



OPEN SESSION

REGULAR OPEN MEETING OF THIRD LAGUNA WOODS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE

**Monday, February 28, 2022: 9:30AM - 11:30AM
HYBRID VIRTUAL/IN-PERSON MEETING**

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

1. Via Zoom : <https://us06web.zoom.us/j/93156707417>
2. Via email to meeting@ymsinc.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.
3. Attend the meeting in person and participate during discussions.

NOTICE and AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report – January 24, 2022
5. Chair's Remarks
6. Member Comments - (Items Not on the Agenda)
7. Division Manager Update

Consent:

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

8. Monthly Mutual Consent Report (Attachment 1, PDF Page 7)

Items for Discussion:

9. Third Board Approved Policy Changes: Water Heater Enclosures, Alteration Fee Schedule, CVP
10. ACM: Legal Involvement Progress & Dual Mutual Involvement: United Actions
11. Handrail Policy: Legal Counsel Update Forthcoming
12. Technology Updates: Automated Reminders

Items for Future Discussion & Agendas:

- Manor Alterations News Bulletin Topics

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting – March 28, 2022
15. Adjournment

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OPEN MEETING

**REGULAR OPEN MEETING OF THE THIRD LAGUNA WOODS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

Monday, January 24 2022: 9:30AM-11:30AM
Laguna Woods Village Community Center (Zoom)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Robert Mutchnick, John Frankel, Ralph Engdahl, James Cook, Craig Wayne

DIRECTORS PRESENT:

COMMITTEE MEMBERS ABSENT:

ADVISORS PRESENT: Michael Plean, Michael Butler

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Gavin Fogg, Richard DeLaFuente, Bart Mejia, Manuel Gomez

1. Call to Order

Chair Mutchnick called the meeting to order at 9:30 AM.

2. Acknowledgement of Media

Zoom recording.

3. Approval of Agenda

Agenda was approved by consensus.

4. Approval of Meeting Report for December 27, 2021

Director Plean made a motion to approve, Director Frankel seconded. Director Cook brought up a detail from the previously approved Water Heater Enclosure Staff Report, requesting that changes be considered regarding the updating of enclosures during a sale. Discussion ensued regarding the timelines of revisions during the occurs of a sale, the responsibility of repairs before escrow closes, and the likelihood of sellers transitioning the responsibility to buyers. Director Cook made a motion to add this discussion to the agenda, Director Plean seconded. The motion passed to add as Item #13.

5. Chair's Remarks

Chair Mutchnick stated he needed to leave at 11:00am due to a prior commitment, but would transfer to the Chair responsibilities to Director Engdahl upon his departure.

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

None.



7. Manor Alterations Division Update

Mr. Doncost summarized the division's above average quantity of call-outs due to illness. However, the division is fully staffed, and the in-take staff is able to address inquiries within the course of the same day.

Consent:

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

8. Monthly Mutual Consent Report

Mr. Doncost addressed the two reports included, the second being a sample of the formatting previous to the malware attack. Director Plean inquired to the data showing how long the average permit takes to close, and how many permits are delayed due to staff v members. Mr. Doncost stated that this level of analysis was unable to be performed given the current software available. Chair Mutchnick commented on the number of closures shown on the prior report, inquiring why members claim they cannot receive approval on their permits.

Mr. Doncost explained that when members contact Manor Alterations, a ticket is generated. This does not mean that a complete permit has been generated, but it can lead to a perception of extended timelines. Mr. Doncost reminded the committee that only a fully completed permit can initiate work to begin. Currently, Manor Alterations does not have additional staff to follow up on open tickets. Director Plean requested if a sample of permits could be reviewed in order to better understand the reasons for delays.

Items for Discussion:

9. Staff Report – Contractor Violation Policy

Mr. Doncost summarized how the CVP had transitioned between the Third ACSC and Third Board multiple times, and this was an opportunity to include any last edits. Director Cook inquired if the work hours are correct, and Mr. Doncost confirmed these were the standard hours due to staffing available for oversight. Discussion ensued and the motion was passed by consensus with the following edits required:

- a. Provide a list of VMS recognized holidays
- b. Include a clear indicator that this permit was designated to Third Mutual only
- c. Provide a clear indicator of an extension granted on the permit
- d. Staff would submit a dedicated email to a member when an extension was granted

10. ACM: Legal Involvement Progress & Dual Mutual Involvement – Update from Chairman

Chair Mutchnick confirmed he had received no contact from the United ACSC relating to ACM. Mr. Doncost volunteered to set a meeting in order to facilitate contact.

11. Staff Report – Alteration Fee Schedule



Mr. Doncost summarized the edits made to the Staff Report as per the direction of the committee, including the renaming of the variances to “Basic” and “Complex”. Chair Mutchnick inquired if the Standard Alterations listed required a processing fee, which Mr. Doncost confirmed. Director Cook asked which variances could be streamlined into standards based on repetition. Mr. Doncost confirmed that this process would take multiple months to achieve, and would also incur additional costs to the mutual should it be approved. Mr. Doncost recommended not delaying the approval of the CVP due to this additional request.

A motion was passed to approve the CVP with the following conditions:

- a. Reorder the attachments
- b. Place a note on the List of Standard Alterations that a permit fee is required for processing
- c. Place a note that variance fees are in addition to the processing fees incurred⁴

12. Staff Report - Policy and Procedures for Requests for Handrails in Common Area

Acting Chair Engdahl inquired if the committee had any further questions regarding the Staff Report. Director Cook commented that many properties are leased to parents or other family members, should there be an extension of the timeline in which removal occurs? Advisor Butler inquired if Third’s legal counsel had reviewed the report, noting that this report had potential to substantially impact the community.

