



**MINUTES OF THE THIRD REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, June 19, 2018 - 9:30 AM**

**Laguna Woods Village Community Center Board Room 24351 El Toro Road**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, May 15, 2018, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Bill Walsh, Steve Parsons, James Tung, Burt Baum, Roy Bruninghaus, Bunny Carpenter, John Frankel, Jules Zalon, Cush Bhada and Jack Connelly

Directors Absent: None

Staff Present: Brad Hudson, Siobhan Foster, Eileen Paulin, Kurt Wiemann, and Cheryl Silva

Others Present: Donna Dwaileebe (VMS)

**1. Call meeting to order / Establish Quorum**

Rosemarie diLorenzo, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 a.m.

**2. Pledge of Allegiance**

Director Carpenter led the Membership in the Pledge of Allegiance.

**3. Acknowledge Media**

The Globe and the Village Television Crew, by way of remote cameras, were acknowledged as present.

**4. Approval of Agenda**

Director Walsh made a motion to approve the agenda as presented. Director Parsons seconded the motion and it passed by unanimous consent.

**5. Approval of Minutes**

- a. May 15, 2018 - Regular Open Session

Director Bruninghaus made a motion to approve the minutes of May 15, 2018. The motion was seconded by Director Bhada and passed by unanimous consent.

**6. Report of the Chair**

President diLorenzo announced the deadline to submit an application to serve on the VMS Board is Thursday, June 21, 2018. Applications are to be submitted to the Corporate Secretary.

**7. Open Forum**

Several Members spoke about the following:

- LWV Foundation Benefits
- Request to make Garden Villas Smoke Free
- Landscaping on Via Vista
- Exclusive Use of Common Area

**8. Responses to Open Forum Speakers**

Several Directors responded to Member comments.

**9. Update from VMS – Director Dwaileebe**

Director Dwaileebe reviewed the strategic plan of the VMS Board and gave an update on the VMS Board meetings. At the last VMS meeting, Chuck Holland gave an update on the new technology in the Village. She discussed the employer of choice initiative which includes an employee newsletter that highlights letters written from residents about VMS employees, recognition of employees and rewards for reporting safety concerns. A Health Fair for employees will be occurring this week.

**10. CEO Report**

Brad Hudson, CEO, reported on the following developments:

- Ridge Route brush removal;
- Slurry seal RV Lot A;
- Installation of new gate arms at Gatehouses 4, 10, 11 and 12;
- Dry Rot Project;
- Paddle Ball and Pickleball Courts;
- Security vehicles mobile devices;
- Paperless work centers;
- SCE update on replacement of the underground electrical cable to improve service;
- New golf cart decals;
- Bulky Items put out by the dumpsters;
- Illegal construction and asbestos contamination;
- Upcoming Recreation and Special Events; and
- Need to register guests on Dwelling Live to help with traffic on July 4th.

Brad Hudson, answered questions from the Board.

Director Walsh commented that new coin boxes are being installed in the laundry rooms because of the recent theft of money from the coin boxes.

#### **11. Consent Calendar**

Director Walsh pulled item 11a(2) from the Consent Calendar for discussion.

##### **11a. Architectural and Control and Standards Committee Recommendations:**

- 1) Recommendation to Deny 5227 (Villa Terraza, C10B\_1) – Window Modification and Relocate A/C Unit

#### **RESOLUTION 03-18-69** **Variance Request**

**WHEREAS**, Mr. and Mrs. Steve Qu of 5227 Moya, a Villa Terraza style unit, requested Board approval of a variance to modify a previously approved window's dimensions and to relocate an existing air conditioning condenser unit;

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on May 14, 2018, 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 May 29, 2018; and,

**WHEREAS**; the Architectural Controls and Standards Committee received a written objection from an affected neighbor.

**NOW THEREFORE BE IT RESOLVED**, on June 19, 2018, the Board of Directors hereby denies the request due to the objections from the affected neighbor.

**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.

- (2) Recommendation to Deny 3456-B (Andaluz, P302RC) – Room Additions, A/C Relocation, Increase Electrical Service, Window Additions and Enlarge Courtyard

This agenda item was removed from the Consent Calendar.

- (3) Recommendation to Deny 5387-A (Cabrillo, RP203A) – Window to Door on Room Addition

#### **RESOLUTION 03-18-71** **Variance Request**

**WHEREAS**, Ms. Elizabeth Fiskin of 5387-A, a Cabrillo style unit, requests Board approval of a variance to replace the newly installed side windows on the room addition and replace them with sliding glass doors requiring a landing on Common Area; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on May 14, 2018, 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 May 29, 2018.

**NOW THEREFORE BE IT RESOLVED**, on June 19, 2018, the Board of Directors hereby denies the request due to the doors requiring an exterior landing to be installed on common area;

**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.

11b. Landscape Committee Recommendations:

(1) Approve Tree Removal Appeal (5055)

**RESOLUTION 03-18-72**  
**Tree Removal Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on June 7, 2018, the Landscape Committee recommended to approve the request to remove the trees located at 5055 Avenida Del Sole (Gasser); and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, the Board of Directors approved a request for the removal of two Fern Pine trees at owner's expense;

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

(2) Deny Tree Removal Appeal (3420-3E)

**RESOLUTION 03-18-73**  
**Tree Removal Denial**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on June 7, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3420-3E Calle Azul (Claude); and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, the Board of Directors denied a request for the removal of one Southern Magnolia tree;

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

(3) Approve Tree Removal Request (2366-A) Remove and Replant Two Trees at Mutual Expense

**RESOLUTION 03-18-74**  
**Tree Removal Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.

- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on June 7, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 2366-A Via Mariposa East (Kajikawa); and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, the Board of Directors approved a request for the removal of two Rusty leaf Fig trees and replace with more suitable trees based on the location at Mutual expense;

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

(4) Approve Tree Removal Request (3208-B) Remove at Member's Expense

**RESOLUTION 03-18-75**  
**Tree Removal Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on June 7, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 3208-B Via Buena Vista (Cullers); and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, the Board of Directors approved a request for the removal of one Jacaranda tree at Member's expense;

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

(5) Deny Tree Removal Request (2366-C)

**RESOLUTION 03-18-76**  
**Tree Removal Denial**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on June 7, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 2366-C Via Mariposa (McNaughton); and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, the Board of Directors denied a request for the removal of one Rusty leaf Fig tree and inspect/trim as needed during the next trim cycle;

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

(6) Deny Tree Removal Request (3009-C) Crown Reduce to Balance Tree

**RESOLUTION 03-18-77**  
**Tree Removal Denial**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.

- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on June 7, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3009-C Via Buena Vista (Ghasri); and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, the Board of Directors denied a request for the removal of one Star Pine tree and crown reduce to mitigate unbalanced condition;

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

11c. Finance Committee Recommendations:

- (1) Approve Resolution to Record Lien against Member's ID; 932-201-01

**RESOLUTION 03-18-78**  
**Recording of a Lien**

**WHEREAS**, Member ID 932-201-01; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-201-01 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.

- (2) Approval of Resolution to File in Small Claims Court against Member's ID; 932-670-28

**RESOLUTION 03-18-79**  
**Filing of Separate Small Claims Court Case**

**WHEREAS**, the Finance Committee recommends filing separate Small Claims Court cases of \$5,000 (or less) in an attempt to collect delinquent chargeable services by way



of a judgment or stipulation against members/owners with a delinquent balance in Third Laguna Hills Mutual; and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 932-670-28 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.

(3) Approval of Resolution to File in Small Claims Court against Member's ID;  
932-810-19

**RESOLUTION 03-18-80**  
**Filing of Separate Small Claims Court Case**

**WHEREAS**, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (or less) in an attempt to collect delinquent chargeable services by way of a judgment or stipulation against members/owners with a delinquent balance in Third Laguna Hills Mutual; and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 932-810-19 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.

