to the Compliance Committee and for legal review prior to submission to the board for future inclusion in the mutual consent packet.

Items for Future Agendas:

- Review of Suggested Revisions to Disciplinary Rules for Contractors

Concluding Business:

11. Committee Member Comments

Chair Cook commented on the need to work out the bugs in an attempt to reduce the packet size and amount of time staff dedicates to preparing the agenda packets; that more clarity of the floorplans in the presentation would be helpful; suggested agenda

items need to be submitted to the Chair two weeks ahead of the meeting date; and thanked Director Wayne for his service on the committee.

Director Engdahl commented that he would like more photos included in the agenda packet and does not require a staff report.

Advisor Butler asked how many variance requests are pending to which Mr. Mejia replied that there are currently approximately 10 in different stages of review. He also commented on the disciplinary rules he has seen in the past and suggested using those as a starting point to create a simplified contract.


Advisor Plean commented that he would like future agenda packets to include diagrams and photographs along with staff's recommendations for variance requests.

Mr. Mejia commented on the accessibility of the Contractor Rules on the website.

12. Date of Next Meeting – July 25, 2022

13. Adjournment

The meeting was adjourned at 10:41 a.m.



Jim Cook, Chair

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

Over-The-Counter Variances		
Date Approved by ACSC	Description of Variance	Approved Variances in July 2022
6/27/2022	Raise Interior Ceilings and Soffits in Common Area	
6/27/2022	Remove Exterior Decorative Column and Trellis in Exclusive Use Common Area	

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Third ACSC - July 25, 2022

Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	3345-A Bahia Blanca East	Retain existing brick pavers between garage door and rear patio gate.	<ul style="list-style-type: none"> Brick pavers are existing and installed to accommodate a medical condition and minimize water damage. Bricks are installed in a good workmanship manor and do not require additional work. The pavers connect the garage door with the side gate of the patio; improvements are of good quality and appearance. No city permits would be required. A Mutual Consent is requested and fees to include the After The Fact fee be paid. <p>Staff Recommendation: Approve</p>
B	5206 Avenida Despacio	Allow the extension of the sloped roof to the back of the garage.	<ul style="list-style-type: none"> Existing roof in the western section of the residence is a sloped roof to a flat roof as depicted in the plans. The member desires to continue the sloped roof to the garage existing roof as shown on the Proposed Revision Elevation A and D. This will provide a more attractive and complete roof. Neighbor Awareness Notices were sent to Units 5424, 5245, 5246, 5247, 5248, 5249, 5201, 5202, 5203, 5204, 5205, 5207, 5208, and 5209. Prior Staff Report dated for ACSC 12/21/2021 allowed for expansion of a master bedroom extension, bedroom extension, third bathroom additions, kitchen relocation and office addition. It was an approved variance, mutual consent issued, and work has commenced. <p>Staff Recommendation: Approve</p>

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

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

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APPENDIX A

CONDITIONS OF APPROVAL

Manor:

3345-A

July 25, 2022

Variance Description:

Brick Pavers at Exterior Common Area of Manor

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

Manor-Specific Conditions:

A. General Comments:

- A.1. This approval would allow for the existing brick pavers to remain. Maintenance of this improvement is the responsibility of the Member.
- A.2. This approval allows temporary permission for non-conforming pavers in a specific location per the attached approved drawings in common area.
- A.3. In no way does this approval allow for room additions to be built in common area at this time or in the future. No future room additions or patio enclosures shall be allowed or considered outside of the original limitation of the exclusive-use common area as shown on the tract map.
- A.4. A new mutual consent application, for the installation of the brick pavers is to be made to Manor Alterations division pending ACSC approval of the listed modifications. The resident to pay for Mutual Consent fees and the After the Fact fees for issuance of the mutual consent.

B. Materials and Methods:

- B.1. None Listed.
- B.2. None Listed.

C. Requirements for Mutual Consent for Alterations:

C.1. Intentionally Deleted

C.2. Intentionally Deleted

D. Requirements for Final Inspection by Manor Alterations:

D.1. Intentionally Deleted

D.2. Intentionally Deleted

See next page for continuing General Conditions.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 3345-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 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 at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department , and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 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 3345-A and all future Mutual Members at 3345-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. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. Intentionally deleted.
- G.11. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.12. 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 Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. 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.13. 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.14. 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.15. 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.16. 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.17. 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.18. 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.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.21. The Mutual Consent for Alterations expires six months after the date of approval, 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.22. 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.23. 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.

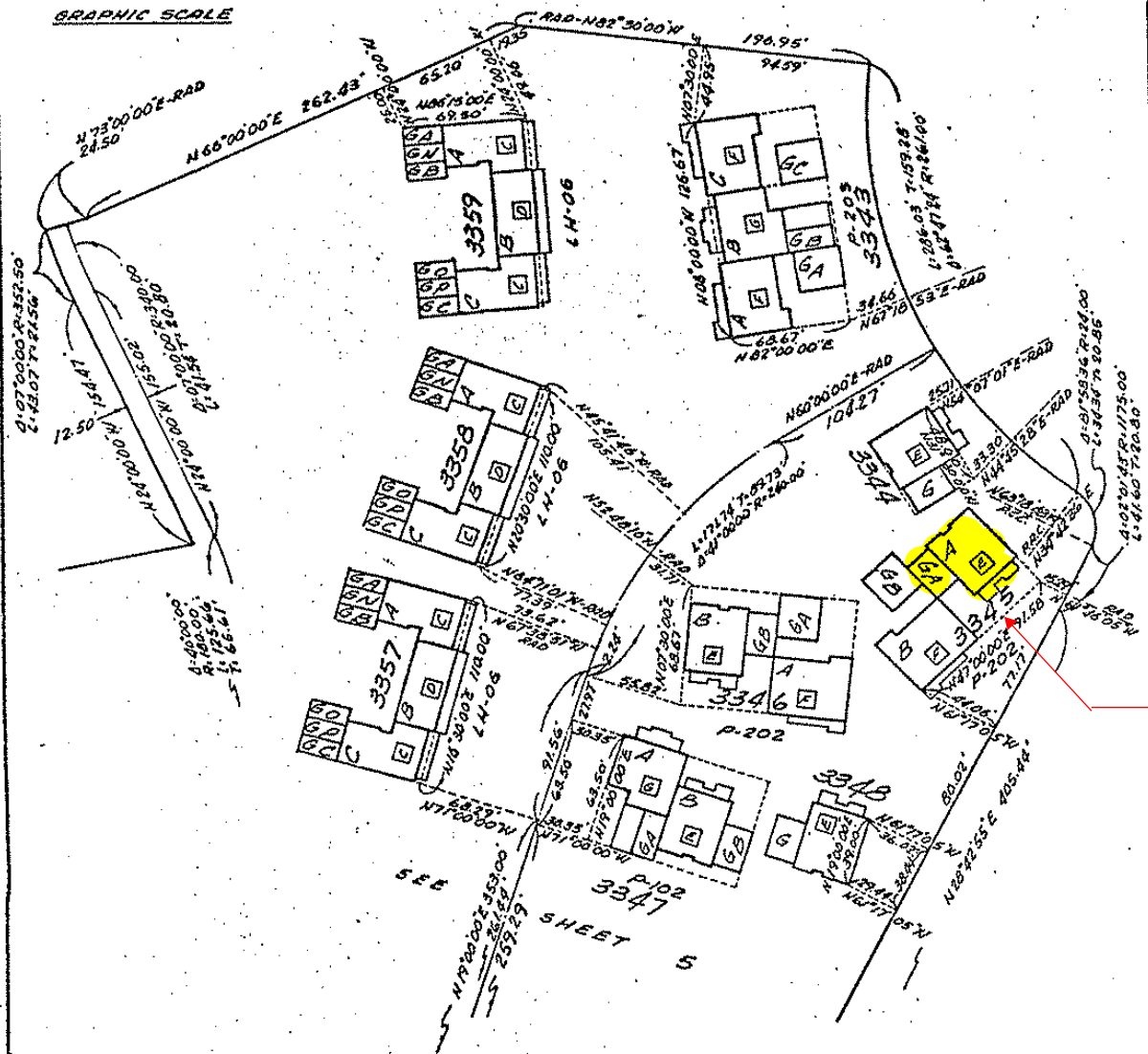
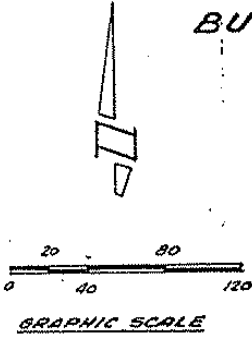
APPENDIX B TRACT MAP

