



## **OPEN MEETING**

### **REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE\***

**Monday, March 6, 2023 at 1:30 p.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings in-person and virtually. To submit comments or questions virtually for committee meetings, please use one of the following options:

1. Join the committee meeting via Zoom by clicking this link:  
<https://us06web.zoom.us/j/81435641900> or by calling 1-669-900-6833, Webinar ID: 81435641900.
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report from January 9, 2023
4. Remarks of the Chair
5. Member Comments – *(Items Not on the Agenda)*
6. Response to Member Comments
7. Department Head Update
  - *Introduction of Adam Feliz, Maintenance Operations Manager*
8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*
  - a. Project Log
  - b. Solar Production Report
9. Items For Discussion and Consideration
  - a. Review M&C Committee Charter
  - b. 2023 Asphalt Seal Coat Program – Verbal Report
  - c. Annual Termite Inspection Program – Verbal Report
  - d. Garden Villa Building 2399 Trash Area Door Replacement

10. Items for Future Agendas: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*
  - a. Shepherd's Crook Alternatives for 2024
  - b. Mailbox Replacement Options for Buildings 3434-3438
11. Committee Member Comments
12. Date of Next Meeting: Monday, May 1, 2023 at 1:30 p.m.
13. Recess - At this time, the meeting will recess for a short break and reconvene to Closed Session to discuss the following matters.

Closed Session Agenda

*Approval of the Agenda*

*Chair's Remarks*

*Discuss and Consider Contractual Matters*

*Adjournment*

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

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## **OPEN MEETING**

### **REPORT OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE\***

**Monday, January 9, 2023 at 1:30 p.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

### **REPORT**

**MEMBERS PRESENT:** Ralph Engdahl - Chair, Jim Cook, Cris Prince, Moon Yun

**MEMBERS ABSENT:** Cush Bhada, Mark Laws

**OTHERS PRESENT:** Dave Bienek, Advisor

**STAFF PRESENT:** Manuel Gomez, Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

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

Chair Engdahl called the meeting to order at 1:30 p.m. and established that a quorum was present.

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

The agenda was amended to add a discussion of Shepherd's Crook Installation as item 9e. Hearing no objection, the agenda was approved as amended.

#### **3. Approval of the Meeting Report from November 7, 2022**

Hearing no objection, the meeting report was approved by unanimous consent.

#### **4. Remarks of the Chair**

None.

#### **5. Member Comments – (*Items Not on the Agenda*)**

None.

#### **6. Response to Member Comments**

None.

## **7. Department Head Update**

Mr. Gomez introduced Mr. Mejia who provided an update on the Gate 11 French Drain RFP to address excessive water seepage. The design plans are currently in city plan check; staff anticipates it will solicit contractor bids in the spring; and the preliminary construction cost estimate is \$300,000.

Chair Engdahl thanked staff for the update.

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

- a. Project Log
- b. Solar Production Report

Hearing no changes or objections, the motion to approve the Consent Calendar was passed by unanimous consent.

## **9. Items For Discussion and Consideration**

### **a. Red Curb Request from 2283 Via Mariposa**

Mr. Mejia presented the item and answered questions from the committee. Discussion ensued regarding the parameters for approving the addition of red curbs. A motion was made to deny the request and was approved by unanimous consent.

### **b. Red Curb Request from 5351-N Algarrobo**

Mr. Mejia presented the item and answered questions from the committee and the manor owner who made the request. Discussion ensued regarding the parameters for approving the addition of red curbs. A motion was made to deny the request and was approved by unanimous consent.

### **c. Mailbox Request from CDS 344**

Mr. Gomez presented the request to replace in-wall mailbox clusters at 5 buildings with stand-alone pedestal style mailboxes. Discussion ensued among the committee and residents of CDS who submitted the request. Mr. Gomez and Mr. Barnette addressed concerns including mail theft; large boxes do not fit in the mailbox; and mail being damaged by rain. Staff reported that the replacement mailboxes are larger than the existing mailboxes, are secured with a lock; and are USPS compliant.

