



## **OPEN SESSION**

### **OPEN MEETING OF UNITED LAGUNA WOODS MUTUAL ARCHITECTURAL AND CONTROL STANDARDS COMMITTEE**

**Monday, April 19, 2021 – 9:30AM  
VIRTUAL 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. Join the Zoom meeting at <https://us06web.zoom.us/j/91432172027>
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.
3. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

#### **NOTICE and AGENDA**

*This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Minutes – Thursday March 18, 2021
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.*

#### **Status of Mutual Consents:**

8. Current Inquiry Status – Processing Times

#### **Variance Requests:**

- A. Variance Request – Mr. Ali Shahnazi 2085-B (Cordoba Pacifica, AB04-1) – Request for Bathroom Addition in Existing Enclosed Atrium Alteration

#### **Items for Discussion:**

9. Contractor News Bulletin Topics (Attachment 1)
  - i. Variance Process
  - ii. Tips to Hiring a Contractor
  - iii. Asbestos Requirements
  - iv. Insurance Requirements
10. Contractor Communication (Attachment 2)
11. Permitless Alteration Rejections
12. Permit Processing Map and Legend (Attachment 3)
13. Asbestos Meeting Update



14. Permit Processing Costs
15. KPI Status

Items for Future Discussion:

- Standard Details Update – Cost Estimates

Concluding Business:

16. Committee Member Comments
17. Date of Next Meeting – May 20, 2021 at 9:30AM
18. Adjournment



**OPEN MEETING**

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

Thursday, March 18, 2021 - 9:30 AM  
Laguna Woods Village Community Center (Virtual Zoom Meeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Brian Gilmore, Elsie Addington, Carl Randazzo, Neda Ardani, Reza Bastani, Andre Torng

**DIRECTORS PRESENT:**

**COMMITTEE MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Walter Ridley, Juanita Skillman

**STAFF PRESENT:** Gavin Fogg, Robbi Doncost, Leslie Cameron

**1. Call to Order**

Chair Gilmore called the meeting was called to order at 9:30am. Director Ardani asked for further clarification on the Variance Requests and the moratorium which Chair Gilmore provided.

**2. Acknowledgement of Media**

Zoom Meeting.

**3. Approval of Agenda**

Director Torng moved the approve the meeting by acclamation.

**4. Approval of Meeting Report for Thursday February 18, 2021**

Director Randazzo moved to approve the meeting reports as presented by acclamation.

**5. Chair's Remarks**

Chair Gilmore commented on the volume of topics within the agenda packet and expressed the need for cooperation to maintain timing. Chair Gilmore expressed the need for the committee and MA to work together for the benefit of the mutual and members.

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

None.

**7. Manor Alterations Division Update**



Staff Officer Robbi Doncost confirmed the initiation of the United Permitless Alteration form, the institution of the remote desk at Resident Services, Contractor News Bulletin has been posted. Manor Alterations has now eliminated backlog via phone calls and is taking live calls. Manor Alterations has lost an Operations Specialist and is looking to fill this position.

Director Addington commented on the ease and smoothness of the online Permitless Alteration Form she experienced during testing.

**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.*

**Status of Mutual Consents:**

**8. Current Inquiry Status – Processing Times**

Mr. Doncost confirmed incoming inquiries can be addressed within a 48 hour window, additionally the live phone calls are being addressed, standard Mutual Consent processing times have been reduced to 4-5 days. Mr. Doncost explained that potential delays will occur within inspections due to the need of another inspector. Chair Gilmore inquired if a chart would be provided and Mr. Doncost explained that the focus of Manor Alterations was on the initiation of Permitless Alteration Program, Contractor News Bulletin, and other various initiatives.

Director Randazzo inquired as to the efficacy of permit documents, specifically the processing of the Demolition Permit and Mutual Consent at the same time. Mr. Doncost confirmed that both permits are being processed simultaneously, and inquired as to specific instances to confirm these details. Mr. Doncost explained that the permit log is now active and this should alleviate perceptions of delays from contractors. Director Randazzo agreed to connect with contractors to seek specific instances for example. Mr. Doncost stated he would open a dialogue regarding these examples based on findings.

Director Torng requested a chart indicating the current status of permit processing times and inquired on the process of reviewing permit status. Mr. Doncost confirmed no personal information is posted, only Manor numbers and current status.

Director Ardani inquired if an air conditioning unit requires a permit or variance and Mr. Doncost confirmed a permit is required. Director Ardani inquired as to the reasoning of increasing fees for inspections and other various Manor Alterations fees. Mr. Doncost explained that a measured workload exists within Manor Alterations, but staff must be present to meet these needs; the lack of staff caused severe delays within the department and an inability to complete existing tasks.

**Items for Discussion:**

**9. Staff Report – Manor Alterations Staff Additions; Budget Status, Historical Context & Additional Staff Request**

Mr. Doncost summarized the Staff Report including the Classification Program, staffing updates, and financial analysis. Director Randazzo inquired if Third has seen and/or approved the report. Mr. Doncost



confirmed Third had not yet seen or approved the report. Director Randazzo inquired as to the volume of Variance Requests between both mutuals, and questioned the Classification system, and made comments on the staff hierarchy. Director Randazzo requested the parameters of Variance Requests to be published on the Laguna Woods website.