SHEET 6 OF 15 SHEETS

CONDOMINIUM PLAN FOR LOT 1 OF TRACT N° 8086

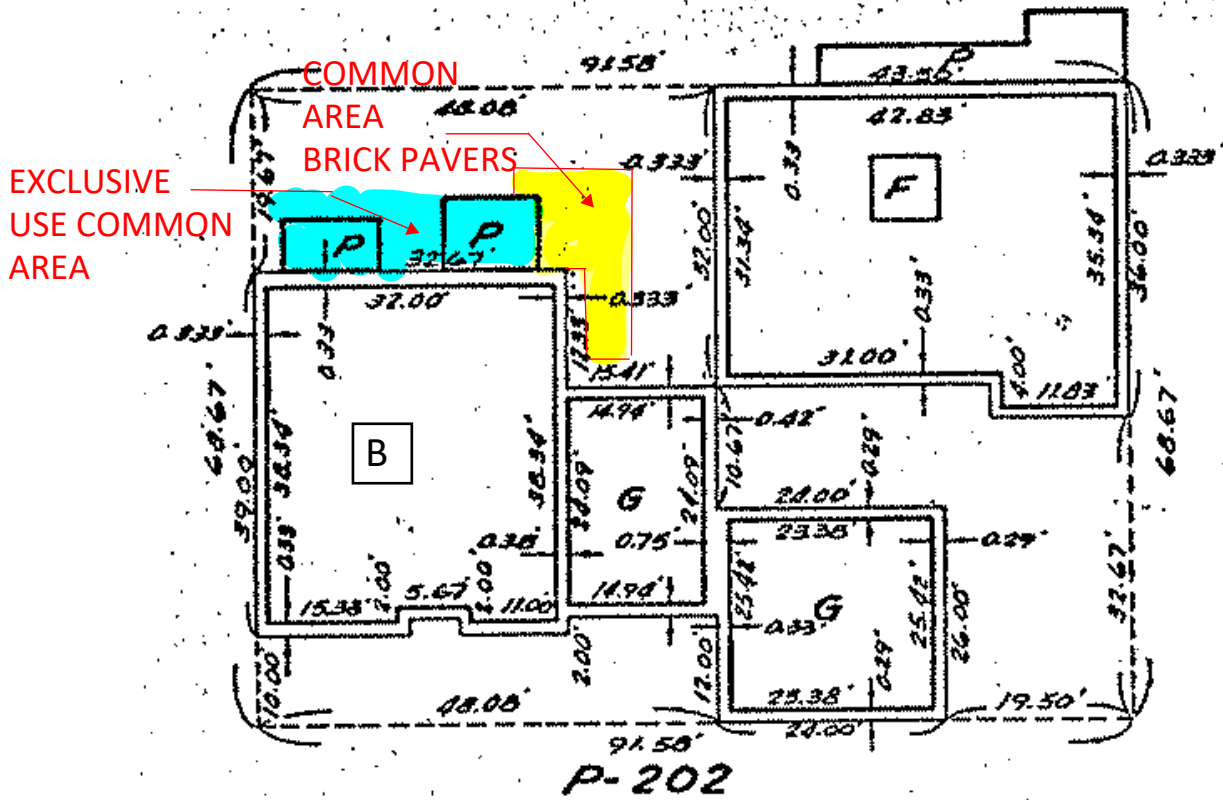
FIRST FLOOR BUILDING LOCATION PLAN

DATE 10789 PAGE 161



3345-A

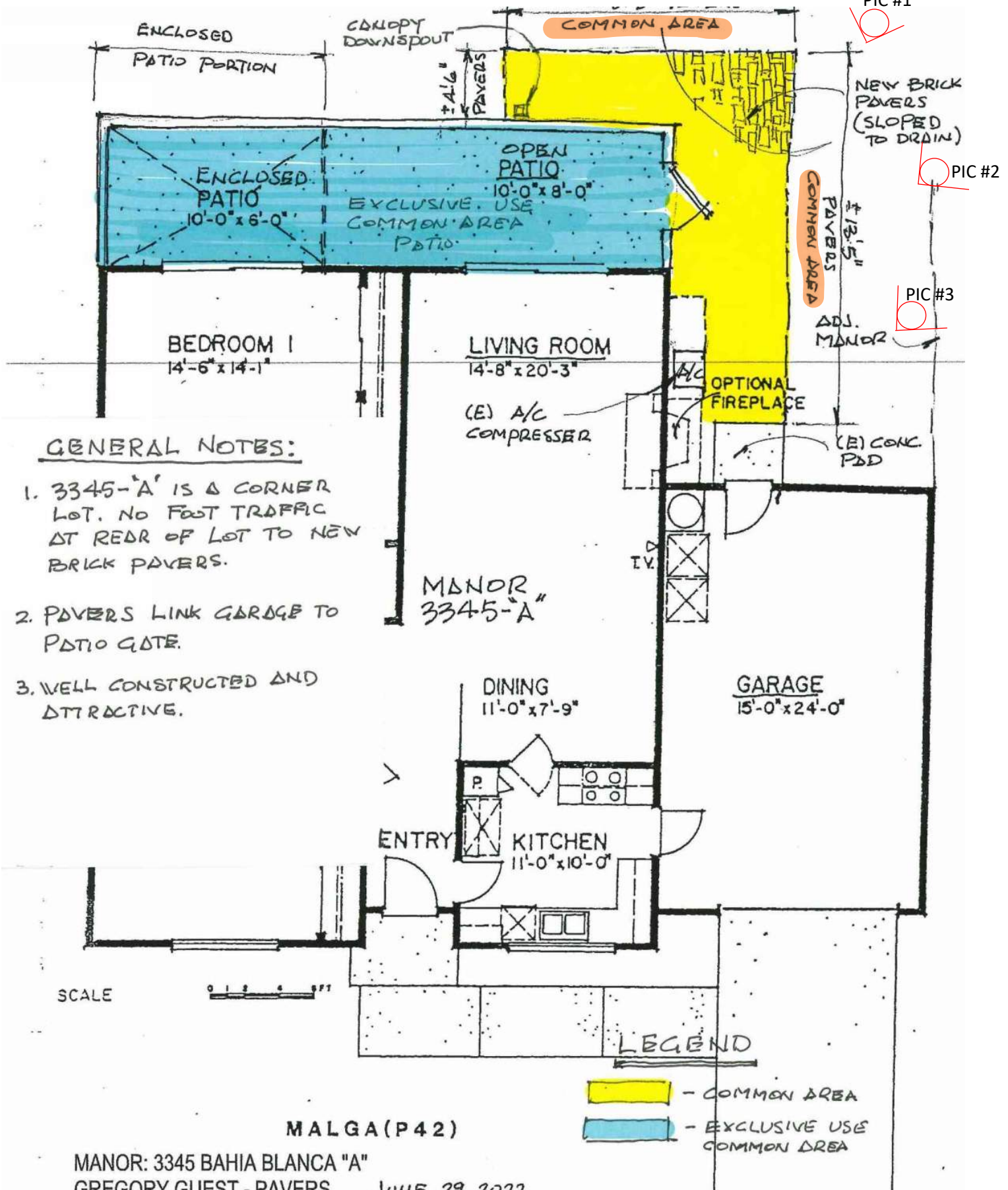
APPENDIX B
TRACT MAP



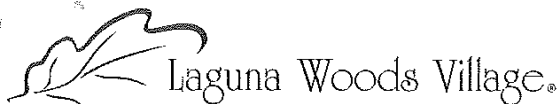
BUILDING PLAN
(modified with "B" Manor Location)

ATTACHMENT 1 SCOPE PLAN(S)

BRICK PAVERS ARE LOCATED
IN COMMON AREA.



ATTACHMENT 2 VARIANCE REQ. FORM



MANOR # 3345-A

☐ ULWM

☐ TLHM

Variance Request Form

SA

Model: <u>Malaga</u>	Plan:	Date: <u>8-30-2021</u>
Member Name: [REDACTED]	Signature: [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Self</u>	Phone: [REDACTED]	E-mail: <u>same</u>
Owner Mailing Address: (to be used for official correspondence)		

Description of Proposed Variance Request ONLY:

Bricks around patio (refer to letter & pictures)

Tract 8086

Lot 1

Model Malaga

Plan 202B

Letter is attached
following this Variance
Request Form.

Dimensions of Proposed Variance Alterations ONLY:

Shown on diagram (attached photo)