A motion was made and seconded to approve staff's recommendation to replace the in-wall mailbox cluster with a new in-wall, post office compliant, mailbox cluster with the option for manor owners to pay the difference should the 6-manor building owners desire an upgraded pedestal style mailbox. The motion passed by unanimous consent. The members were offered the opportunity to appeal the decision to the Third Laguna Hills Mutual Board of Directors.

**d. Report on the Feasibility of Additional Solar Installations – Verbal Report**

Mr. Mejia updated the committee on the existing solar installations on 12 of the 3-story buildings within the mutual which have generated approximately 1.1 million KWh per year since 2017. The original investment was \$2.6 million and will take 12 years to fully recover.

The estimated cost of a similar additional solar panel installation on a 3-story building is approximately \$300,000 and would take double the amount of time to recover due the expiration of NEM 2.0 subsidies in April 2023. Current installations will not be affected by the new regulations associated with implementation of NEM 3.0 which begins in April 2023, which lowers the export rates to the grid and encourages the adoption of grid storage/batteries.

Discussion ensued regarding the benefits of an additional solar installation considering the initial investment; waiting for technology improvements; and potential future material cost increases.

Chair Engdahl thanked Mr. Mejia for his report and asked staff to continue to look for new information and opportunities.

**e. Shepherd's Crook Project Update**

Mr. Gomez requested clarification on a prior decision to install the minimum number of linear feet of Shepherd's Crook to keep the CUP active knowing that GRF would be increasing their installation in 2023. United M&C has also voted to increase their installation to complete a section of fencing along El Toro Road thereby meeting the CUP minimum requirement. This recommendation is being presented to the United Finance Committee and then the United Board for approval. Mr. Gomez pointed out that there is a 470-foot section of barbed wire remaining near Gate 11 of which 320 feet has been budgeted for replacement in 2023.

A motion was made and seconded to recommend the board cancel the scheduled installations and complete zero feet in 2023. The vote was carried by a vote of 3-1 (Chair Engdahl opposed).

**10. Items for Future Agendas:** *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

Chair Engdahl reviewed the items and made the following comments:

Policy to address reimbursements for MI events when residents pay for work due to delay in response from VMS.

Chair Engdahl recommended this item be addressed by the Resident Policy and Compliance Committee.

Future electric vehicle charging options

Chair Engdahl commented that the mutual is not pursuing any major changes to the EV charging options at this time but is open to future options for carports. Director Cook commented that while the application process to install garage chargers has been streamlined, there is a shortage of electricians to perform the installations.

Shepherd's Crook alternatives for 2024

Chair Engdahl commented that this item has been covered for 2023. Director Cook added that an anticipated report from Security on the number of intrusions would be beneficial to help determine the necessity of additional installations.

**11. Committee Member Comments**

None.

**12. Date of Next Meeting:** Monday, March 6, 2023 at 1:30 p.m.

**13. Adjournment**

The meeting was adjourned at 3:00 p.m.