(4) Approval of Resolution to File in Small Claims Court against Member's ID;  
932-120-64

**RESOLUTION 03-18-81**  
**Filing of Separate Small Claims Court Case**

**WHEREAS**, the Finance Committee recommends filing separate Small Claims Court cases of \$5,000 (or less) in an attempt to collect delinquent chargeable services by way of a judgment or stipulation against members/owners with a delinquent balance in Third Laguna Hills Mutual; and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 932-120-64 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.

- (5) Approval of Resolution to File in Small Claims Court against Member's ID;  
931-581-27

**RESOLUTION 03-18-82**  
**Filing of Separate Small Claims Court Case**

**WHEREAS**, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (or less) in an attempt to collect delinquent chargeable services by way of a judgment or stipulation against members/owners with a delinquent balance in Third Laguna Hills Mutual; and

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 931-581-27 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.

11d. Maintenance and Construction Committee Recommendations:

- (1) Award a Contract for the Garden Villa CMU Wall Rotation Project
- (2) Award a Contract for Walkway Lighting Upgrades for Gates 5, 6, 7 & 8

**Resolution 03-18-83**  
**Contract Award and Supplemental Appropriation  
for Walkway Lighting Upgrades in Gates 5, 6, 7 & 8**

**WHEREAS**, the Walkway Lighting Upgrade project was initiated in July 2017, when the Third Energy Committee indicated that it was interested in improving the existing pagoda-style walkway lighting;

**WHEREAS**, US Energy performed an audit of the existing lighting in Gates 5, 6, 7 & 8 to generate an inventory of the fixtures, containing the number, style, energy usage of each location and to get recommendations regarding possible replacement fixtures; and

**WHEREAS**, the Energy Committee agreed that 4000K was the preferred temperature for the lighting and were pleased with the specifications of the installed fixtures, and instructed staff to proceed with the bidding process for the project with the selected fixture,

**NOW THEREFORE BE IT RESOLVED**, on June 19, 2018, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation from the Replacement Fund in the amount of \$125,000 and award of a contract to Super-green Solutions in the amount of \$124,906.24 for the Walkway Lighting Upgrade project in Gates 5, 6, 7 & 8; 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.

(3) Award a Contract for Ridge Route Brush Clearance

**Resolution 03-18-84**  
**Contract Award and Supplemental Appropriation**  
**for Ridge Route Drive Brush Clearance & Wall Improvements**

**WHEREAS**, the perimeter wall along the northern boundary of the Third Laguna Hills Mutual provides separation from an undeveloped road right-of-way that is approximately 2,000 linear feet in length and runs along Ridge Route Drive;

**WHEREAS**, due to increased crime in the bordering Laguna Woods Village neighborhoods, the Mutual has authorized the installation of enhanced security fencing along the top of the wall in an effort to deter unauthorized entry into the community from this area;

**WHEREAS**, the adjacent road right-of-way has heavy brush that encourages transients, illegal dumping, graffiti and other criminal activity; and

**WHEREAS**, in support of the fencing project and to further enhance the security of Village residents, the foliage and debris will be cleared out to allow for the fence construction project and to provide enhanced visibility along the entire length of the wall from the Laguna Woods dog park to Avenida de La Carlota, an area of over 70,000 square feet.

**NOW THEREFORE BE IT RESOLVED**, on June 19, 2018, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation not to exceed the amount of \$330,000 from the Replacement Fund to fund the wall clearing and improvements; 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.

Director Parsons made a motion to approve the Consent Calendar with the exception of agenda item 11a(2). The motion was seconded by Director Bruninghaus and passed by unanimous consent.

**11a(2) Recommendation to Accept Staff Recommendation 3456-B (Andaluz, P302RC)**  
– Room Additions, A/C Relocation, Increase Electrical Service, Window Additions and Enlarge Courtyard

**RESOLUTION 03-18-70**  
**Variance Request**

**WHEREAS**, Mr. Timothy Cooper and Mrs. Susan Smallwood of 3456-B of Bahia Blanca

West, an Andaluz style unit, are requesting Board approval of a variance for the following six alterations; room addition at master bathroom, room addition replacing existing solarium, install landing on common area to accommodate room addition's sliding glass door, enlarge existing courtyard and enclose with wall and gate, relocate existing air conditioning condenser, increase electrical service from 125 Amps to 200 Amps, add two new windows in the living room; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on May 14, 2018, 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 May 29, 2018.

**NOW THEREFORE BE IT RESOLVED**, on June 19, 2018, the Board of Directors hereby approves the requests to construct the alterations which do not require the use of common area; room addition replacing existing solarium, relocate existing air conditioning condenser, increase electrical service from 125 Amps to 200 Amps, and add two new windows in the living room with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as attached to the official meeting minutes. The Board denies the alterations that require the use of common area; room addition at master bathroom, install landing on common area to accommodate room addition's sliding glass door, and enlarge existing courtyard and enclose with wall and gate;

**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.

Susan and Jim Smallwood (3456-B) addressed the Board regarding the Variance Request for their Unit.

Director Parsons made a motion to accept staff recommendation for the variance request at 3456-B. The motion was seconded by Director Bruninghaus. The motion passed by a vote of 8-2-0 (Director Frankel and Director Zalon opposed).

## **12. Unfinished Business**

- 12a. Entertain a Motion to Rescind Alteration Standard 45 – Solar Panels, 2 Story Buildings with Flat Roofs and Require a Variance Instead

Burt Baum, Secretary of the Board, presented a summary of the following resolution:

### **RESOLUTION 03-18-85**

#### **Rescind Standard 45: Solar Panels on Two-Story Buildings**

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

**WHEREAS**, due to the increased complexity of solar panel installation for two-story buildings, Standard 45 should to be rescinded in its entirety.

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors of this Corporation hereby rescinds Resolution 03-16-09 adopted January 19, 2016; and

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

**MAY INITIAL NOTIFICATION**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion to adopt a resolution to rescind standard 45: Solar Panels on Two-Story Buildings. The motion was seconded by Director Walsh and passed by unanimous consent.

- 12b. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard for 5a: Satellite Dishes on 1-Story Buildings

Burt Baum, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-86**

**Revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings and,

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors of this Corporation hereby adopts Alteration Standard 5A: Satellite Dishes; One-Story Buildings;

**1.0 GENERAL GUIDELINES**

See Standard Section 1: General Requirements

**2.0 APPLICATIONS**

- 2.1 Any installation permitted in Mutual Common Area at one-story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2 Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as

specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, its location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.

- 2.3 The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4 No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5 Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation must be borne by the Mutual Member.
- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and the restoration of any Mutual property, at the Member's expense.
- 2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property".
- 2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.
- 2.10 All satellite dish installations must be removed at the time of sale.

### **3.0 INSTALLATION GUIDELINES**

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, i.e., patios, atrium or courtyard. The dish must stay within the footprint of such areas.
- 3.2 Satellite dish installation is permitted on building fascia. The Member must coordinate with and receive approval from the Alterations Department for all satellite dish locations. All satellite dish installations must not be visible from neighboring street(s). Satellite dishes must be installed not

less than twenty

(20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street

- 3.3 For satellite dish installations on building fascia of detached manors, the mounting bracket must be clamp style and must fully fit onto the fascia, with no overhang.
- 3.4 Satellite dish installation is permitted on flat roofs when the location does not interfere with the overall visual continuity of the manor and/or surrounding area. No satellite dish or any portion of a satellite dish and its related members ~~must~~ shall be attached to any built-up roofing on a flat roof. See 2.2 for installation criteria.
- 3.5 To install a dish on a flat roof, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" concrete blocks (see Example 1 below).
- 3.6 For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- 3.7 Only one (1) satellite dish per manor is allowed.
- 3.8 Any satellite dish installed on Common Area must not exceed a diameter of 36".
- 3.9 No coaxial cable must be larger than ½" in diameter.
- 3.10 Fasteners must be properly sealed to prevent moisture intrusion. Sealants must be specifically manufactured for the application for which it is used.
- 3.11 Drilling through a roof is prohibited.
- 3.12 Mounting a satellite dish on a chimney is prohibited.
- 3.13 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.14 Mounting of a satellite dish to PVC, ABS or plumbing vent pipes is prohibited.
- 3.15 No modifications to any fascia, rain gutter or plumbing vent must be permitted. A satellite dish installation must not obstruct a rain gutter or plumbing vent in any way.
- 3.16 Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.