Mr. Doncost summarized the Variance definition and process, along with the Classification system. Director Randazzo inquired if the United ACSC should be involved earlier in the process in order to offset the variances.

Director Torng inquired as to why increased fees would be the responsibility of the members, requested Director Skillman connect with Board members to increase budget as opposed to additional hiring staff. Director Torng inquired as to the permanency of new staff, and the need for additional staff. Mr. Doncost explained that operation goals were being met, that alterations were an ongoing process and timelines have been decreased. Director Bastani inquired if the inspection fees would be reduced if additional staff would be eliminated. Chair Gilmore, with the support of the committee, requested MA present actual costs of permits at the next ACSC meeting, clarifying they wish to see the actual cost of permits due to labor, resources, etc.

Director Torng commented on the state of staffing, and asked if the present workload mirrored previous years' workload, and asked if staff from other departments can fill open gaps. Mr. Doncost explained that staffing is necessary, open positions cannot necessarily be shifted and interchanged smoothly.

Director Rader commented on the existing fee schedule and recommended its perpetuity. Director Randazzo made a motion to table a recommendation until Third Mutual can review, the report was deemed postponed by acclamation.

Chairman Gilmore requested MA to present actual cost of staff relative to the actual cost already assessed and the actual cost of permits due to labor, resources, and other such direct expenses. This was characterized as hard and soft cost.

## **10. Ongoing Communication**

Mr. Doncost summarized the article provided by Director Addington and Contractor News Bulletin.

Director Addington requested to revisit the fee schedule and commented in support of the fee increase if workload is increasing. Director Addington made a motion to accept the fee increase. Director Randazzo made a point to note that Third must review. Director Addington withdrew her motion, then made a motion to bifurcate the staff report requests and entertain a revised fee schedule pending an additional financial review of fees. Chair Gilmore made a motion to publish within the Contractor News Bulletin the understanding that MA accepts the point count method as an accepted methodology for determining asbestos levels. Motion passed by acclamation.

Mr. Torng commented that if assessment fees are collected then dedicated fees should not be mandated.



## **11. Permit & Variance Process Map**

Mr. Doncost summarized the process and explained the implementation of coded systems within Manor Alterations. The SOP provided will be submitted to IT for further expedition and dissemination of information.

Director Torng requested a linear diagram of the permit process. Director Randazzo questioned where within the SOP the transition between Demolition and Mutual Consent. Staff Officer Gavin Fogg clarified that each open permit would have its own line item; a Manor number would be assigned a status regardless on the number of open permits. Mr. Fogg clarified that IT is also working on an add-in to the Resident Portal so members can view all permits, and that the online chart will be sorted via Manor number.

Director Randazzo inquired as to how the spreadsheet was created. Mr. Fogg clarified that Stellar only has mechanism to export a spreadsheet, not a finalized product to be published. Director Randazzo requested IT update processes to expedite this mechanism.

## **12. Website Updates**

Mr. Doncost confirmed that the Permitless Alteration is now active on the website and is functioning. Chair Gilmore inquired if the form should be altered to reflect only one alteration per form. Director Randazzo supported the concept of multiple details captured within one form.

## **13. Asbestos Regulations Meeting**

Mr. Doncost is in regular contact with Jeff Parker who has connected with AQMD. Mr. Doncost will provide an update based on Jeff Parker's feedback.

## **14. Asbestos Resolution Draft**

Chair Gilmore summarized the resolution draft and Chair Randazzo commented that the resolution would inform contractors of current regulations. Mr. Doncost cautioned that the drafted resolution should be examined in extreme detail due to the legality of what is represented as factual, code compliant, and mandatory. Mr. Doncost recommended that an outside agent and a legal representative review the drafted resolution before the adoption of the resolution.

Director Addington cautioned at approval without review as this resolution would potentially supersede existing regulations. Chair Gilmore clarified that the Mutual is not making legal assumptions. Director Addington questioned approval without review. Director Randazzo stated that contractors were not aware of the rules and regulations within MA. Mr. Fogg stated that the document contained multiple errors and confirmed that the drafted resolution will need review.

Director Addington stated that the rules and regulations exist for legality reasons, and that tiny focused samples are not the basis for regulations. Director Randazzo stated that contractors are not aware of the



appropriate methodology and additional communication is needed. Director Randazzo made a motion for MA to post current asbestos regulations regarding the point count method. Motion was approved by acclamation.

**15. 483-D Manor Update**

Mr. Doncost stated only one of the approved contracts is complete, MA is still awaiting finalization of the contract from the structural engineer. Director Addington requested to be present during the onsite meeting. Mr. Doncost clarified that the initial meeting is needed to identify what locations must be uncovered.

**16. KPI Update from Andre Torng**

Chair Torng stated he requires further information to provide a tangible report, but commented that he likely can provide a report by the next ACSC meeting.

**Items for Future Agendas:**

Standard Details Update Cost Estimates  
Specified Examples of Delays with Manor Alterations Process

**Concluding Business:**

**17. Committee Member Comments:**

With respect to KPIs and sourcing information, Chair Bastani stated that within a United Board Meeting, legal counsel has recommended the ACSC committee not interfere within VMS staff procedures. Chair Gilmore commented he recalled the legal counsel stating this was a grey area.