  
Ralph Engdahl, Chair

Ralph Engdahl, Chair  
Manuel Gomez, Staff Officer  
Telephone: 949-268-2380



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Third Mutual Project Log January 2023 (Prepared February 27)						
#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
1	910 Bldg. Maint	Pest Control for Termites	This annual program is funded to eradicate dry wood termites from inaccessible areas by tenting buildings for fumigation and includes hotel accommodations during whole structure fumigation. The program also includes funding for local termite treatments and the removal of bees/wasps as needed.	Planning to schedule 59 buildings for tenting between May and October.	May to November 2023	Budget: \$360,000 Exp: \$0 Balance: \$360,000
2	920 Projects	Building Structures	This ongoing program is funded to repair or replace building structural components that are not performing as designed. As building structural issues are reported and inspection requests are received, staff schedules an engineer to field inspect and, if required, provide a recommendation for repairs. In addition, roofing repairs are performed after Prior to Paint crews replace fascia due to dry rot. As part of this budget, staff will proactively inspect buildings for drainage issues and provide repairs as needed.	Building 2276: Elevated Walkway Repairs. Construction is scheduled for March 1- May 14 .  Building 5059: Drainage Correction. Rain Gutters to be installed by mid- March.	Annual Program	Budget: \$500,000 Exp: \$0 Balance: \$500,000
3	920 Projects	Senate Bill 326 Load Bearing Component Inspections	This program is funded to conduct an assessment for inspection and testing of exterior elevated elements, defined as the load-bearing components and associated waterproofing systems in randomly selected buildings and facilities within the community. Staff will continue the planning and budgeting process to complete the necessary inspection submittal requirements due January 2025, as outlined in Senate Bill 326.	Inspections for the following 17 buildings were completed in February 2023: 2338, 2351, 3245, 3246, 3247, 3248, 3249, 3250, 3251, 3252, 3253, 3271, 3272, 3273, 3274, 3275, 3276  Inspections for the following 5 buildings are scheduled for March 2023: 3277, 3278, 3279, 3280, 3281		Budget: \$50,000 Exp: \$0 Balance: \$50,000
4	920 Projects	Dry Rot Program	This program is funded to implement a systematic approach to eradicating wood rot throughout Third Mutual.	None Scheduled.	Annual Program	Budget: \$210,000 Exp: \$0 Balance: \$210,000

5	920 Projects	<b>Foundations Program</b>	This ongoing program is funded to replace foundations showing signs of distress or impending failure. These repairs or replacements are performed on an as-needed basis. Staff performs field observations when a foundation inspection request is received. If needed, a structural engineer is then scheduled to inspect the foundation and provide a recommendation.	None Scheduled.	Annual Program	Budget: \$35,000 Exp: \$0 Balance: \$35,000
6	904 Maint Svc	<b>Electrical Systems</b>	This ongoing program is funded to repair or replace electrical equipment failures as needed.	None Scheduled.	Annual Program	Budget \$30,000 Exp: \$0 Balance: \$30,000
7	910 Bldg. Maint	<b>Gutters - Replacement and Repair</b>	Gutter replacement and repairs are performed on original construction building rain gutters and downspout systems that are exhibiting deterioration. The Board authorized installation of new gutters using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building to address drainage issues and to prevent foundation problems.	Gutters scheduled to be replaced on the following buildings in 2023: Buildings 2197, 2334, 2341, 2342, 2347, 2348, 2351 and 2201.	Annual Program	Budget: \$113,127 Exp: \$0 Balance: \$113,127
8	910 Bldg. Maint	<b>Exterior Paint Program</b>	This 15-year full cycle program is funded to paint all exterior components of each building including the body (stucco/siding); fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs are replaced. Lead abatement activities are also performed in conjunction with this program.	CDS scheduled for 2023: CDS 202, 221, 401, 402, 403, 404, 405 and 406	Annual Program	Budget: \$1,597,812 Exp: \$0 Balance: \$1,597,812
9	910 Bldg. Maint	<b>Prior to Paint Program (PTP)</b>	This 15-year full cycle program is funded to repair dry rot and decking surfaces prior to painting.	CDS scheduled for the following locations in 2023: 221, 401, 402, 403, 404, 405 and 406	Annual Program	Budget: \$1,167,546 Exp: \$0 Balance: \$1,167,546
10	920 Projects	<b>Asphalt Paving Program</b>	This annual program is funded to preserve the integrity of CDS street paving. Annual inspections are conducted and repaving is scheduled as needed.	Overlay paving work is scheduled at the following locations in 2023: CDS 224, 321, 325, 375 . Full depth paving work is scheduled at: CDS 338, 3162, 3181, 3294, 3296. Asphalt paving work will be completed during the month of July.	Annual Program July 2023	Budget: \$392,929 Exp: \$0 Balance: \$392,929