**RESOLVED FURTHER**, that Resolution 03-13-119 adopted November 19, 2013, is hereby superseded in its entirety and no longer in effect; and

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

**MAY INITIAL NOTIFICATION**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion to adopt a resolution to revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings for the second reading. Director Parsons seconded the motion and it passed by Unanimous consent.

12c. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5b: Satellite Dishes on 2-Story Buildings

Burt Baum, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-87**

**Revise Alteration Standard 5B: Satellite Dishes; Two-Story Buildings**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standards 5B: Satellite Dishes; Two-Story Buildings and,

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors of this Corporation hereby adopts Alteration Standard 5B: Satellite Dishes; Two-Story Buildings;

**2.0 GENERAL GUIDELINES**

- 2.1 Any installation permitted in Mutual Common Area at two-story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2 Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3 The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4 No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5 Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it must be the Mutual



Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation must be borne by the Mutual Member.

- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception- Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.
- 2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property".
- 2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.
- 2.10 All satellite dish installations must be removed at the time of sale.

### **3.0 INSTALLATION GUIDELINES**

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, e.g. patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2 Only one (1) satellite dish per manor is allowed.
- 3.3 Any satellite dish installed on Common Area must not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.16 herein.
- 3.4 No coaxial cable must be larger than ½" diameter.
- 3.5 Unless otherwise specified, coaxial cable must be encased in ½", 26 gauge steel wire-mold fastened to the surface of the wall with ½" mounting clips and anchors, specified for stucco, attached every four feet. Wire-mold must be painted to match the surface to which it is attached prior to installation. Fasteners must be properly sealed to prevent moisture intrusion. Sealants must be specifically manufactured for the application for which it is used.
- 3.6 Drilling through a roof is prohibited.
- 3.7 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.8 Mounting of a satellite dish to PVC, ABS, plumbing vent pipes is prohibited.
- 3.9 No satellite dish or any portion of a satellite dish and its related members must not be attached to any built-up roofing on a flat roof.

3.10 Mounting a satellite dish on a chimney is prohibited.

3.11 No modifications to any fascia, rain gutter or plumbing vent shall be permitted. A satellite dish installation must not obstruct a rain gutter or plumbing vent in any way.

3.12 Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.

3.13 Buildings with flat or mansard roof

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascia.
- (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8"x8"x16" concrete blocks.
- (d) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. (Do not alter or damage the tile or rain gutter in any way.
- (e) Attach wire-mold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wire-mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (f) Do not place wire-mold within 18" of balconies, balcony railings or balcony overhangs. Do not place wire-mold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

**3.14 Buildings with flat roof and parapet**

- (a) Place the satellite dish on the flat roof approximately 15 feet from the parapet above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see

Example 1 below).

- (d) Extend the coaxial cable from the dish across the surface of the flat roof to the parapet. Continue the coaxial cable up the wall of the parapet, over the crown, and down until it is several inches below an existing wire-mold installation. (Do not attach the coaxial cable to the interior wall of the parapet with fasteners.) Attach new wire-mold immediately below the existing wire-mold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the coaxial cable in the attached wire-mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing wire mold installation.

### **3.15 Seville**

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building, existing fascias, or on roof beams.
- (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the roof to the fascia. Attach the coaxial cable to the inside of the fascia and continue down to a location that is directly in line above the room selected for installation of the jack. Attach the coaxial cable to the overhang and continue to the wall of the building. Attach wire-mold to the wall, vertically, in a straight line down to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wire-mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing wire-mold installation. Do not alter or damage rain gutters.

### **3.16 Catalina, Casa Milano, La Quinta and Villa Lugano series**

- (a) Mounting of satellite dishes on buildings is permitted only upon approval of Permits and Inspections office of a detailed plan indicating all work to be done, i.e., size, location, description and specifications.
- (b) Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.

**RESOLVED FURTHER**, that Resolution 03-13-120 adopted November 19, 2013, is hereby superseded in its entirety and no longer in effect; and

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

**MAY INITIAL NOTIFICATION**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion to adopt a resolution to revised Alteration Standard for 5b: Satellite dishes on 2-Story Buildings. Director Bhada seconded the motion passed by unanimous consent.

- 12d. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard for 12: Exterior Wall Attachments

Burt Baum, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-88**

**Revise Alteration Standard Section 12: Exterior Wall Attachments**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard Section 12: Exterior Wall Attachments.

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors of this Corporation hereby adopts the following Alteration Standard 12: Exterior Wall Attachments;

**2.0 APPLICATIONS**

- 2.1** No attachments may cover any electrical outlets or junction boxes.
- 2.2** No attachments may cover over plumbing access covers, cleanouts, or shutoffs.
- 2.3** No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.
- 2.4** All attachments must be permanent in nature and not subject to extreme weathering or deterioration.
- 2.5** Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios or atriums, with the exception of American flags.

**3.0 TILE AND VENEER**

- 3.1** Tile and veneer used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.

3.2 Tile and veneer used will be limited to use on stucco covered exterior chimneys and entryway columns.

3.3 Tile must match in color, design, and size as close as possible any brickwork on building existing.

#### 4.0 **TRELLIS AND WROUGHT IRON DESIGNS**

4.1 Any trellis attached to a wall must be painted the same color as the wall.

4.2 Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached.

4.3 Wrought iron shall be easily removable for access to the wall for painting purposes.

4.4 All lags or screws into walls must be sealed prior to installation to prevent water penetration.

4.5 All trellis and wrought iron shall be mounted vertically.

#### 5.0 **MURALS AND WALL HANGINGS**

5.1 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.

5.2 Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.

**RESOLVED FURTHER**, that Resolution M3-96-28 adopted April, 1996, is hereby superseded in its entirety and no longer in effect; and

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

#### **MAY INITIAL NOTIFICATION**

**30- day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion to adopt the amended resolution to revise Alteration Standard for 12: Exterior Wall Attachments. Director Frankel seconded the motion and it passed by unanimous consent.

12e. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard  
14: Fireplaces

Burt Baum, Secretary of the Board, presented a summary of the following resolution:

#### **RESOLUTION 03-18-89**

#### **REVISE ALTERATION STANDARD 14: FIREPLACE INSTALLATIONS**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard 14: Fireplace Installations,

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, that the Board of Directors of this Corporation hereby introduces the following Standard 14: Fireplace Installations;

**1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

**2.0 APPLICATIONS**

- 2.1 No new wood or gas burning fireplaces are permitted
- 2.2 Any alteration to fireplaces shall be constructed to the same height and width as the originally designed units.
- 2.3 The exterior design and construction shall be as originally constructed.
- 2.4 Fireplaces may be removed in single story Manors.
- 2.5 The installation of a carbon monoxide detector is required when a fireplace is altered if one does not exist.

**3.0 SPARK ARRESTORS**

- 3.1 Spark arrestors ~~will~~ are ~~be~~ required for all fireplaces.
- 3.2 A permit will be required for installation of spark arrestors or rain caps for existing fireplaces. Some units, depending upon design and color, may be required to be painted to match the building or chimney color.
- 3.3 No spark arrestor or rain cap may protrude higher than 12" above the flue exit.

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

**April Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion to adopt the revised alteration standard 14: Fireplace Installations. Director Parsons seconded the motion and it passed by unanimous consent

- 12f. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard for 16: Garage Doors

Director Baum, Secretary of the Board, presented a summary of the following Resolution:

**RESOLUTION 03-18-90**  
**Revise Alteration Standard 16: Garage Doors**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard 16: Garage Doors.