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 2
VARIANCE REQ.
FORM LETTER

Dear Mr. de la Fuentes

It was a pleasure to present my brick extension with Board of Directors on August 19, 2021. They have decided I should contact you regarding approval for a common use agreement. Again, I would like to apologize for not securing a manor alteration.

I have enclosed two photographs. The first picture shows the existing bricks coming from the garage. The second photograph shows the new bricks.

I bricked for two reasons. [REDACTED]
[REDACTED]
[REDACTED]

Medical Reason noted.

The second reason was to minimize water damage to the soil. I bricked below the water drain to prevent more damage. Climate change could provide extreme rain.

I believe the new bricks are very attractive and serve a functional needs. I live on a corner lot and doesn't impact my only neighbor because the project is facing the back of their house

I would certainly appreciate your concern with my issues regarding your decision.

Respectfully,

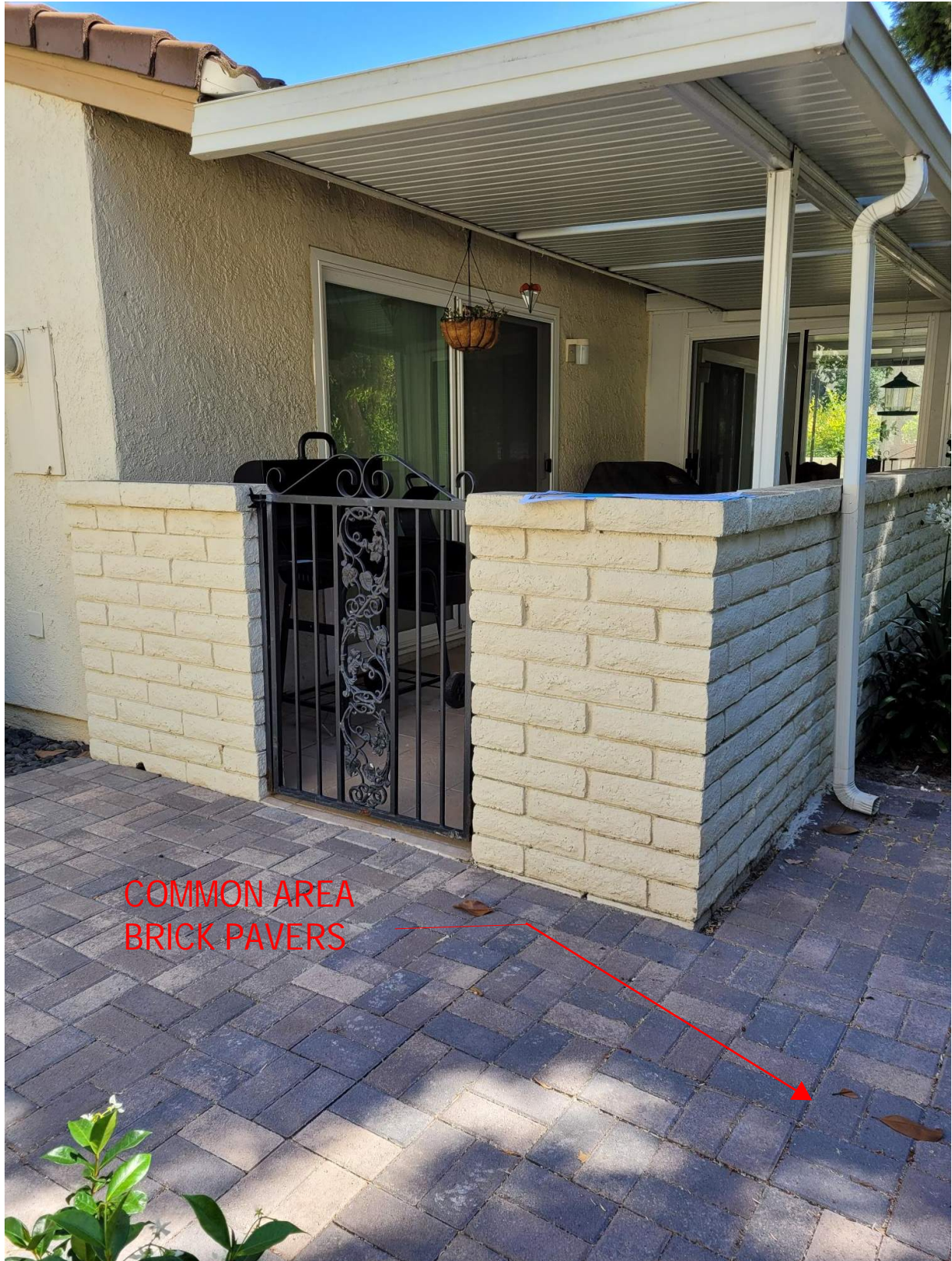
[REDACTED]