**18. Date of Next Meeting – April 15, 2021**

**19. Adjournment at 12:15 PM.**

X \_\_\_\_\_

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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## STAFF REPORT

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**DATE:** April 19, 2021  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Ali Shahnazi of 2085-B (Cordoba Pacifica, AB04\_1)  
Bathroom Addition in Existing Enclosed Atrium Alteration

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### **RECOMMENDATION**

Staff seeks the Committee's guidance for the request for a Bathroom Addition in the existing enclosed atrium alteration. Should the Committee recommend approval to the Board, Staff suggest it should be with the conditions listed in Appendix A.

### **BACKGROUND**

Ali Shahnazi of 2085-B Ronda Granada, a Cordoba style unit, requests Board approval of a variance to install a non-standard Bathroom Addition in the existing alteration enclosed atrium.

There is currently an Architectural Standard #03 for a Bathroom Split to Cordoba style units, however the Cordoba AB04 plan already features a similar 1 and  $\frac{3}{4}$  bathroom layout as standard.

Preliminary design drawings have been submitted for review (Attachment 1).

### **DISCUSSION**

The proposed full bathroom is 5'-6" x 11'-6", similar in size to the Architectural Standard #03, taking space from the "study" (enclosed atrium). The entry door is proposed to be directly accessible from the master bedroom, forming a master suite, with two lavatories, a toilet and a shower. The addition does not increase the square footage of the unit.

The addition of the bathroom reduces the "study" from 15'-6" x 10'-8" to 9'-0" x 10'-8", a significant reduction in size of roughly 42%. However, the reduction in size of the "study" from 165 square feet to 96 square feet does not inhibit the use of the space.

Staff's opinion is the additional plumbing fixtures should not be a concern as far as overloading the existing waste lines. Due to the plumbing being located within interior walls and subflooring, there should be no significant noise to neighboring units sharing a common wall.



There is currently no open Mutual Consent for Unit 2085-B.

A City of Laguna Woods building permit final would verify compliance with all applicable building codes.

A Neighbor Awareness Notice was sent to Units 2085-A, 2085-C, and 2085-D due to sharing common walls and the proximity to the work being performed.

**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Reviewed By:** Gavin Fogg, Inspections Supervisor  
Robbi Doncost, Manor Alterations Manager

**ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Attachment 1: Scope of Work  
Attachment 2: Variance Request, February 27, 2021  
Attachment 3: Photos  
Attachment 4: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

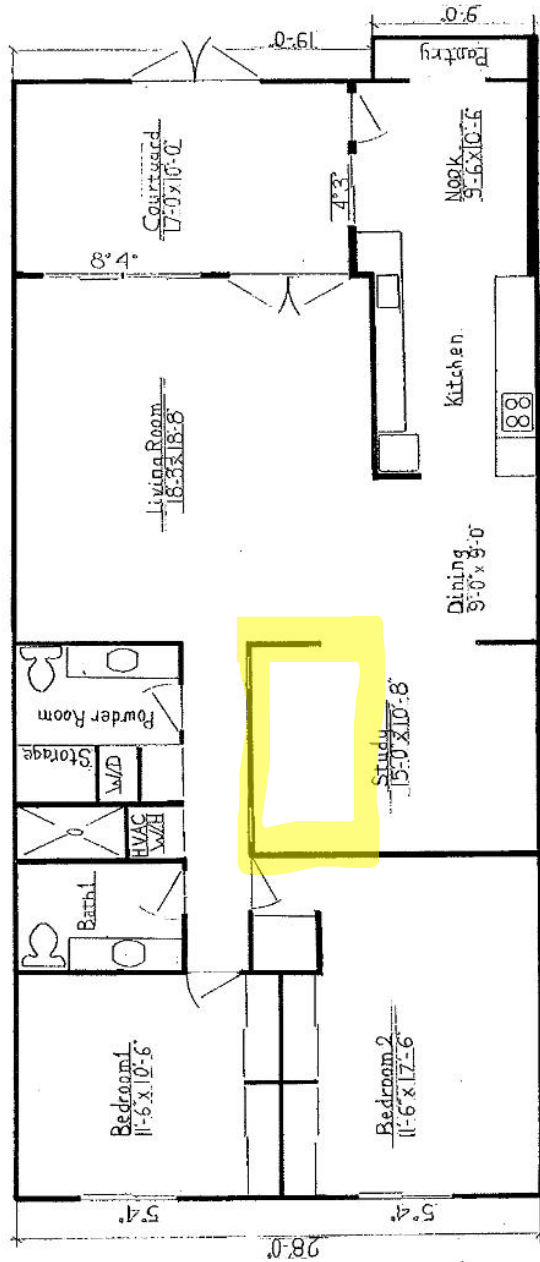
1. No improvement shall be installed, constructed, modified or altered at Unit **2085-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholders ("Shareholder ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Alterations has been granted at **2508-B** for a **bathroom addition**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Shareholder.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **2508-B** and all future Mutual Shareholders at **2508-B**.
4. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
5. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
6. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village

Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

7. Prior to the issuance of a Mutual Consent for Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
8. Shareholder hereby consents to and grants to the Mutual and the Maintenance and Construction Department, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval
9. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
10. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
11. Shareholder's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
12. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.

13. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
14. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
15. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
16. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
17. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
18. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
19. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
20. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
21. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.

# ATTACHMENT 1 – SCOPE



**Shahnazi Family Residence**  
2085 Ronda Granada Unit B  
Laguna Woods, CA 92657

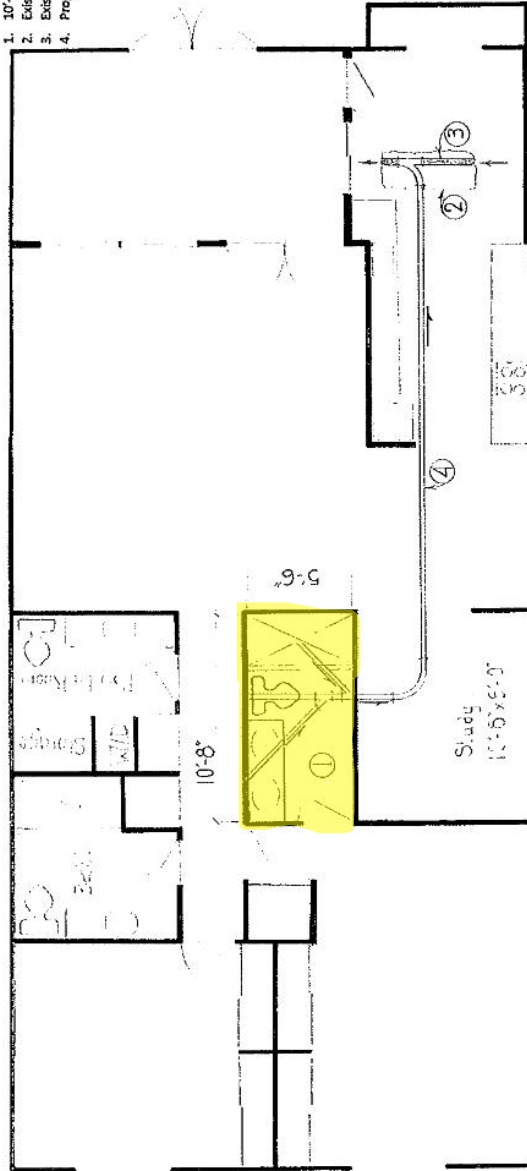
**EXISTING FLOOR PLAN**  
Cordoba floor plan w/existing alteration

DRAWN BY	SCALE	DATE	PAGE
ALI SHAHNAZI	1"=5'		1/2

# ATTACHMENT 1 – SCOPE

## Description of work for variance review

1. 10'-8" X 5'-6" proposed new Master Bath
2. Existing excavation performed by HOA contractor
3. Existing 4" main drain line exposed by HOA contractor
4. Proposed drain line serving the new Master bath



**Shah Nazi Family Residence**  
2085 Ronda Granada Unit B  
Laguna Woods, CA 92657

## PROPOSED NEW MASTER BATH PLUMBING PLAN FOR VARIANCE REVIEW

- 10'-8" X 5'-6" new Master Bath
- 5' X 5'-6" Shower
- 21" X 5'-6" Vanity

## NOTES

- The new drain line serving the proposed Master Bath will tie to the existing 4" main drain as shown on plan.
- The existing 4" main drain in kitchen was repaired in Feb. 2021 by the HOA contractor and remains accessible.
- See attached photo
- Portion of the floor in the Kitchen was excavated by the HOA contractor to access the existing 4" main drain line.
- See attached photo
- The existing 4" main drain was exposed by the HOA contractor and was located 36" to 40" below finished floor.
- See attached photo
- Based on the depth of the existing 4" main drain the proposed lateral drain line will have ample slope to drain.
- See drawings for the proposed master bath
- Clean outs and vents will be installed in the existing wall behind the proposed toilet.
- The proposed Master Bath will be served by connecting to the existing hot and cold water lines located in attic.

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ALI SHAHNAZI	1"=5'		1/1

## ATTACHMENT 2 - APPLICATION



Laguna Woods Village

MANOR # 2085 B

☒ ULWM

☐ TLHM

### Variance Request Form

SA

Model: <u>Cordoba</u>	Plan:	Date: <u>Feb 27, 2021</u>
Member Name: <u>ALI SHAHNAZI</u>	Signature: <u>Ali Shahna</u>	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co: <u>TBD To Be Determined</u>	Phone:	Email:

#### Description of Proposed Variance Request ONLY:

Add bathroom with shower in the existing enclosed atrium

#### Dimensions of Proposed Variance Alterations ONLY:

10 ft 8 inches x 5 ft 6 inches interior floor dimensions

#### FOR OFFICE USE ONLY

RECEIVED BY: LA DATE RECEIVED: 3/8/21 Check# \_\_\_\_\_ BY: \_\_\_\_\_

Alteration Variance Request	Complete Submittal Cut Off Date:
<b>Check Items Received:</b> <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	<b>Meetings Scheduled:</b> Third AC&S Committee: _____ United AC&S Committee: _____ Board Meeting: _____ <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Denied           <input type="checkbox"/> Approved         </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Tabled           <input type="checkbox"/> Other: _____         </div>