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors of this Corporation hereby adopts the following Alteration Standard 16: Garage Doors;

**1.0 GENERAL REQUIREMENTS**

**See Standard 1: General Requirements**

**2.0 APPLICATIONS**

No garage door will be installed that requires modification to the building structure.

- 2.1** Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.2** All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.
- 2.3** All garage doors shall be of aluminum or steel construction. One-piece or al panel style is optional. Sectional style shall be limited to five panels maximum.
- 2.4** Built-in self-closing mail slots are permissible.
- 2.5** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.6** All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.
- 2.7** No built-in type access or pet doors will be permitted.

**RESOLVED FURTHER**, that Resolution 03-15-127 adopted September 15, 2015, is hereby superseded in its entirety and no longer in effect; and

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

**MAY INITIAL NOTIFICATION**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion to adopt a resolution to revise Alteration Standard for 16: Garage Doors. Director Bruninghaus seconded the motion.

Discussion ensued among the Directors.

President diLorenzo called for the vote and the motion passed by unanimous consent.

12g. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 18: Gutters & Downspouts

Burt Baum, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-91**

**ALTERATION STANDARD SECTION 18 – GUTTERS AND DOWNSPOUTS**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 18 – Gutters and Downspouts.

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard Section 18 – Gutters and Downspouts;

**1.0 GENERAL REQUIREMENTS**

**See Standard Section 1: General Requirements**

**2.0 APPLICATIONS**

- 2.1** A splash block will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2** No downspout may be installed that will drain into an area that will affect surface drainage in an adverse way.
- 2.3** Applications to roofs where hangers penetrate or may harm the roofing in any way are prohibited.
- 2.4** All gutters and downspouts shall be seamless and the same style and color as the existing gutters on the building.
- 2.5** Gutters and downspouts will be of the same color to match the surface they are attached to.



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

**April Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion, seconded by Director Bruninghaus, to adopt the revised Alteration Standard 16: Garage Doors with the correction of the word "effect" to "affect" in 2.2.

Discussion ensued among the Directors.

President diLorenzo called for the vote and the motion passed by unanimous consent.

12h. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 26: Skylights

Burt Baum, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-92**

**Revise Alteration Standard Section 26: Skylight Installations**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard Section 26: Skylight Installations.

**NOW THEREFORE BE IT RESOLVED**, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 26: Skylight Installations;

**1.0 GENERAL REQUIREMENTS**

**See Standard Section 1: General Requirements**

**2.0 APPLICATIONS**

**2.1** Skylights may be of openable or fixed type.

**2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.

**2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.

**2.4** Roofing must be in strict conformance with the I.B.C., Third Mutual Standards, and standard drawings.

- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the Alterations Division office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof.
- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8** Maximum skylight size shall not exceed International Building Code and Title 24 requirements. All non-standard skylights are to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Building Code (I.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of ICBO approved double lens construction.
- 2.14** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15** **No trusses shall be cut in the installation of skylights.**

**RESOLVED FURTHER**, that Resolution 03-03-43 adopted May 20, 2003, is hereby superseded in its entirety and no longer in effect; and

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

**MAY INITIAL NOTIFICATION**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion to adopt a resolution the revised Alteration Standard for 26: Skylights. Director Parsons seconded the motion and it passed by unanimous consent.

- 12i. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 27: Tubular Skylights

Burt Baum, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-93**  
**Revise Alteration Standard 27: Tubular Skylight Installations**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard 27: Tubular Skylight Installations.

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors of this Corporation hereby adopts the following Alteration Standard 27: Tubular Skylight Installations;

**1.0 GENERAL REQUIREMENTS**

**See Standard Section 1: General Requirements**

**2.0 DEFINITIONS**

- 2.1** "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.
- 2.2** Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

**3.0 APPLICATIONS**

- 3.1** All roofing work shall be in strict conformance with current building codes and any applicable Mutual standard drawings.
- 3.2** **Notification:** Member must notify the Alterations Division office of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member is responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Permits and Inspections office.
- 3.3** **Final Inspection:** During the final inspection, should the Alterations Division office notice damaged/broken roofing materials that appear to be caused by the

installer/installation and absent prior notice of damage, the Member will be responsible for the proper repair(s).

- 3.4 ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) must assure that the requirements of federal, state and local government regarding asbestos removal procedures are met or exceeded.
- 3.5** No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.
- 3.6** Hypolon skirts will not be permitted as acceptable flashings.
- 3.7** All tubular skylight flashings are required to be minimum 8" in height.
- 3.8** All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.
- 3.9** All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.
- 3.10** Products: Henry Asphalt Primer (#103 or #105), Henry Cold-Ap Cement (#403), Henry Underlayment (#604), Henry Interply Adhesive (#902). Henry products may be substituted by an equal or better product. All substituted products require approval from the Permits and Inspections office.
- 3.11 No trusses shall be cut in the installation of the skylights.**

#### **4.0 INSTALLATION SPECIFICATIONS**

##### **4.1 FLAT ROOFS (Built Up Roofing)**

- a.** 10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs.
- b.** Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- c.** Apply Henry Asphalt Primer to flashing and scraped/spudded roof surface and let dry.
- d.** Apply Henry Cold-Ap Cement # 403 to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.

*(First Ply/Base Ply)*

- e. Apply Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. and cover with Henry Fiberglass ply sheet 25lb #604 starting at vertical surface across the flashing and over roof surface to a point three (3) inches beyond the edge of the flashing.

*(Second and Third Ply)*

- f. Apply Henry Interply Adhesive #902 and a second ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the Henry Interply Adhesive #902 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the Henry Fiberglass Ply Sheet #604 to ooze out slightly onto the vertical surface and above the ply. Both ply to be embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft.
- g. Apply one layer of \*MB Cap embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge and embed #11 Granule Aggregate or cap sheet (if flat or built up roof (BUR) is cap sheet).
- h. If cap sheet is used, nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using Henry Cold-Ap Cement # 403 and webbing.
- i. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

#### **4.2 3 STORY BUILDINGS**

Installations of tubular skylights on all three-story buildings are to follow Mutual Standards for Built-Up Roofing with the following changes:

- a. Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chases to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.

#### **4.3 PITCHED ROOFS:** All pitched roof (over 3:12) installations shall be as follows:

##### **4.3.1 Asphalt Composition Shingles**

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in Third Mutual.

- a. Pitched Metal Flashing: The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be placed into existing Asphalt Composition Shingles as existing roof jacks are installed.
- b. Metal Turret Extension: Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philip head, self-tapping stainless steel screws.
- c. Turret Shroud: Shall be installed onto Pitched Metal Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.

#### **4.3.2 Concrete & Clay Tile**

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual.

- a. Counter base Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
  - 1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counter base Flashing.
- b. Secondary Flashing: Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counter base Flashing. Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c. Turret Shroud: shall be installed onto Secondary Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.
- e. All tiles shall be saw cut and not "broken to fit".

#### **4.3.3 Metal Shingles**

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual. Single flashing permitted only on metal shingle roofs.

- a. Counter base Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
- b. Polypropylene Turret Extension: shall be installed onto Counter base Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c. Turret Shroud: shall be installed onto Flashing and Turret Extension.
- d. All tiles shall be saw-cut or sheared and not "broken or bent" to fit.

**RESOLVED FURTHER**, that Resolution 03-07-46 adopted May 15, 2007, is hereby superseded in its entirety and no longer in effect; and

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

**MAY INITIAL NOTIFICATION**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Baum made a motion to adopt a resolution to revised Alteration Standard for 27: Tubular Skylights. Director Parsons seconded the motion and it passed by unanimous consent.

**13. New Business**

13a. Entertain a Motion to Update Third Mutual Bylaw Section 6.4.5 Automatic Vacancy  
The Board moved this item to closed session.