ATTACHMENT 3
PHOTOS



VIEW FROM REAR YARD LOOKING NORTH TO FIREPLACE
PIC #1

ATTACHMENT 3
PHOTOS



COMMON AREA
BRICK PAVERS

VIEW FROM REAR YARD LOOKING NORTH TO GARAGE/GATE

PIC #2

ATTACHMENT 3
PHOTOS



VIEW FROM REAR YARD LOOKING NORTH TO GARAGE
PIC #3

ATTACHMENT 4
AERIAL

3345-A
Bahia Blanca
West



SYMBOL DENOTES LOCATION OF MANOR



ATTACHMENT 5

RESOLUTION 03-22-XX

Variance Request

WHEREAS, Mr. Gregory Guest of 3345-A Bahia Blanca, a Malga (P42) style manor, requests Architectural Controls and Standards Committee approval of a variance to allow brick pavers to remain from the garage to the side of the existing patio in common area; and,

WHEREAS, no Neighborhood Awareness Notices were sent to the adjoining neighbors. The reason for lack of notification is that the brick pavers are existing and no work is required; and

WHEREAS, in the event this Variance Request is denied, the Member is required to remove the existing brick pavers, any existing improvements related to the pavers, grade the area, and restore the area to its pre-existing condition with landscaping and irrigation. This work will require a mutual consent and final inspection by MA.; and,

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance material presented by staff, and moved a recommendation for approval of the variance for brick pavers adjacent to the garage for approval/denial;

NOW THEREFORE BE IT RESOLVED, on July 25, 2022, the ACSC Board of Directors hereby approves/denies the request to allow brick pavers to remain from the garage to the side of the existing patio on common 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 3345-A Bahia Blanca West and all future Mutual Members at 3345-A Bahia Blanca West; and

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

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APPENDIX A

CONDITIONS OF APPROVAL

Manor:

5206

July 25, 2022

Variance Description: Allow Extension of Sloped Roof to Back of Garage

No improvement shall be installed, constructed, modified or altered at unit 5206, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Owner or Owners ("Member Owner") 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.

- a. The existing sloped roof to be continued to Garage,
 - b. Remove all roofing material, roof top equipment, and extend venting as required to maintain functionality of accessories.
 - c. Provide inside access to new attic space for maintenance, and inspection to all newly constructed roof area.
 - d. All roofing material shall match the existing roof, and all fascia and trim to match existing components. The additional sloped roof shall match the existing roof. See Item #14 below for Roof Tie-In Form.
1. A prior variance has been granted at 5206 for a Master Bedroom extension, Dining Room extension, and Shed addition, subject to the attached plans stamped approved and is subject to the ACSC approval and 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 severe fines to the Member.
2. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5206 and all future Mutual members at 5206.

4. Member Owner 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, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
5. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
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 invites.
7. Member Owner'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.
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.
9. Member Owner(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.
10. A City of Laguna Woods permit is 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 Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. 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.