11	920 Projects	<b>Seal Coat Program</b>	This ongoing program is funded to extend the life of the asphalt paving by sealing asphalt cracks and applying a bituminous slurry seal to the asphalt surface preventing water intrusion and protecting the asphalt from deterioration.	Seal coat maintenance work is scheduled at the following locations in 2023: CDS 202, 215, 217, 218, 220, 221, 222, 225, 2353, 2402, 301, 302, 311, 312, 313, 320, 322, 333, 368, 370, 3286, 3291, 3328, 3333, 3339/40 & 3501.	Annual Program August 2023	Budget: \$46,492 Exp: \$0 Balance: \$46,492
12	920 Projects	<b>Roof Replacement - BUR to PVC Cool Roofing</b>	This ongoing program is funded to replace roofs at the end of their serviceable life with a PVC Cool Roof system. Built-up roofs are inspected 15 years after installation.	Flat BUR roof replacement work with PVC cool roofing will be completed at the following buildings in 2023: 2278, 2282, 2292, 2309, 2319, 2383, 3012, 3034, 3038, 3149, 3157, 3241, 3271, 3303, 3405, 3475, 3487, 3501, 3513, 4024, 5011, 5349, 5460, 5465, 5468, 5474, 5526, 5536, 5537, & 5539.	April - October 2023	Budget: \$1,094,077 Exp: \$0 Balance: \$1,094,077
13	920 Projects	<b>Emergency Roof Repair &amp; Preventive Maintenance Programs</b>	This ongoing program is funded as a contingency to preserve and prolong the serviceable life of roofs by performing emergent repairs as needed. As emergency roof leak requests are received, staff schedules the roofing contractor to investigate roof related issues. If required, the roofing contractor will perform the necessary repairs.	Preventive roof maintenance is scheduled on roofs that were replaced 5 and 10 years ago.  5 Year Maintenance - 53 buildings are scheduled for 2023 10 Year Maintenance - 58 buildings; 5 carpools are scheduled for 2023	Annual Program	Budget: \$197,007 Exp: \$0 Balance: \$197,007
14	920 Projects	<b>Roof Replacement - Light Weight Tile to Comp Shingle Roofs</b>	Beginning with the 2020 Business Plan, the Board elected to initiate the Light Weight Tile Replacement program to address premature failure of existing tile roofs. Light weight tile roofs will be replaced with composition shingle roof systems.	Lightweight tile roofs will be removed and replaced with triple laminate composition shingles at the following buildings in 2023: B3215 & B3343	March - April 2023	Budget: \$119,925 Exp: \$0 Balance: \$119,925
15	920 Projects	<b>Shepherd's Crook</b>	This ongoing program is funded to remove and replace barbed wire with Shepherd's Crook on all perimeter block on a phased approach.	To date, a total of 6,702 LF out of 33,525 LF of Shepherd's Crook has been installed.  2023 program is on hold.	Annual Program	Budget: \$35,000 Exp: \$0 Balance: \$35,000
16	904 Maint Svc	<b>Epoxy Wasteline Remediation</b>	This ongoing program is funded to install seamless epoxy liners within existing interior and exterior waste pipes to mitigate future root intrusion as well as to resolve and prevent future back-up problems related to compromised pipes.	Total number of buildings in Third Mutual: 1405 Number of buildings left to complete: 1039  Buildings scheduled for 2023: B3241 and B3365	Annual Program	Budget: \$1,000,000 Exp: \$0 Balance: \$1,000,000
17	920 Projects	<b>Water Lines - Copper Pipe Remediation</b>	This ongoing program is funded to install epoxy liners in copper water lines in all buildings which experience a high frequency of copper pipe leaks.	There are no buildings scheduled for the month of January, February or March. The following buildings will be completed in 2023: B2110, B2113, B2136, 2192 and B4005.	Annual Program	Budget: \$500,000 Exp: \$0 Balance: \$500,000
18	920 Projects	<b>Elevator Replacement Program</b>	This ongoing program is funded to replace mechanical equipment and interior renovations as needed. The annual budget will allow for 2 elevator cab upgrades.	Buildings 3243 and 3244 are scheduled for equipment upgrades. Construction to be completed by the end of December.	Annual Program	Budget: \$125,000 Exp: \$0 Balance: \$125,000

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Third Mutual Solar Production Report