13b. Entertain a Motion to Approve a Temporary Container Policy

Director Baum, Secretary of the Board, presented a summary of the following Resolution:

**RESOLUTION 03-18-XX**  
**Temporary Container Policy**

**WHEREAS**, the placement of temporary containers such as dumpsters, portable storage units (PODS), and contractor trailers has caused safety and mobility concerns throughout the Village; and,

**WHEREAS**; staff has developed a policy that addresses these concerns.

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors hereby introduces the Proposed Temporary Container Policy as attached to the official meeting minutes;

**RESOLVED FURTHER**, after a 24 hour notice from the contractor or Member, the Security Division will provide members and contractors locations to place these items;

**RESOLVED FURTHER**, the safety, placement, and housekeeping of these items are the responsibility of the member;

**RESOLVED FURTHER**, the Mutual reserves the right to remove or relocate any item to remedy an unsafe condition; 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.

**JUNE 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 30-days from the postponement to comply with Civil Code §4360.

Discussion ensued among the Directors.

By consensus, the Board introduced a resolution for 30-day review to approve a Temporary Container Policy.

13c. Entertain a Motion to Introduce the Revised Resale Correction Policy

Director Baum, Secretary of the Board, presented a summary of the following Resolution:

**RESOLUTION 03-18-XX**  
**REVISED RE SALE POLICY**

**WHEREAS**, on May 20, 2014, the Board of Directors approved Resolution 03-14-53, establishing a security deposit for resale inspections;

**WHEREAS**, resale inspections and inspection reports are an integral part of the resale process and non-conforming conditions or alterations noted on the inspection reports are vital for the protection of Mutual property and assets; and,

**WHEREAS**, Staff has found the current security deposit section of the resale policy to be administratively burdensome and withholds funds from members for an unreasonable length of time.

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors hereby introduces the Proposed Revised Resale Policy as attached to the official meeting minutes;



**RESOLVED FURTHER**, corrections and deficiencies found in the resale inspection will be noted in the report and will be provided to the seller;

**RESOLVED FURTHER**, the Seller will be held responsible for the corrections and deficiencies;

**RESOLVED FURTHER**, corrections and repairs to Mutual property and assets shall be completed by the close of escrow;

**RESOLVED FURTHER**, the remainder of the existing policy will remain unchanged;

**RESOLVED FURTHER**, that Resolution 03-14-53, adopted May 20, 2014, is hereby superseded in its entirety and no longer in effect; and

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

**JUNE 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 30-days from the postponement to comply with Civil Code §4360.

Discussion ensued among the Directors.

Lynne Corboz (3505-C) asked questions regarding this resolution.

By consensus, the Board introduced a resolution for 30-day review to revise the resale policy.

**13d. Entertain** a Motion to Introduce the Unauthorized Alteration Fee

Director Baum, Secretary of the Board, presented a summary of the following Resolution:

**RESOLUTION 03-18-XX**  
**Unauthorized Alteration Fee**

**WHEREAS**, the Mutual has seen an increase in unauthorized alterations; and,

**WHEREAS**, significant administrative staff time is necessary to investigate, document and process unauthorized alteration incidents.

**NOW THEREFORE BE IT RESOLVED**, June 19, 2018, that the Board of Directors hereby introduces the Unauthorized Alteration Fee;

**RESOLVED FURTHER**, effective September 1, 2018, the administrative fee for processing Mutual Consents after-the-fact will be \$300;

**RESOLVED FURTHER**, when it has been determined that a member has started or completed alterations without proper prior Mutual Consent, a Stop Work notice will be issued and the member will be scheduled for a disciplinary hearing before the Board;  
**RESOLVED FURTHER**, the member will be directed to apply for Mutual Consent and shall pay the Unauthorized Alteration Fee, which shall be in addition to the Board approved Mutual Consent processing fees;

**RESOLVED FURTHER**, payment of the Unauthorized Alteration Fee does not preclude the Member from disciplinary action by the Board;

**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.

**JUNE 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 30-days from the postponement to comply with Civil Code §4360.

Discussion ensued among the Directors.

By consensus, the Board introduced a resolution for 30-day review for an Unauthorized Alteration Fee.

**14. Committee Reports**

- 14a. Report of the Finance Committee / Financial Report - Director Parsons reported on the Treasurer's Report, Resale and Lease Reports. Next Meeting July 3, 2018, at 1:30 p.m. in the Board Room
- 14b. Report of the Architectural Controls and Standards Committee - Director Walsh gave an update from the last committee meeting. Next Meeting Tuesday, June 25, 2018, at 9:30 a.m. in the Sycamore Room
- 14c. Report of the Maintenance and Construction Committee - Director Walsh gave an update from the last committee meeting. Director Carpenter added comments about the Breezeways. Next Meeting July 2, 2018, at 1:00 p.m. in the Board Room
  - Report of the Parking and Golf Cart Task Force - Director Frankel
- 14d. Report of the Landscape Committee - Director Tung gave an update from the last committee meeting. Director Zalon showed pictures of other slopes in the area that converted to drought resistant native plants. Next Meeting July 5, 2018, at 9:00 a.m. in the Board Room

- 14e. Report of the Laguna Woods Village Traffic Hearings - Director Zalon gave an update from the last committee meeting. Next Hearing June 20, 2018, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room
- 14f. Report of the Communications Committee - Director Baum gave an update from the last committee meeting. Next Meeting July 18, 2018, at 1:30 p.m. in the Board Room
- 14g. Report of the Energy and Technology Committee - Director Walsh gave an update from the last committee meeting. At the next meeting the committee will change to Village Energy Task Force and the charter for the Task Force will be discussed. Next Meeting August 1, 2018, at 9:30 a.m. in the Cypress Room
- 14h. Report of the Water Subcommittee - Director Tung gave an update from the last committee meeting. Next Meeting August 14, 2018 at 11:00 a.m. in the Sycamore Room
- 14i. Report of the Resident Policy and Compliance Task Force - Director Baum gave an update from the last committee meeting. Next Meeting TBD

#### **15. GRF Committee Highlights**

- 15a. Community Activities Committee – Director Parsons reported on past and upcoming recreation and special events. Next Meeting July 19, 2018, at 1:00 p.m. in the Board Room
- 15b. Finance Committee – Director Parsons reported on highlights from the last committee meeting. Presentation by Blackrock will happen at the next meeting. Next Meeting August 22, 2018, at 1:30 p.m. in the Board Room
- 15c. Maintenance & Construction Committee – Director Frankel reported on highlights from the last committee meeting. Next Meeting August 8, 2018 at 9:30 a.m. in the Board Room
  - PAC Ad Hoc Committee – Next Meeting June 22, 2018 9:00 a.m. in the Board Room
- 15d. Media and Communications Committee – Director Baum reported on highlights from the last committee meeting. Next Meeting June 20, 2018 at 1:30 p.m. in the Board Room
  - Thrive Project Task Force – Next Meeting June 20, 2018 at 9:30 a.m. in the Cypress Room
- 15e. Mobility and Vehicles Committee-Director Frankel reported on highlights from the last committee meeting. Next meeting August 1, 2018, at 1:30 p.m. in the Board Room

15f. Security and Community Access Committee – Director Bruninghaus reported on highlights from the last committee meeting. Next meeting June 28, 2018, at 1:30 p.m. in the Board Room

- Disaster Preparedness Task Force—Next meeting July 31, 2018, 9:30 a.m. in the Cypress Room

**16. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 30-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

16a. Approve Revisions to the Non-Emergency Chargeable Maintenance Services

**17. Director's Comments**

- President diLorenzo asked about the Power Outage Task Force.
- Director Carpenter commented we are ahead of scheduled on the Breezeway Project and under budget.
- Director Zalon thanked the President for keeping us on time.

**18. Recess**

The Board recessed at 12:51 p.m. and reconvened into Executive Session at 1:25 p.m.