v.9.17

### ATTACHMENT 3 - PHOTOS

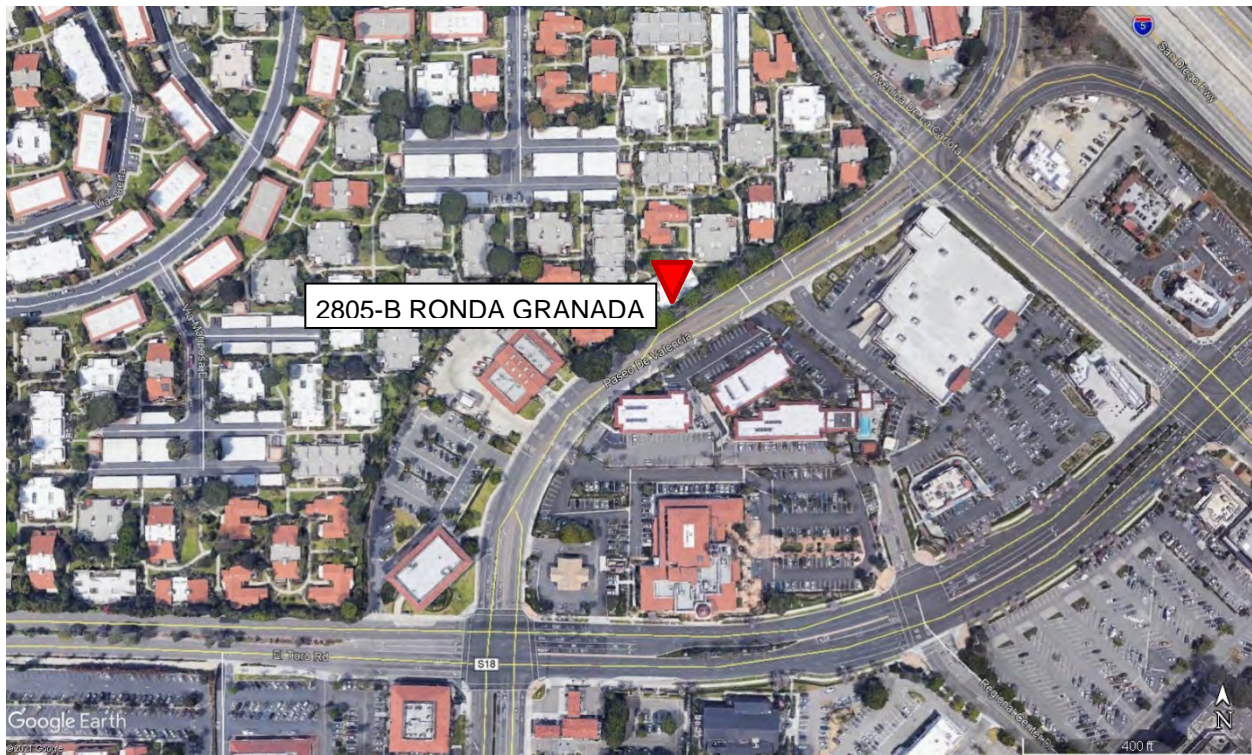


View from Kitchen to Study



View of Study

## ATTACHMENT 4 - AERIALS



# Manor Alterations News

**Please read all three sections of the news bulletin  
(Realtors, Members and Contractors).**

**Each section contains helpful information that  
may apply to your area of expertise.**

## Realtors

- Nonapproved alterations can delay closings. We recommend calling for a first inspection as soon as possible to identify any permits required as a result of unauthorized alterations.
- Sellers will be notified of any mandatory corrections and deficiencies, and are responsible for correcting all occurrences.

## Members

- Alterations or demolition may not begin unless a permit has been approved. Minor changes, such as painting, installing bookshelves or wall décor, are examples of alterations that do not require a permit.
- United Mutual members can take advantage of the new permitless alteration process via the Laguna Woods Village website. Alterations that are “like-for-like” and require no demolition may qualify for this new policy. [Review the category description here](#) to confirm whether your proposed alteration qualifies.

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or [alterations@vmsinc.org](mailto:alterations@vmsinc.org) if you have questions about what alterations require a permit.

Permit Classifications I, II and III are intended to more efficiently classify the complexity of the permit for Manor Alterations internal inspector processing. Do not confuse them with the United permitless alterations system that uses a I, II, III categorization for like-for-like replacements. Future news bulletins will provide more information on both systems.

## Contractors

Members and contractors may be unaware of the process for performing alterations within Laguna Woods Village. View the steps below and a link to the newly revised permit forms.

### Demolition Application

1. Complete the mutual consent for demolition application.
2. Complete mutual consent for demolition checklist.
3. Provide the scope and floor plan that corresponds to your unit/manor.  
Manor Alterations will determine if structural drawings will be required.
4. Provide certificate of liability.

5. Provide either an asbestos report or an abatement contract.
6. Email complete submission to initiate the processing of your documents.

Once your completed permit is approved, Manor Alterations will contact applicants directly for payment.

[Click here to view/download the alteration document package.](#)

### **Mutual Consent Application**

1. Complete the mutual consent application.
2. Review the standards for alterations for your proposed alteration. If a proposed alteration does not follow the standard provided, a variance request will be required in advance of alterations.
3. Provide the scope and floor plan that corresponds to your unit/manor.
4. Provide certificate of liability.
5. Email complete submission to initiate the processing of your documents.