Mr. Doncost confirmed that legal counsel still needs to review the document. Director Plean expressed concerns about the community becoming full of handrails rather swiftly, and questioned if United was also considering this policy change. Mr. Doncost confirmed this was only being presented to Third as they had expressed interest in creating a policy after a variance including a handrail had been presented in the past. Discussion ensued, and ultimately the committee elected to table the report until legal counsel could provide an in-depth review.

13. Staff Report – Water Heater Enclosure Disposition

The committee discussed how members will complete their assumed upgrade to the newly approved standard, including the cost comparison between an outside vendor completing the work v VMS, and the inclusion of language concerning the timeline for completion. Due to the volume of proposed amendments to the previously recommended proposed WH Enclosure policy, Mr. Doncost suggesting removing the report from the upcoming Third Board agenda in order for further review. The committee approved to withdraw the report by consensus.

Items for Future Agendas:

- Staff Report Revisions - Water Heater Enclosure

Concluding Business:

14. Committee Member Comments:

Director Cook wanted to praise Bart Mejia for his assistance and common sense handling of a previous item.

15. Date of Next Meeting – February 28, 2022

16. Adjournment at 11:50 AM

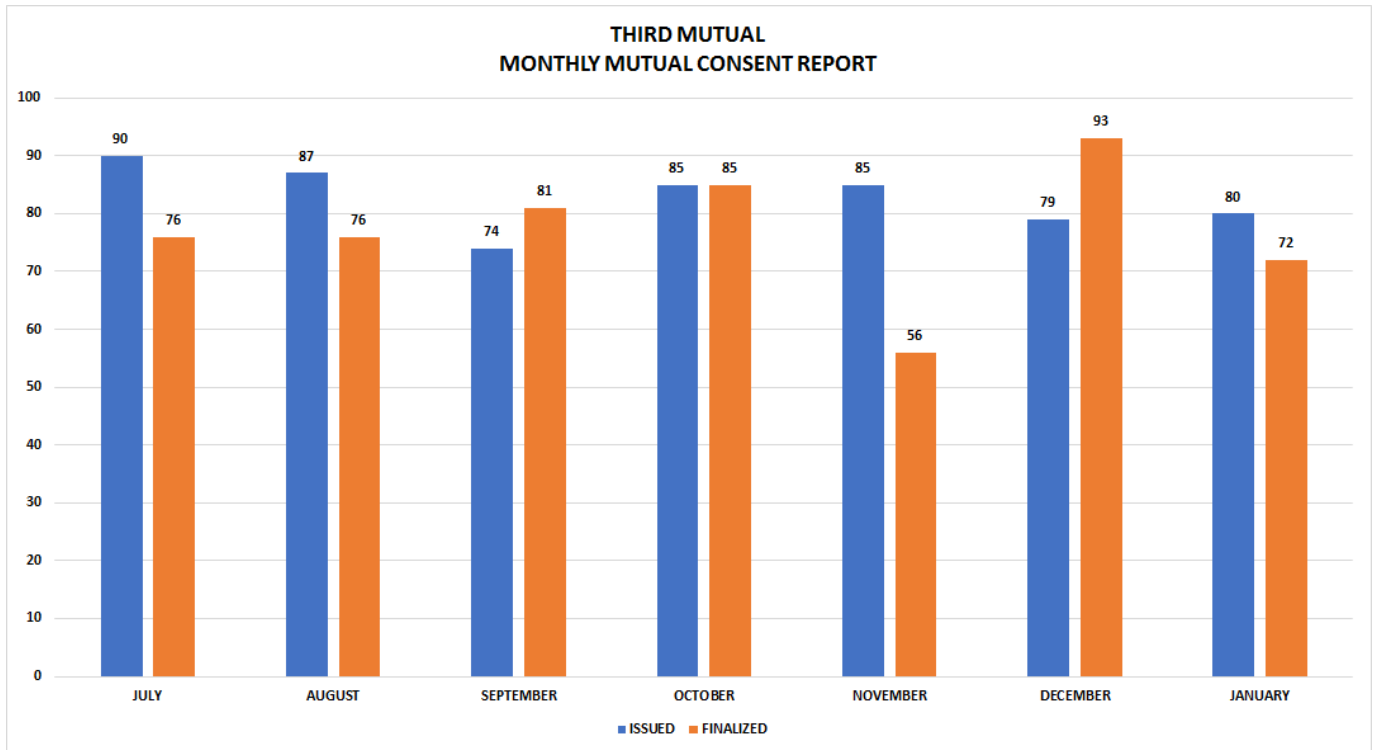


X

Robert Mutchnick, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	TOTAL
ISSUED	116	90	87	74	85	85	79	80	696
FINALIZED	109	76	76	81	85	56	93	72	648

Average Numbers:

Phone in-take: received per day / responded to per day =

80 - 85 Received per day / 80 - 85 Responded per day

E-mail in-take: received per day / responded to per day =

45 - 50 Emails per day / 35 - 45 Responded per day

Permit Release Timeline:

Class I Permits = 5 - 10 Business Days

Class II Permits = 5 - 12 Business Days

Class III Permits = 60 - 90 Business Days