**Summary of Previous Closed Session Meeting per Civil Code Section §4935**

*During the May 15, 2018, Regular Executive Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) April 17, 2018 – Regular Executive Session*

*Discuss and Consider Member Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**

With no further business to come before the Board of Directors, the meeting was adjourned on June 19, 2018 at 5:51 p.m.



Burt Baum, Secretary of the Board  
Third Laguna Hills Mutual



## **~~Third Laguna Hills Mutual~~**

### **~~Section STANDARD 5A:-- Satellite Dishes: 1 One- Story Buildings~~**

ADOPTED NOVEMBER 2006, RESOLUTION 03-06-57

REVISED APRIL 2007, RESOLUTION 03-07-31

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

REVISED NOVEMBER 2013, RESOLUTION 03-13-119

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

REVISED JUNE 19, 2018, RESOLUTION 03-18-86

#### **1.0 GENERAL GUIDELINES**

#### **SEE STANDARD SECTION 1: 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 must 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 must 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 must commence prior to 7:00a.m. and no work shall must be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall must 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 must be permitted on Sunday.
- 1.5 — PLANS:** The Member applying for a permit shall must 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 must 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 must 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 GENERAL GUIDELINES**

- 2.1** Any installation permitted in Mutual Common Area at one story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3** The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4** No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5** Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it ~~shall~~must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and  
re-installation ~~shall~~must be borne by the Mutual Member.
- 2.6** Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7** Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and the restoration of any Mutual property, at the Member's expense.

**2.8** Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document~~.

2.9 If the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

2.10 All satellite dish installations must be removed at the time of sale.

### **3.0 INSTALLATION GUIDELINES**

**3.1** Satellite dish installation is permitted on Exclusive Use Common Area, i.e., ~~patios~~patio, atrium or courtyard. The dish must stay within the footprint of ~~patios~~such areas.

**3.2** Satellite dish installation is permitted on building fascias ~~of detached manors only~~. The ~~resident Member shall~~must make all efforts coordinate with and receive approval from the Alterations Department for all satellite dish locations. All to install a satellite dish ~~installations must that will~~ not be visible from neighboring street(s). Satellite dishes must be installed no less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street.

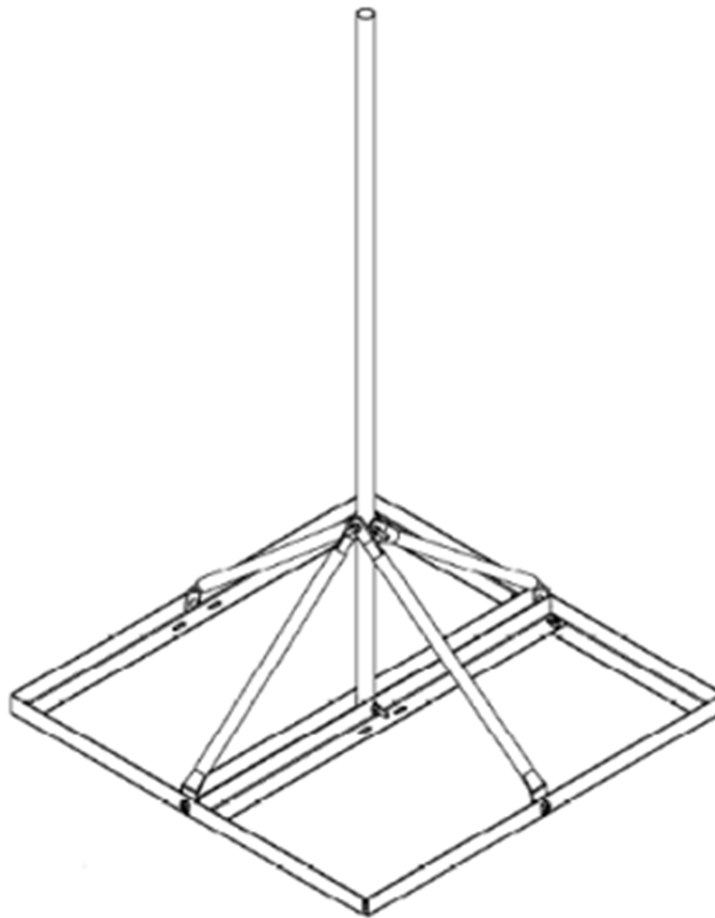
**3.3** For satellite dish installations on building fascias of detached manors, the mounting bracket ~~and its perimeter bolt pattern~~must be clamp style and must fully fit onto the fascia, with no overhang.

**3.4** Satellite dish installation is permitted on **flat roofs** when the location does not interfere with the overall visual continuity of the manor and/or surrounding area. No satellite dish or any portion of a satellite dish and its related Member ~~shall~~shall be attached to any built-up roofing on a flat roof. See 2.2 for installation criteria.



- 3.5 To install a dish on a **flat roof**, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinderblocks~~ concrete blocks (see Example 1 below).
- 3.6 For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- 3.7 Only one (1) satellite dish per manor is allowed.
- 3.8 Any satellite dish installed on Common Area ~~shall~~must not exceed a diameter of 36".
- 3.9 No coaxial cable ~~shall~~must be larger than ½" in diameter.
- 3.10 Fasteners ~~shall~~must be properly sealed to prevent moisture intrusion. Sealants ~~shall~~must be specifically manufactured for the application for which it is used.
- 3.11 Drilling through a roof is prohibited.
- 3.12 Mounting a satellite dish on a chimney is prohibited.
- 3.13 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.14 Mounting of a satellite dish to PVC, ABS, or plumbing vent pipes is prohibited.
- 3.15 No modifications to any fascia, rain gutter or plumbing vent ~~shall~~must be permitted. A satellite dish installation ~~shall~~must not obstruct a rain gutter or plumbing vent in any way.

- 3.16** ~~It is recommended that satellite~~ Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.



**Example 1: Non-Penetrating Satellite Dish Roof Mount**



## ~~Third Laguna Hills Mutual~~

### ~~Section STANDARD 5B:-~~ **Satellite Dishes** ~~2Two-~~ **Story Buildings**

ADOPTED NOVEMBER 2006, RESOLUTION 03-06-58

REVISED APRIL 2007, RESOLUTION 03-07-32

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

REVISED NOVEMBER 2013, RESOLUTION 03-13-120

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

REVISED JUNE 19, 2018, RESOLUTION 03-18-87

#### **1.0 GENERAL REQUIREMENTS**

#### **SEE STANDARD ~~SECTION 1:~~ 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 GENERAL GUIDELINESAPPLICATIONS**

**2.1** Any installation permitted in Mutual Common Area at two story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.

**2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.

- 2.3** The Member ~~shall~~must indemnify the Mutual and assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4** No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5** Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it ~~shall~~must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation ~~shall~~must be borne by the Mutual Member.
- 2.6** Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception- Devices rule (OTARD).
- 2.7** Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.
- 2.8** Should the proposed location of a satellite dish be in an area that is Common Area, the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~-or similarly titled document.~~
- 2.9** Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Division.
- §2.10** All satellite dish installations must be removed at the time of resale.

### 3.0 **INSTALLATION GUIDELINES**

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, e.g. patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2 Only one (1) satellite dish per manor is allowed.
- 3.3 Any satellite dish installed on Common Area ~~shall~~must not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.16 herein.
- 3.4 No coaxial cable ~~shall~~must be larger than ½" diameter.
- 3.5 Unless otherwise specified, coaxial cable ~~shall~~must be encased in ½", 26 gauge steel ~~wire mold~~wire mold -fastened to the surface of the wall with ½"- mounting clips and anchors, specified for stucco, attached every four feet. ~~Wire mold~~Wire mold ~~shall~~must be painted to match the surface to which it is attached **prior to installation**. Fasteners ~~shall~~must be properly sealed to prevent moisture intrusion. Sealants ~~shall~~must be specifically manufactured for the application for which it is used.
- 3.6 Drilling through a roof is prohibited.
- 3.7 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.8 Mounting of a satellite dish to PVC, ABS, plumbing vent pipes is prohibited.
- 3.9 No satellite dish or any portion of a satellite dish and its related ~~members~~ shallmust be attached to any built-up roofing on a flat roof.