Once your completed permit is approved, Manor Alterations will contact applicants directly for payment.

[Click here to view/download the demolition package.](#)

## **About Asbestos**

Laguna Woods Village advocates that contractors follow all governmental compliance in demolition and building construction. Asbestos-containing materials (ACM) have been found in various building components throughout the Village. One area of clarification is the allowance of certain testing procedures allowed in the mutual buildings. The Village allows and accepts all governing agency testing protocols inclusive of the polarized light microscopy (PLM) point count. Manor Alterations offers the following material for the convenience to the contractor for information:

1. [Cal/OSHA CCR, Title 8, Section 1529 Summary Guidelines: Laguna Woods Village](#)
2. [SCAQMD Rule 1403 Summary Guidelines: Laguna Woods Village](#)

Contractors are advised that the above documents are not intended to be the sole source or a complete listing of all documents that may apply to the testing, identification, handling and mitigation of ACM in the Village. Contractors are solely responsible to comply with all governing agency requirements.

- If contractors have additional questions about asbestos and/or abatement, the AQMD website is a great resource.
- AQMD provides ongoing publications and newsletters with their updates in regulations, educational materials, outreach and support,

along with other updates.

### Survey Report Requirements

- <https://www.aqmd.gov/home/rules-compliance/compliance/asbestos-demolition-removal/survey>

### FAQ

- <https://www.aqmd.gov/docs/default-source/compliance/Asbestos-Demolition-/1403-frequently-asked-questions.pdf?sfvrsn=47>

### Publications and Newsletters

- <http://www.aqmd.gov/home/research/publications>
- <http://www.aqmd.gov/sign-up>

## Permit Status Log

Please [click here](#) to view the permit status log, which is updated every two weeks. If you cannot locate your manor, please contact Manor Alterations directly with questions.

To download this content for print, [click here](#).

Laguna Woods Village Community Center | 24351 El Toro Road | Laguna Woods, CA 92637

### Unsubscribe

This message was sent to [lauryl.varnum@vmsinc.org](mailto:lauryl.varnum@vmsinc.org) from [villagenews@lagunawoodsvillage.com](mailto:villagenews@lagunawoodsvillage.com)

Laguna Woods Village  
Village Management Services, Inc.  
Laguna Woods Village Community Center 24351 El Toro Road  
Laguna Woods, CA 92637

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**April 15, 2021**

## **MANOR ALTERATIONS NEWS**

**Please read all three sections of the news bulletin  
(Contractors, Realtors and Members).  
Each section contains helpful information that  
may apply to your area of expertise.**

### **Contractors**

#### **COLI Changes**

Laguna Woods has adjusted their insurance requirements. Please review our [completed sample form](#) to confirm insurance requirements for working within Laguna Wood Village.

#### **Contractor Rules & Regulations**

While working in Laguna Woods Village, all contractors must follow the written rules and regulations, including policies regarding temporary containers, work hours, abatement and alteration standards.

Any deviation from the approved alteration submitted, violation of policy or initiation of an alteration/demolition before receiving an approved permit will result in fines and a potential ban from the community.

#### **Stop Unauthorized Work Violations!**

1. First violation of unauthorized work by a contractor: Written warning
2. Second violation of unauthorized work by a contractor: 30-day suspension
3. Third violation of unauthorized work by a contractor: 90-day suspension
4. Fourth violation of unauthorized work by a contractor: Indefinite suspension pending board approval to reinstate permission to work within Laguna Woods Village

If you have questions about rules and regulations, Manor Alterations can provide documentation regarding these parameters.

### **Realtors**

The vast majority of alterations fall under a standard umbrella of options. These include replacing windows, installing a storage cabinet, updating kitchen cabinets, etc. Standards are listed on the Laguna Woods website for reference, or click the links below.

- [Third architectural standards](#)
- [United architectural standards](#)

Owners who wish to make alterations that do not fall under these typical standards may require a variance. Manor Alterations can assist members in understanding whether their proposed alteration may qualify. As of April 9, 2021, there is a temporary six-month moratorium on United variances.

Follow these specific steps to submit a variance:

1. Complete a variance request form.
2. Provide a scope of work, including marked as-built plans, photos and specs of any proposed alterations.
3. Complete and submit both a mutual consent and demolition application.
4. Completed submissions will be reviewed by Manor Alterations.
5. Manor Alterations will perform an internal review, including site inspections, neighbor awareness notices and conditions of approval, and provide a report to the mutual's Architectural Control & Standards Committee for review.
6. The committee will review the report, neighbor comments and comments made by the member submitting the variance.
7. If the committee approves the variance, it will be submitted to the board for final approval.
8. If approved, the member will be able to complete the alteration and close out the mutual consent.

9.

## Members

Finding a good contractor can be difficult. Visit Manor Alterations at [lagunawoodsvillage.com](http://lagunawoodsvillage.com) for a list of approved contractors or [click here](#).

### Additional Resources

- [Click here](#) to verify a contractor's license
- [Click here](#) for tips and tricks for hiring a contractor within a senior living community
- [Click here](#) for access to guides and articles from the Contractor State License Board

Below are a few important points to consider before entering into a contract with a licensed contractor. The following are suggestions only; members uncomfortable in the contractor selection process are advised to seek other professional advice.