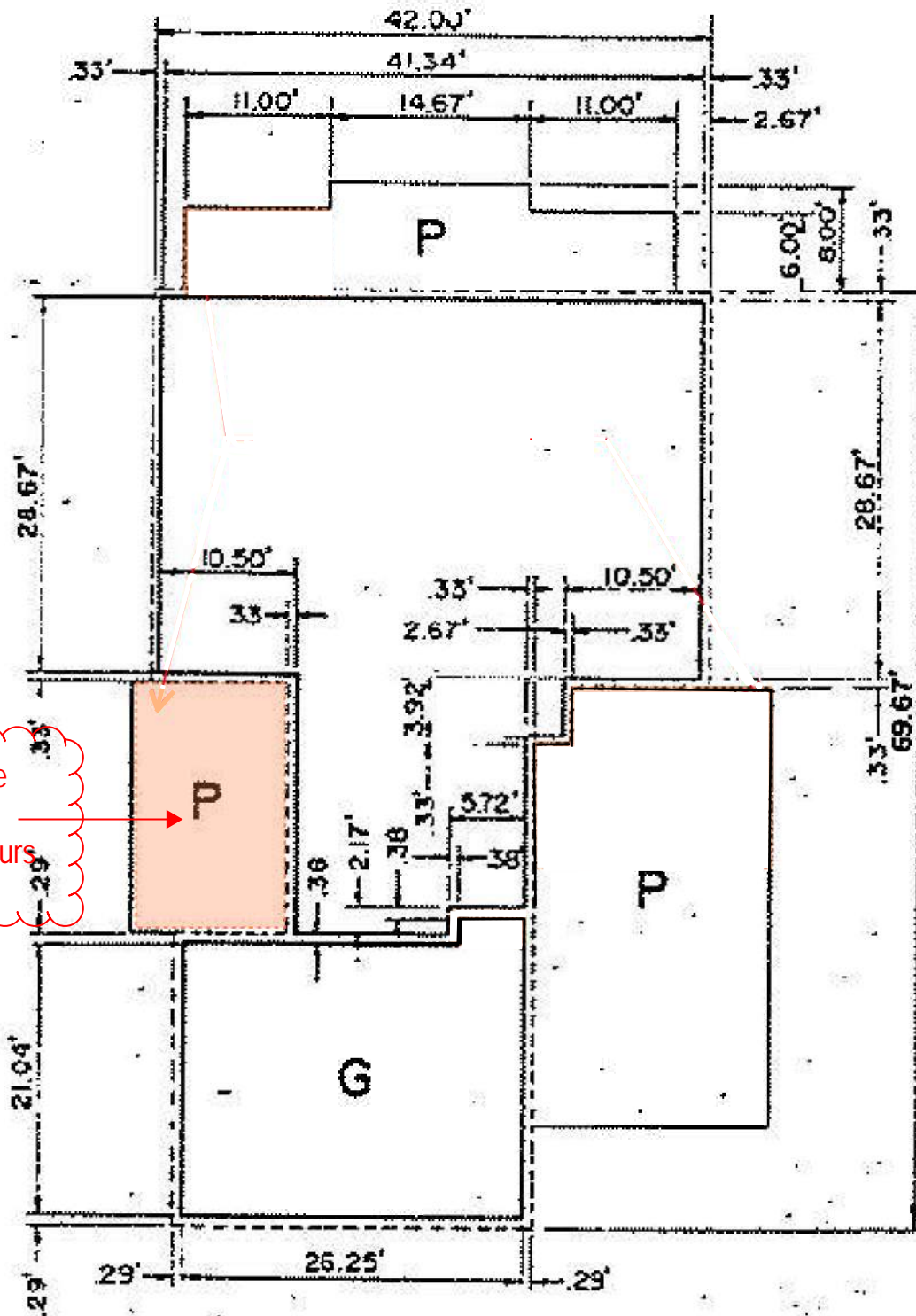
11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner 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 Owner. 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 Manor Alterations staff to review.
13. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Manor Owner 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.
14. Prior to the issuance of a Mutual Consent for Unit 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 Owner 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 Owner'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 Owner's expense during construction of the improvement.
15. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member

Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

17. Prior to the issuance of a Mutual Consent for Unit Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
19. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
20. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
21. Paver install must be set in compacted subgrade.
22. 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.
23. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
24. 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.
25. 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.
26. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
27. The Mutual Consent for Unit Alterations expires six months after the date of approval, 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.

28. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, 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 Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
29. Mutual 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 Mutual member's improvements and installation, construction, design and maintenance of same.

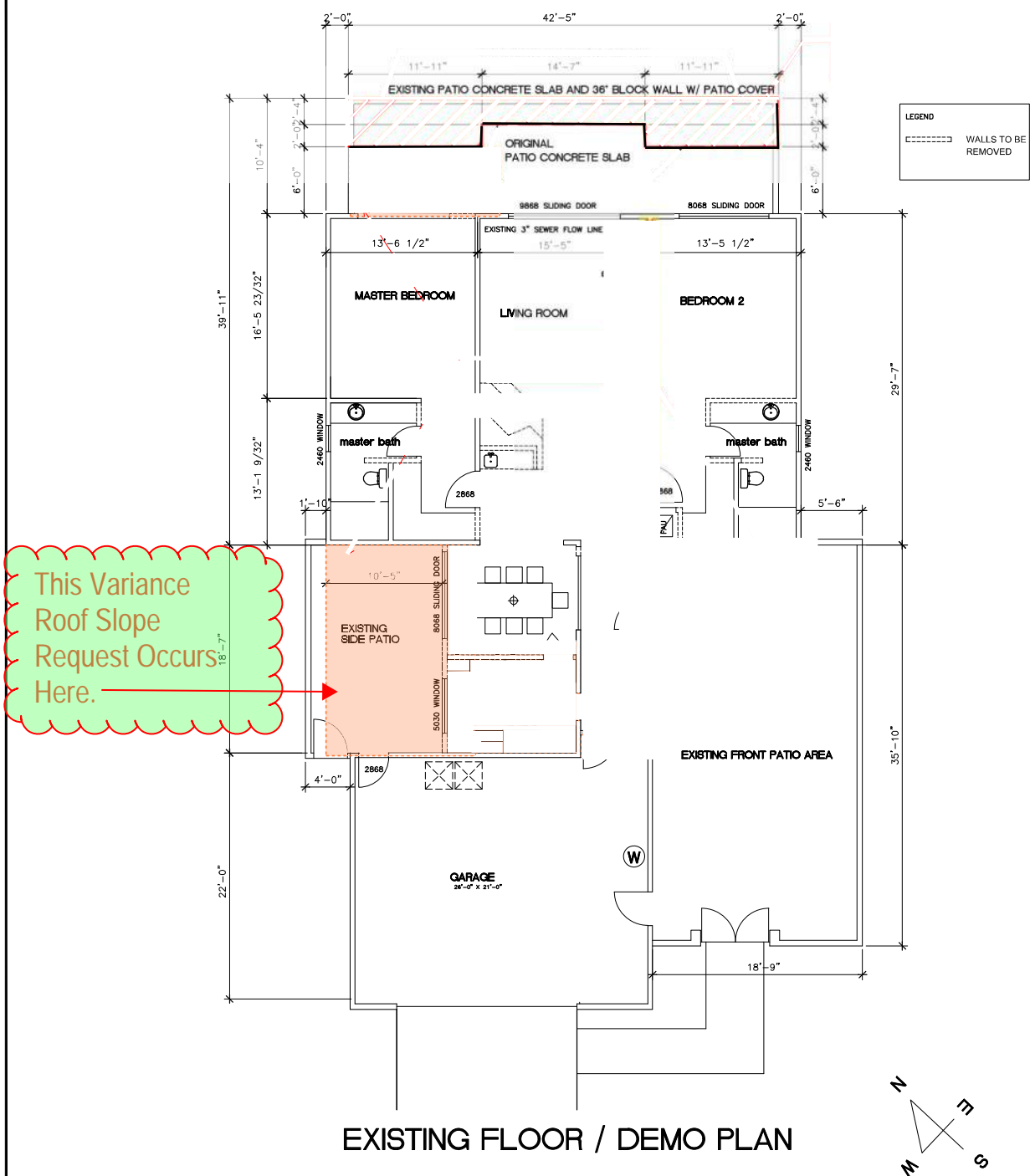
APPENDIX B TRACT MAP



PLAN C-II

TYPICAL FOR Bldgs. 5206, 5231, 5236, R5249, 5283, R5290, R5300 and 5308.