**3.10** Mounting a satellite dish on a chimney is prohibited.

**3.11** No modifications to any fascia, rain gutter or plumbing vent ~~shall~~must be permitted. A satellite dish installation ~~shall~~must not obstruct a rain gutter or plumbing vent in any way.

**3.12** ~~It is recommended that satellite~~ Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.

**3.13 Buildings with flat roof and mansard roof**

(a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.

(b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.

(c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" cinderblocks (see Example 1 below).

(d) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. (Do not alter or damage the tile or rain gutter in any way.

(e) Attach ~~wire~~mold~~wire mold~~ to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached

wiremoldwire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)

- (f) Do not place wiremoldwire mold –within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremoldwire mold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

### 3.14 Buildings with flat roof and parapet

- (a) Place the satellite dish on the flat roof approximately 15 feet from the parapet above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" cinderblocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the flat roof to the parapet. Continue the coaxial cable up the wall of the parapet, over the crown, and down until it is several inches below an existing wire- mold installation. (Do not attach the coaxial cable to the interior wall of the parapet with fasteners.) Attach new wiremoldwire mold immediatelyimmediately below the existing wiremoldwire mold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the coaxial cable in the attached wiremoldwire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)



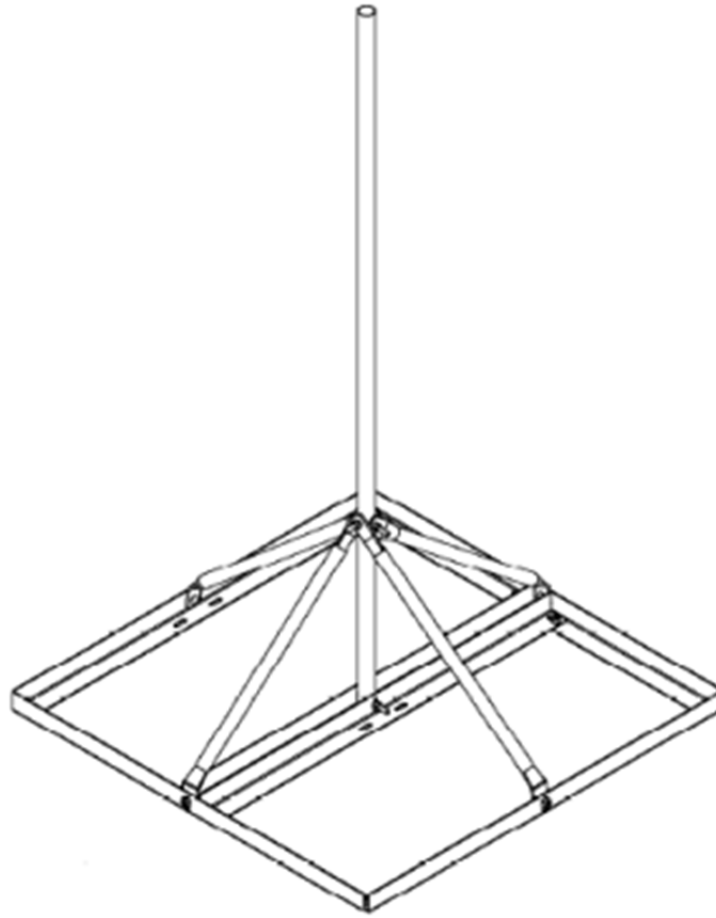
- (e) Do not use, alter or damage existing wire mold installation.

### 3.15 Seville

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building, existing ~~fascias~~fascia, or on roof beams.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" ~~cinder blocks~~concrete blocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the roof to the fascia. Attach the coaxial cable to the inside of the fascia and continue down to a location that is directly in line above the room selected for installation of the jack. Attach the coaxial cable to the overhang and continue to the wall of the building. Attach wire mold to the wall, vertically, in a straight line down to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing ~~wire mold~~wire mold installation. Do not alter or damage rain gutters.

### 3.16 ~~Catalina~~, Casa Milano, La Quinta and Villa Lugano series

- (a) Mounting of satellite dishes on buildings is permitted only upon approval of Permits and Inspections office of a detailed plan indicating all work to be done, i.e., size, location, description and specifications.
- (b) Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.



**Example 1: Non-Penetrating Satellite Dish Roof Mount**



## ~~THIRD LAGUNA HILLS MUTUAL~~

### SECTION STANDARD 12: EXTERIOR WALL ATTACHMENTS

MARCH 1983

REVISED APRIL 1996, RESOLUTION M3-96-28

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

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

REVISED JUNE 19, 2018, RESOLUTION 03-18-88

#### ~~SECTION 12—~~

#### 1.0 GENERAL REQUIREMENTS

##### SEE STANDARD SECTION 1: 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 Manor Alterations Department 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.~~
- ~~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 **APPLICATIONS**

2.1 No attachments may cover any electrical outlets or junction boxes.

2.2 No attachments may cover over plumbing access covers, cleanouts, or shutoffs.

2.3 No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.

2.4 All attachments must be permanent in nature and not subject to extreme weathering or deterioration.

~~22.5~~ Any exterior wall attachment will be limited to only those walls which face ~~limited-Exclusive Use~~ Common Areas, such as patios or atriums with the exception of American Flags.

## 3.0 **TILE AND VENEER-PAVERS**

3.1 Tile ~~pavers and veneer~~ used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.

3.2 Tile ~~and veneer used as a brick veneer~~ will be limited to use on stucco covered exterior chimneys and entryway columns.

3.3 Tile must match in color, design, and size as close as possible any existing brickwork on building ~~existing~~.



#### **4.0 TRELLIS AND WROUGHT IRON DESIGNS**

- 4.1 Any -trellis attached to a wall must be painted the same color as the wall.
- 4.2 Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached ~~to~~.
- 4.3 Wrought iron shall be easily removable for access to the wall for painting purposes.
- 4.4 All lags or screws into walls must be sealed prior to installation to prevent water penetration.

4.5 All trellis and wrought iron shall be mounted vertically.

#### **5.0 MURALS, AND WALL HANGINGS**

- 5.1 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.
- 5.2 Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.



## THIRD LAGUNA HILLS MUTUAL

### SECTION 14 **STANDARD 14: FIREPLACE INSTALLATIONS**

JANUARY 1989

REVISED APRIL 1996, RESOLUTION M3-96-28

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

REVISED MAY 2013, RESOLUTION 03-13-55

REVISED JUNE 19, 2018, RESOLUTION 03-18-89

#### 1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

#### ~~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.~~ Resolution 03-18-89

~~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 **APPLICATIONS**

~~2.1 All installations must meet the Southern California Air Quality Management District (SCAQMD) Rule 445 Wood Burning Devices as required by the City of Laguna Woods (949-639-0500). No new wood or gas burning fireplaces are permitted~~

2.2 Any alterations to fireplaces shall be constructed to the same height and width as the originally designed units.

~~2.3 Fireplaces will be permitted to be built only as a part of a building where a fireplace had been an optional item during construction and shall be located as shown on the original plan.~~

2.43 The exterior design and construction shall be as originally planned~~constructed~~. Resolution 05-18-89

2.54 Fireplaces ~~will be permitted to~~ may be removed in single story Manors.

2.65 The installation of a carbon monoxide detector is required when a fireplace is ~~installed~~ altered if one does not exist.

### 3.0 SPARK ARRESTORS

3.1 Spark arrestors will be required for ~~new~~ all units ~~fireplaces~~.

~~3.2 Spark arrestors shall be flat wire or screen type as part of the flue assembly designed for the unit.~~

3.2 A permit will be required for installation of spark arrestors or rain caps for existing fireplaces. Some units, depending upon design and color, may be required to be painted to match the building or chimney color.