- Confirm the contractor holds mutual-required insurance
- Review in detail the contract and scope of work. Ask for clarification if necessary.
- Ensure the contract contains specific dates of commencement of work and completion.
- Ensure the contract amount relates exactly to the scope of work or services to be performed.
- List those items the contractor is excluding from the work, such as material purchases.
- Confirm the contractor will obtain the proper permit with the HOA and the city as required to fulfill the entire contract scope of work.

- Ask for references for previous work done in the Village and locally. Be sure to call the references and ask questions.

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## Permit Status Log

Please [click here](#) to view the permit status log, which is updated every two weeks. If you cannot locate your manor, please contact Manor Alterations directly with questions.

## Contact Us

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or [alterations@vmsinc.org](mailto:alterations@vmsinc.org) with questions.

## **Manor 5128 – Contractor Email Exchange**

**Initial Email for Permit Application – November 17, 2020**  
**Final Email for Permit Completion – December 11, 2020**

### **11/17/2020 - MANOR ALTERATIONS STAFF-**

Hi -

Just wanted to get back to you in Rodd's absence and answer any question you might have about the demo at 5128.

Am I to understand that the demo has been completed? If so, we would need a demo final from the City and a final air clearance. Once those items are received, you would submit a Mutual Consent application with a floor plan showing the scope of work to match the description section on the application. Also, we would need to see a Certificate of Liability for Miller & Sons. You may have provided it already, but we still need a copy with every permit submission.

I have attached the application for Mutual Consent, along with a sample of the Certificate of Liability show the coverages that we require. Please pay special attention to the Certificate Holder box - the wording must be exactly word for word.

To find your Floor Plan visit our website [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) and click "Neighborhood" Tab, and under "Sales & Leasing" Click "Floor Plans" and lastly click on the Purple Tab for "Third Laguna Hills/United Laguna Woods " to search for your plan. Co-ops = United Mutual & Condo's = Third Mutual)

Let me know if you have any questions.

<Mutual Consent Application.pdf>  
<COLI Sample.pdf>

### **11/17/2020 - CONTRACTOR**

I really appreciate the quick response. Would I submit all this information back to you via email? Thank you again!

### **1/17/2020- MANOR ALTERATIONS STAFF-**

Do you have the demo final and final air clearance?

You can email it to me since it's the second half of a project already started

### **11/17/2020- CONTRACTOR**

Yes. I will send shortly. Thank you.

**11/17/2020- CONTRACTOR**

Please see the attached and let me know if there is anything else that is needed. Thank you very much for your help!

<IMG\_6078.jpg>

<IMG\_6079.jpg>

<IMG\_6080.jpg>

<IMG\_6081.jpg>

<IMG\_6082.jpg>

**11/18/2020- MANOR ALTERATIONS STAFF**

It looks as though we still need a final air clearance.

Also, you only included page one of the Demo Final -- it has a reverse side, or a page 2. That is important as it has the final sign off of the City Inspector.

Thank you!

**11/18/2020- CONTRACTOR**

Ok, I also have the air survey I will send. Sorry I'm having trouble scanning.  
Thank you.

**11/18/2020- CONTRACTOR**

Please see the attached. Also, I just picked up the building permit worksheet the other day and still have to fill out. The city told me I need HOA consent first then fill out. I will start filling out now. Thank you so much!

Sincerely Yours,

**11/18/2020- CONTRACTOR**

I also have the survey for your files.

**11/18/2020 - CONTRACTOR**

Also, here are the certificates for liabilities.

<image0.jpeg>

<image1.jpeg>

<image2.jpeg>

**11/18/2020- MANOR ALTERATIONS STAFF-**

The certificate of Liability has to match the coverages and the wording in the certificate holder box must be word for word.

Thanks!

**11/18/2020- CONTRACTOR-**

Ok, I will try and have it updated ASAP.

Here is the form that I started. I still need to get the clients signature and does she also need to sign under the contractors declaration along with my signature? I really do appreciate the help as I'm learning :)

**11/19/2020- MANOR ALTERATIONS STAFF-**

Mornin!

That is a City form, not one of ours.

Have a good morning.

**11/19/2020 - CONTRACTOR**

Ah yes :) I will fill out the one you sent me. Thank you!

**11/19/2020- CONTRACTOR**

On the property owner information is it to be Charlotte the resident or Third Laguna woods?

**11/19/2020- CONTRACTOR**

Good morning again!

Ok, do I need the resident to sign under member? Also, do I sign or the owner of Miller and Sons at the bottom?

**11/19/2020- MANOR ALTERATIONS STAFF-**

The property owner would be X.

Have you already sent me the final air clearance? I printed out the demo final, the testing report and the disposal manifest, but not the air clearance yet.

**11/19/2020 – CONTRACTOR**

Does she sign under member or is that HOA signature? Do I sign or the owner of Miller? Please see the attached for the air clearance. Thank you!

**11/19/2020- MANOR ALTERATIONS STAFF-**

You'll need both signatures along with the floor plan.

There are so many emails back and forth, and I don't know where we stand exactly.

Did you ever send page 2 of the demo final?  
Final Air Clearance - just got it  
COLI with all three coverages? General Liability, workers' comp and auto?  
(they can be on separate certificates if applicable)

**11/19/2020- CONTRACTOR**

Is member signature for the resident to sign?