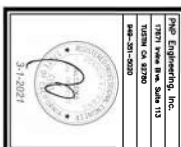
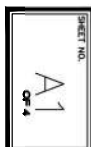
ATTACHMENT 1 SCOPE OF WORK



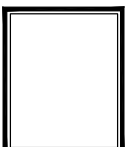
SCOPE OF WORK; VARIANCE

ROOM EXTENSION AT MASTER BEDROOM BY REAR PATIO: 75 SQFT; 6' X 12'-6"
 ROOM ADDITION OF MASTER SUIT #2 AT SIDE PATIO: 195 SQFT; 10'-5" X 18'-7"
 ROOM ADDITION OF OFFICE AT FRONT PATIO: 150 SQFT; 12'-10" X 12'-0"
 INSTALLATION OF NEW 3RD BATHROOM (POWDER ROOM) IN HALLWAY
 MODIFICATION OF LIVING ROOM WALL ADJACENT TO BEDROOM#2: WALL OPENING OF 18 FEET

LEGAL DESCRIPTION:
 6206 AVENIDA DESPACIO LAGUNA WOODS CA
 OCCUPANCY: RI
 CONSTRUCTION TYPE: TYPE 5

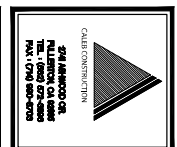


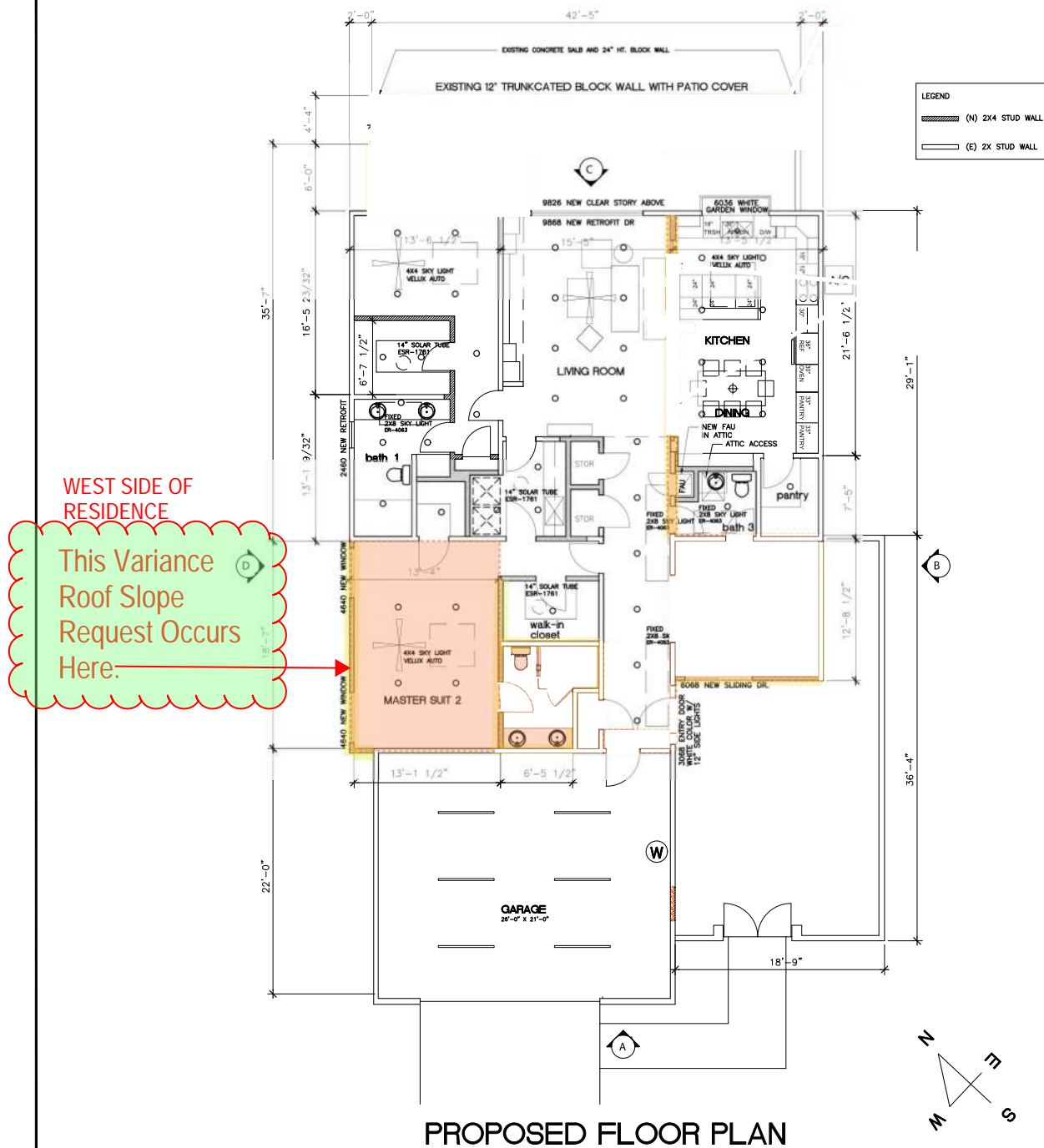
DATE: JAN-10-2021
BY: P. MILLER
CHECKED: J. MILLER
SCALE: AS SHOWN
PROJECT: 12345
CLIENT: MR. MARK MILLER

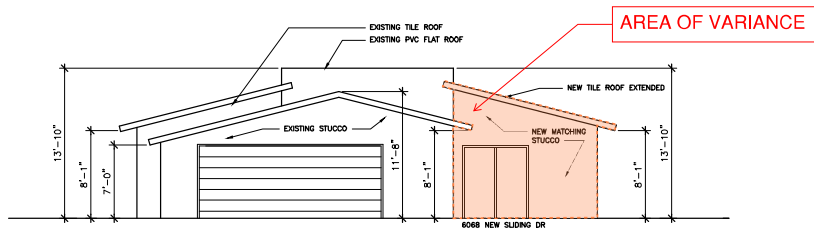


MR. MARK MILLER'S RESIDENCE

5206 AVENIDA DESPACIO LAGUNA WOODS CA 92637







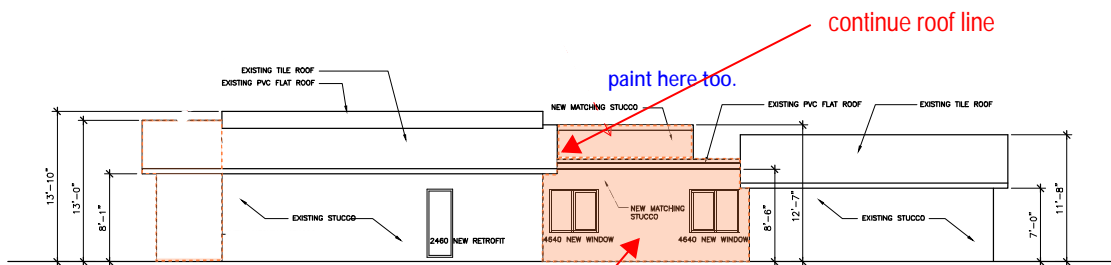
ELEVATION A

This elevation is not required.