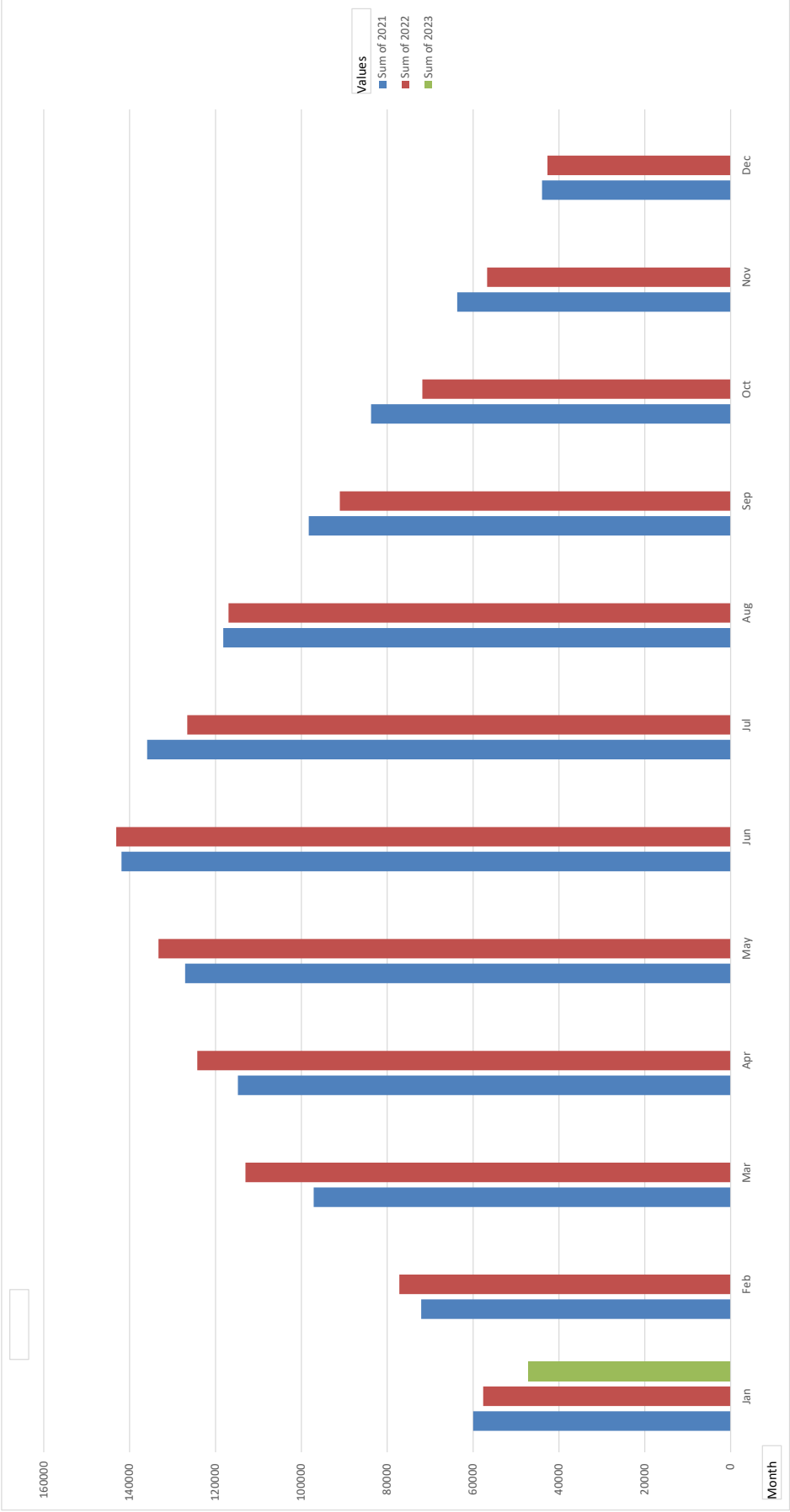
2023 Production													
Third Mutual Project	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
2353 Via Mariposa	5,600												5,600
2381 Via Mariposa	4,550												4,550
2393 Via Mariposa West	4,360												4,360
2394 Via Mariposa West	1,570												1,570
2397 Via Mariposa West	4,980												4,980
2399 Via Mariposa West	2,460												2,460
2400 Via Mariposa West	5,250												5,250
3242 San Amadeo	4,180												4,180
3243 San Amadeo	4,150												4,150
3420 Calle Azul	3,082												3,082
5372 Punta Alta	3,982												3,982
5510 Paseo Del Lago West	2,958												2,958
Total Production of kWh =	47,122	0	0	0	0	0	0	0	0	0	0	0	47,122