3.3 No spark arrestor or rain cap may protrude higher than 12" above the flue exit.





## ~~THIRD LAGUNA HILLS MUTUAL~~

### ~~SECTION STANDARD 16: GARAGE DOORS, SECTIONAL OR ONE PIECE~~

JANUARY 1993

REVISED AUGUST 2002, RESOLUTION M3-02-39

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

REVISED DECEMBER 2014, RESOLUTION 03-14-141

REVISED SEPTEMBER 2015, RESOLUTION 03-15-127

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

REVISED JUNE 19, 2018, RESOLUTION 03-18-90

#### 1.0 GENERAL REQUIREMENTS

#### SEE STANDARD SECTION 1: GENERAL REQUIRMENTS

#### 1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES: A Mutual Consent for Manor Alteration(s) is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual Consents 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 Manor Alterations Department 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 Manor Alterations Department 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 Manor Alterations Department.~~

~~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 **APPLICATIONS**

2.1 No garage door will be installed that requires modification to the building structure.

2.2 Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.

2.3 ~~With the exception provided in paragraph 2.4, Aall garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. **The style and color of all doors installed shall be selected to match other garage doors in the same building.**~~

2.4 ~~Alteration metal garage doors with a white/off-white factory finish are exempt from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that particular building.~~

2.54 All garage doors shall be of aluminum, ~~wood~~ or steel construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.

- | **2.65** Built-in self closing mail slots are permissible.
- | **2.76** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- | **2.87** All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the ~~Permits and Inspections office~~Alterations Department will be deemed in keeping with the existing architecture of the building.
- | **2.98** No built-in type access or pet doors will be permitted.



## ~~THIRD LAGUNA HILLS MUTUAL~~

### **SECTION 18 GUTTERS & DOWNSPOUTS**

**OCTOBER 1981**

**REVISED APRIL 1996 RESOLUTION M3-96-28**

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

**GENERAL REQUIREMENTS REMOVED JANUARY 2018, RESOLUTION 03-18-XX**

**REVISED JUNE 19, 2018, RESOLUTION 03-18-91**

#### **1.0 GENERAL REQUIREMENTS**

##### **See Standard Section1: 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 APPLICATIONS

- 2.1 A splashblock will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2 No downspout may be installed that will drain into an area that will effect yard surface drainage in an adverse way.
- 2.3 Applications to roofs where hangers penetrate or may harm the roofing in any way ~~will not be allowed~~ are prohibited.



- 
- 2.4** All gutters and downspouts ~~will~~shall be seamless and ~~of~~ the same ~~type~~style and color ~~as to match~~as the existing gutters on the building.
- 2.5** Gutters and downspouts will be of the same color to match the surface they are attached to.



## ~~THIRD LAGUNA HILLS MUTUAL~~

### ~~SECTION STANDARD 26: SKYLIGHT INSTALLATIONS~~

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

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

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

REVISED JUNE 19, 2018, RESOLUTION 03-18-92

#### **1.0 GENERAL REQUIREMENTS**

##### **SEE STANDARD SECTION 1: 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 APPLICATIONS**

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing must be in strict conformance with the I.U.B.C., Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the P.C.M. Permits and Inspections Alterations Department office will be deemed in keeping with the existing architecture. -All skylights shall match other existing skylights. Clear skylights are not acceptable on any



roof.

- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8** Maximum skylight size shall not exceed Uniform-International Building Code and Title 24 requirements. All questionable-non-standard skylights are to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform-International Building Code (IU.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of ICBO approved double lens construction.
- 2.14** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15 No trusses shall be cut in the installation of skylights.**

ATTACHMENT 2



**THIRD LAGUNA HILLS MUTUAL**

**SECTION STANDARD 27: TUBULAR SKYLIGHT INSTALLATIONS**

SEPTEMBER 1995  
REVISED MAY 2003, RESOLUTION 03-03-44  
REVISED MAY 2007, RESOLUTION 03-07-46  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION  
03-18-12 REVISED JUNE 19, 2018, RESOLUTION 03-18-93

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: 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 **DEFINITION**

2.1 "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

2.2 Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

## 3.0 **APPLICATIONS**

- 3.1 All roofing work shall be in strict conformance with current building codes and any applicable Mutual standard drawings.
- 3.2 **Notification:** Member must notify the ~~Permits and Inspections~~Alterations Division office of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member is responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Permits and Inspections office.
- 3.3 **Final Inspection:** During the final inspection, should the ~~Permits and Inspections~~Alterations Division office notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member will be responsible for the proper repair(s).
- 3.4 **ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) must assure that the requirements of federal, state and local government regarding asbestos removal procedures are met or exceeded.
- 3.5 No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.
- 3.6 Hypolon skirts will not be permitted as acceptable flashings.
- 3.7 All tubular skylight flashings are required to be minimum 8" in height.
- 3.8 All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.
- 3.9 All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.
- 3.10 Products: Henry Asphalt Primer (#103 or #105), Henry Cold-Ap Cement (#403), Henry Underlayment (#604), Henry Interply Adhesive (#902). Henry products may be substituted by an equal or better product. All substituted products require approval from the Permits and Inspections office.
- 3.11 **No trusses shall be cut in the installation of the skylights.**

## 4.0 **INSTALLATION SPECIFICATIONS**

### 4.1 **FLAT ROOFS (Built Up Roofing)**

- a. 10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs.
- b. Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- c. Apply Henry Asphalt Primer to flashing and scraped/spudded roof surface and let dry.
- d. Apply Henry Cold-Ap Cement # 403 to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.

*(First Ply/Base Ply)*

- e. Apply Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. and cover with Henry Fiberglass ply sheet 25lb #604 starting at vertical surface across the flashing and over roof surface to a point three (3) inches beyond the edge of the flashing.

*(Second and Third Ply)*

- f. Apply Henry Interply Adhesive #902 and a second ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the Henry Interply Adhesive #902 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the Henry Fiberglass Ply Sheet #604 to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft.
- g. Apply one layer of \*MB Cap embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge

and embed #11 Granule Aggregate or cap sheet (if flat or built up roof (BUR) is cap sheet).

- h. If cap sheet is used, nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using Henry Cold-Ap Cement # 403 and webbing.
- i. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

#### 4.2 **3 STORY BUILDINGS**

Installation of tubular skylights on all three-story buildings are to follow Mutual Standards for Built-Up Roofing with the following changes:

- a. Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chase to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.
- ~~b. An "In-Progress" inspection by the Permits and Inspections office is required for all tubular skylights installed in 3 Story buildings.~~

#### 4.3 **PITCHED ROOFS:** All pitched roof (over 3:12) installations shall be as follows:

##### 4.3.1 **Asphalt Composition Shingles**

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in Third Mutual.

- a. Pitched Metal Flashing: The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be laced into existing Asphalt Composition Shingles as existing roof jacks are installed.
- b. Metal Turret Extension: Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philip head, self-tapping stainless steel screws.
- c. Turret Shroud: Shall be installed onto Pitched Metal Flashing and Turret Extension.

- d. No caulking will be used as primary water leak protection.

#### **4.3.2 Concrete & Clay Tile**

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.

- 1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counterbase Flashing.

- b. Secondary Flashing: Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counterbase Flashing.
- c. Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- d. Turret Shroud: shall be installed onto Secondary Flashing and Turret Extension.
- e. No caulking will be used as primary water leak protection.
- f. All tiles shall be saw cut and not "broken to fit".

#### **4.3.3 Metal Shingles**

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual. Single flashing permitted only on metal shingle roofs.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.

- b.** Polypropylene Turret Extension: shall be installed onto Counterbase Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c.** Turret Shroud: shall be installed onto Flashing and Turret Extension.
- d.** All tiles shall be saw-cut or sheared and not "broken or bent" to fit.