ELEVATION B

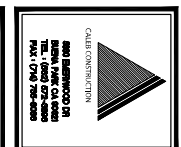
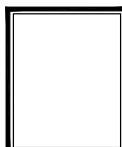
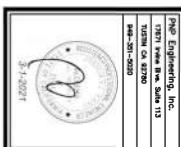
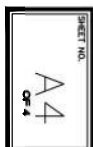
This elevation is not required.

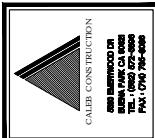
ELEVATION C



ELEVATION D

This Variance
Roof Slope
Request Occurs
Here.



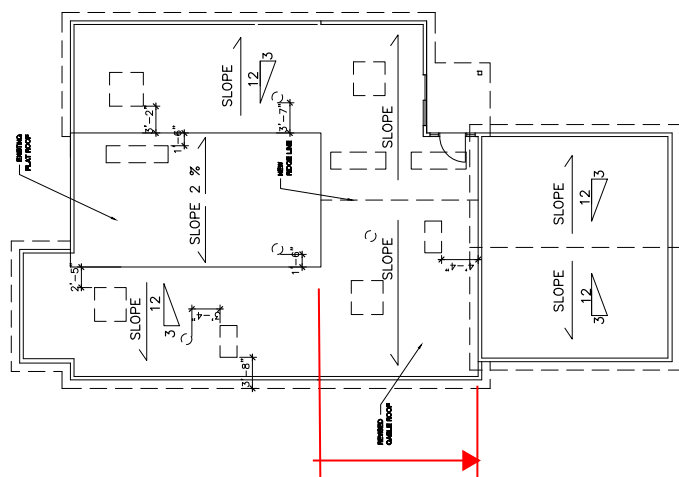


MR. MARK MILLER'S RESIDENCE
5206 AVENIDA DESPACIO LAGUNA WOODS CA 92637

ISSUE DATE:	JAN-10-2021
PROJECT:	5206 AVENIDA DESPACIO LAGUNA WOODS DR.
CLIENT:	MR. MARK MILLER
DESIGNER:	PRP ENGINEERING, INC.
DATE:	01-10-2021
BY:	PRP
CHECKED BY:	PRP
APPROVED BY:	PRP

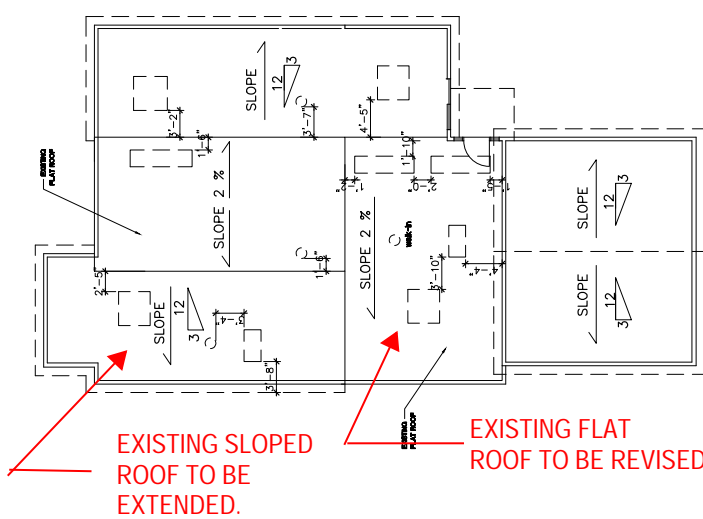
PRP Engineering, Inc.
10771 Pointe Blanche, Suite 113
San Ramon, CA 94583
925-381-0200

SHEET NO.
V2



ROOF PLAN - PROPOSED REVISION

1. EXISTING SLOPED ROOF TO BE CONTINUED TO GARAGE.
2. REMOVE ALL ROOFING MATERIAL, ROOF TOP EQUIPMENT AND EXTEND VENTING AS REQUIRED TO MAINTAIN FUNCTIONALITY OF ACCESSORIES.
3. PROVIDE INSIDE ACCESS TO NEW ATTIC SPACE FOR MAINTENANCE, AND INSPECTION TO ALL NEWLY CONSTRUCTED ROOF AREA.



ROOF PLAN - EXISTING APPROVED ROOF

ROOF VARIANCE



5206 AVENIDA DESPACIO LAGUNA WOODS CA 92637

DRAWN BY: PAUL LEE
5330 EMERYWOOD DR.

BUENA PARK CA 90621
562-572-3836

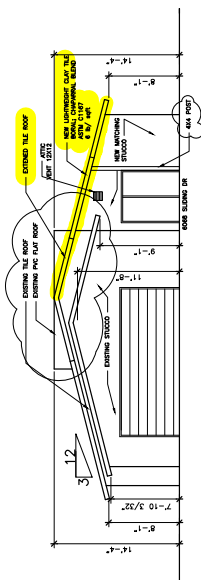
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PNP Engineering, Inc.
17671 Irvine Blvd. Suite 113

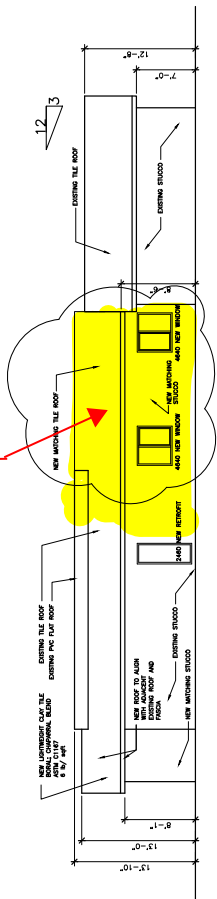
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$$\sum$$

NEW ROOF STRUCTURE
DESIGNED TO
ACCOMMODATE WEIGHT
OF ROOF TILE.