2394 and 2399 partially down due to failed inverters. Equipment being replaced under warranty, installation by Phenix.

3243, 3420, 5372, 5510 operational. Communication equipment and data logger being upgraded to 4G

2022 Production													
Third Mutual Project	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total
2353 Via Mariposa	6,271	8,173	11,371	12,534	13,240	14,110	14,130	12,910	10,110	8,120	6,890	5,220	123,079
2381 Via Mariposa	2,278	4,028	10,280	9,590	11,910	13,010	12,770	11,940	9,360	7,450	5,130	3,570	101,316
2393 Via Mariposa West	4,949	6,633	9,573	10,936	11,650	12,570	12,480	11,240	8,550	5,090	4,740	4,010	102,421
2394 Via Mariposa West	6,819	8,884	12,408	13,703	14,480	14,360	6,850	11,745	9,864	8,631	6,570	2,110	116,424
2397 Via Mariposa West	5,716	7,562	10,613	11,735	12,370	12,410	7,920	7,180	5,650	4,550	3,830	3,500	93,036
2399 Via Mariposa West	5,037	6,673	9,332	10,348	11,010	11,820	11,340	10,860	8,470	4,330	2,990	2,270	94,480
2400 Via Mariposa West	5,672	7,722	10,925	12,174	12,940	13,780	13,770	12,530	9,760	7,710	6,400	4,830	118,213
3242 San Amadeo	4,784	6,324	9,028	10,355	11,180	11,840	11,880	10,800	8,140	6,220	4,910	3,860	99,321
3243 San Amadeo	4,716	6,091	8,630	9,203	9,405	9,433	10,538	8,122	6,728	5,495	4,173	3,705	86,239
3420 Calle Azul	3,502	4,605	6,397	7,172	7,608	8,362	7,479	5,873	2,746	4,347	3,426	2,949	64,466
5372 Punta Alta	4,525	6,003	8,367	9,333	9,824	12,007	9,860	7,762	6,621	5,746	4,396	3,897	88,340
5510 Paseo Del Lago West	3,361	4,467	6,087	7,172	7,659	9,433	7,564	6,000	5,030	4,109	3,287	2,754	66,924
Total Production of kWh =	57,630	77,165	113,011	124,255	133,276	143,135	126,581	116,962	91,030	71,798	56,742	42,675	1,154,255

2394, 2399: Inverter not operational. Processing RMAs and repairs.





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### THIRD M&C COMMITTEE CHARTER

Upon motion duly made, seconded and unanimously carried, the following resolution was adopted:

#### Resolution No. M3-95-92

RESOLVED, that pursuant to Article VII, Section 1 of the Bylaws, a Maintenance and Construction Committee ("M & C") is hereby established as a standing committee of this corporation;

RESOLVED FURTHER, that the board of directors of this corporation hereby assigns to the M & C the duties and responsibilities assigned to the Architectural Control Committee pursuant to Article X of the amended and restated Declaration of Covenants, Conditions and Restrictions appurtenant to the mutual corporations now comprising Third Laguna Hills Mutual, with the following exceptions:

- (1) The board of directors shall retain the authority to approve or deny all requests by members for nonstandard alterations to their units or to the common or limited common area property, and
- (2) The board of directors shall retain the authority to approve, rescind or amend all architectural standards and to approve new architectural standards;

RESOLVED FURTHER, that the board of directors of this corporation hereby accepts the current Architectural Control Standards ("Standards") regarding the use of common and limited common areas with which all proposed alterations must comply;

RESOLVED FURTHER, that it shall be the duty and responsibility of the M & C to:

- (a) Review advancements in technology and methods that could produce increased efficiencies and/or cost savings in regular maintenance and/or preventive maintenance programs.
- (b) Review proposed changes in regular maintenance preventive maintenance procedures and to make recommendations to the board of directors on same.
- (c) Review the M & C budget vs. spending on a continuing basis.
- (d) Review on a continuing basis the long range needs and plans for facilities maintenance, in consultation with the appropriate committees, and to recommend to the Board the various means for meeting those needs.
- (e) Uphold the Architectural Control Standards approved by the Board.
- (f) Recommend to the Board changes, amendments or modifications of the current Standards, or new Standards, related to the use of common or limited common area property and incorporate said board-approved changes, amendments or modifications within the Standards.

- (g) Review all requests of members for alterations or modifications of their respective dwelling units and all requests for variances from the Standards or for a non-standard alteration, addition to, modification, removal or use of the common and/or limited common area, and to recommend to the Board either approval or denial of said requests. Further, if the costs of said alterations are to be borne by the corporation, to present a recommendation to the Finance Committee and the Board for approval or denial; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take such action as they deem appropriate to carry out the purposes of this resolution; and

RESOLVED FURTHER, that Resolution Nos. M3-95-71, dated 7-18-95; M3-88-52, dated 10-18-88, and M3-88-57 dated 10-18-95, are hereby canceled and superseded.

# **THIRD ACSC COMMITTEE CHARTER**

## **THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE CHARTER**

### **RESOLUTION 03-16-128**

**RESOLVED**, that pursuant to Article 7, of the Bylaws and Article X of the Amended and Restated Declaration of Covenants, Conditions and Restrictions, the Architectural Control and Standards Committee is hereby established as a standing committee of this Corporation; and

**RESOLVED FURTHER**, December 20, 2016, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of the Architectural Control and Standards Committee of the Corporation as follows:

1. The Architectural Control and Standards Committee shall have the responsibility to recommend approval or denial of all requests for nonstandard alterations and modifications, or alterations that have generated neighbor objection. Final recommendations shall be noted on the Mutual's monthly Board meeting Agenda Consent Calendar.
2. In their decision, the Committee shall consider the following criteria:
  - Compliance with existing standards
  - Aesthetic effect
  - Cost impact on the Mutual
  - Conformity with Local and State Building Codes
  - Compliance with applicable law
  - Value impact
3. The Mutual Board may choose to become involved in a Member's appeal of the Committee's decision. Should the Board become involved, prior to the review of the appeal, the Committee will document justification of their decision. If necessary, the Committee has the authority to consult with the Mutual Legal Counsel for advice.
4. The Committee shall have the authority to recommend new Architectural Standards or any revisions of all Mutual Architectural Standards. Final approval will rest with the Mutual Board.
5. The Committee shall require Neighbor Awareness and Approval forms for all alteration requests including requests that appear to conform to standards.

6. The Committee shall review advancements in technology and methods that could result in increased efficiencies and/or cost savings to the Mutual.
7. The Committee may impose contingencies upon approvals to ensure the structural, architectural, or common area integrity of the Members' request.
8. The Committee shall insure that all structural alterations, including any internal and external physical changes, performed or caused to be performed by a Member, shall not be performed without prior written consent of the Mutual. Consent is given either by proper processing of approved alteration standard, or use of the variance request process. The Committee will recommend a Disciplinary Hearing for all alterations preceding approval or deviation from approved changes.
9. The intended activities of the Committee may include but may not be limited to meeting when necessary, meeting on a monthly basis, reviewing staff recommendations regarding compliance with architectural standards or variance requests, conducting tours, and providing communications to the Community.
10. This committee shall exist and function in accordance with bylaws and CC&Rs.
11. This Committee shall be comprised of no more than five Directors.
12. This committee may appoint up to three voting advisors, subject to the approval of the Board.

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## Garden Villa Building Trash Area Door Replacement