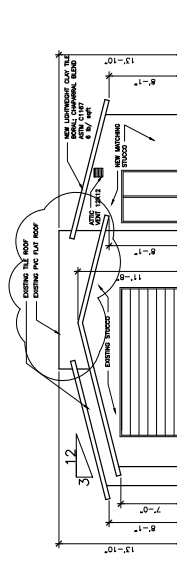


ELEVATION A

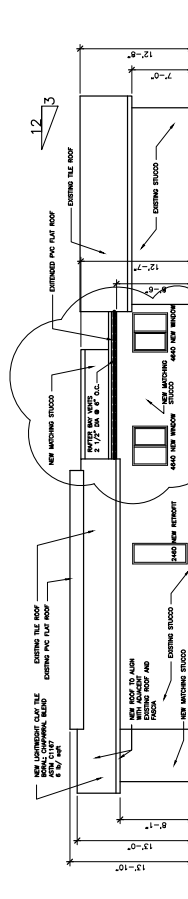


ELEVATION D

PROPOSED REVISION



ELEVATION A



ELEVATION D

EXISTING APPROVED ROOF

ROOF VARIANCE

**ATTACHMENT 2
VARIANCE
APPLICATION**



MANOR # 5206

☐ ULWM

☒ TLHM

Variance Request Form

SA _____

Model: <u>Villa Reposa</u>	Plan: _____	Date: <u>5/18/2012</u>
Member Name: _____	Signature: _____	
Phone: _____	E-mail: _____	
Contractor Name/Co: _____	Phone: _____	E-mail: _____
Owner Mailing Address: (to be used for official correspondence) _____		

Description of Proposed Variance Request ONLY:

Roof shape Revision without Floor plan change

We like to request to Revision the middle portion of the Flat Roof TO gable roof matching the adjacent Roof system due to efficiency of drainage issue. Please refer attached Drawing

Dimensions of Proposed Variance Alterations ONLY:

V1 & V2

Approx. 30 feet x 20 feet of Roof Area.

FOR OFFICE USE ONLY

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

<p>Alteration Variance Request</p> <p>Check Items Received:</p> <p><input type="checkbox"/> Drawing of Existing Floor Plan</p> <p><input type="checkbox"/> Drawing of Proposed Variance</p> <p><input type="checkbox"/> Dimensions of Proposed Variance</p> <p><input type="checkbox"/> Before and After Pictures</p> <p><input type="checkbox"/> Other: _____</p>	<p>Complete Submittal Cut Off Date:</p> <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 3
PHOTOS



FRONT ELEVATION

Area of
roof
extension



VIEW OF SIDE PATIO (ADDITION LOCATION) FROM FRONT



THIS ROOF LINE AND SLOPE
TO BE EXTENDED TO GARAGE
IN PICTURE BELOW.

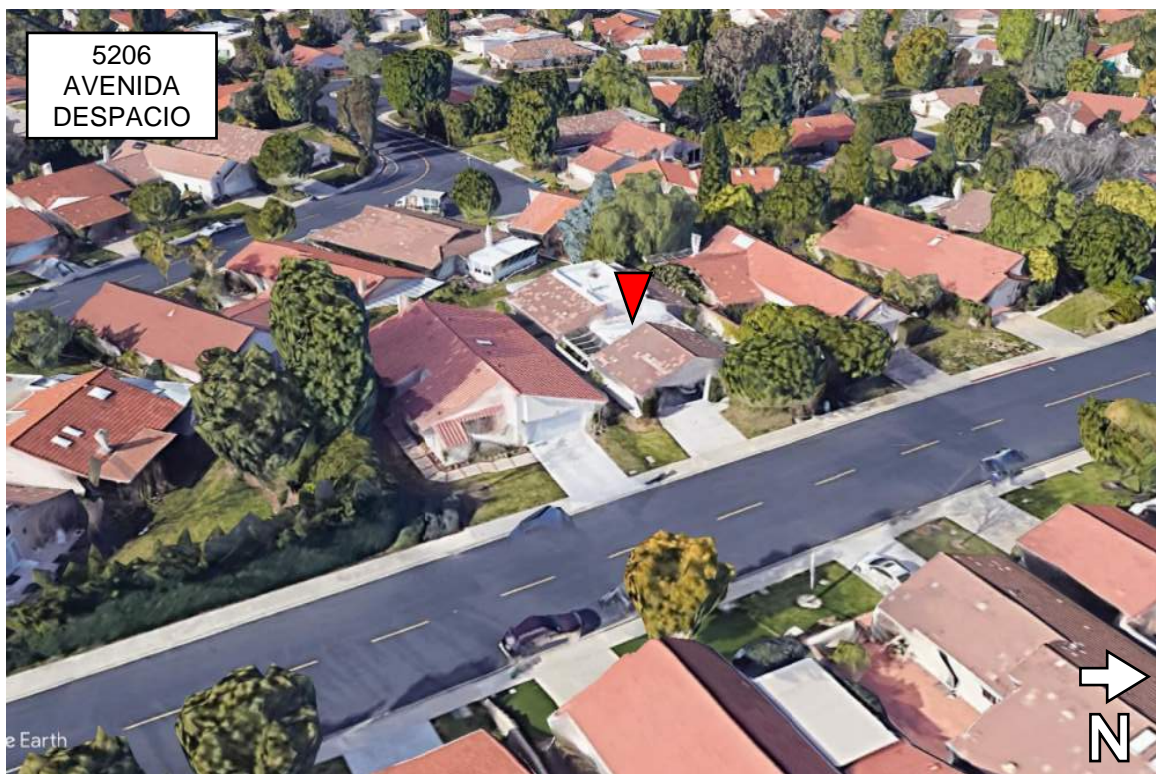
VIEW OF SLOPE ROOF TO BE EXTENDED



NEW SLOPED ROOF TO
BE LOCATED HERE AT
ROOM ADDITION.

VIEW OF SIDE OF GARAGE AT ROOM ADDITION

ATTACHMENT 4
AERIALS



ATTACHMENT 5

RESOLUTION 03-22-XX

Variance Request

WHEREAS, Mr. Mark Miller of 5206 Avenida Despacio, a Villa Reposa (Plan C11B_1) style manor, requests Architectural Controls and Standards Committee approval of a variance to allow the extension of the sloped roof to the back of the garage; and,

WHEREAS, a variance was previously issued on December 21, 2021 for the renovations of the master bedroom extension, bedroom extension, third bathroom addition, kitchen relocation, and office addition. That construction work is ongoing; and,

WHEREAS, Neighborhood Awareness Notices were sent for the prior variance approved work. Therefore, no additional notifications were sent regarding this added roof modification scope of work; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance material presented by staff, and moved a recommendation for approval of the variance for the extension of the sloped roof to the back of the garage for **approval/denial**;

NOW THEREFORE BE IT RESOLVED, on July 25, 2022, the ACSC Board of Directors hereby **approves/denies** the request for the extension of the sloped roof to the back of the 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 5206 Avenida Despacio and all future Mutual Members Owners 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.