Here's page 2. I'm working on the updated insurance form.

**11/19/2020- MANOR ALTERATIONS STAFF-**

Yes - we need a signature for the owner/member and the contractor.

Thanks for page 2 - we're getting closer!

**11/19/2020- CONTRACTOR**

I have this but I'm assuming you need it to be all on the same sheet as per your sample? I was trying to see if this would pass as ok? Also, sample is calling for any auto and we have scheduled autos.

**11/20/2020— MANOR ALTERATIONS STAFF-**

No, sorry! The wording in the certificate holder box needs to be word for word. The three coverages may be on separate certificates, but the coverages must match and the certificate holder box must match ours exactly.

**11/20/20- CONTRACTOR**

Ok, understood. We are having the underwriter add and be updated in a couple days. Thank you!

**11/20/2020- CONTRACTOR**

Here is our application and then waiting for the insurance. I'd there anything I'm missing? Would you like me to send one last email with all the docs?

Thank you for all your help and have wonderful weekend!

**11/20/2020- MANOR ALTERATIONS STAFF**

I have a favor to ask of you.

Only complete submissions are to be accepted and printed for review. When so many emails go back and forth, it causes us to have to piece together a submission, searching through all the correspondence. Now that you seem to have a complete submission (I think), could you please send everything together as one permit application submission?

Thanks so much.

**11/20/2020- CONTRACTOR**

I completely understand. Once I get the insurance cert I will send one submission and will have it scanned as well. So next week I should have the full package. I really appreciate all that you have done.

**11/30/2020-**

**MANOR ALTERATIONS STAFF-**

Hi - I did get the Cert of Liability that you sent for the gen and workers' comp.

Did you ever get this to us with the correct information in the certificate holder box?

Thanks

**12/7/2020- CONTRACTOR**

We have our updated insurance and will have the certificate tomorrow.

What is the next step that you would need from me?

**12/7/2020- CONTRACTOR**

Hi,

I have been working with X for the 5128 bathroom remodel approval. The last conversation we had is that Miller & Sons needed an updated auto insurance for the last piece to complete the application.

Please see the attached auto certificate for your files.

Please let me know if you need anything else at this time.

**12/10/2020- MANOR ALTERATIONS STAFF-**

Good morning -

I am going through emails after missing three days for an asbestos training course.

Robbi Doncost asked me to look into this address to see what is holding it up. I see that you just sent the car information on 12/7, so I will see what I can do to get this processed for you.

Thanks,

**12/10/2020- CONTRACTOR**

Yes, the requested insurance took a few days. Thank you and appreciate your help.

**12/10/2020- MANOR ALTERATIONS STAFF-**

Good morning!

This is the last piece of the pie, I think!

It has been three days since I've been at my desk, so I'm a little overwhelmed with about 100 new emails.

We are not supposed to take anything other than complete applications, so if it's not too much trouble, could you please submit it in one email (or back to back emails if that's what it has to be)

That will save me the time of piecing together a complete submission from several emails, and it won't go on the back burner until I get caught up.

Thanks so much!

**12/10/2020- CONTRACTOR**

No problem, I understand. I will send a file today.

**12/10/2020- MANOR ALTERATIONS STAFF-**

Hi - getting confused -

Are you working with two addresses? I could have sworn I emailed you earlier and you were going to re-submit a complete application with everything. I don't see that email in this thread  
I'm juggling too many balls right now!

So, what I'll be looking for is everything regarding finalizing the demo (final air clearance, survey, demo final) and the mutual consent with floor plans for the build back.

Thanks!

**12/10/2020- CONTRACTOR**

Yes, I'm working on two address.

**12/11/2020- CONTRACTOR**

<cert of worker comp insurance.jpg>  
<image0.jpeg>  
<image2.jpeg>  
<IMG\_6078.jpg>

<IMG\_6093.jpg>

**12/11/2020- MANOR ALTERATIONS STAFF-**

It's only letting me print the attachments you send. Everything else that is in the body of an email won't print. I know you are doing everything you can to help, but maybe your other idea about dropping off a complete package might be better.

Actually - let me work on this - I did save several items from what you already sent.

I'll see if I can make it work ....

**12/11/2020- CONTRACTOR**

Ok, because I have no problem dropping off. You're the best!

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MUTUAL CONSENT AND DEMOLITION APPLICATION PROCESS MAP

Legend:			
Code	Stellar Description	Manor Alteration Meaning	Responsibility of
CLM	Contact Attempted/Left Message	Called Member/Applicant - Left Message	Applicant
CM	Completed	Completed	N/A
CN	Cancelled	Cancelled by Member/Staff – for Errors only. Member cancel is considered completed for staff due to the time spend working the ticket.	N/A
DEN	Denied	Denied	Applicant
DOC	Documentation Process	Front Desk Reviewing Application for Completeness	MA
FW	Final Walk	City Permits/Air Clearance provided/Request for Final Inspection	MA
MC	Member Contacted / Work Pending	Complete MC released	Applicant
NEW	New	Application Submitted and Received by MA	MA
OH	On Hold	On Hold for Neighbor Awareness Notices, Common Area Usage Agreement or Demo final documents to be provided	Applicant
PCP	Plan Check in Process	Receiving Plan Check by Inspector	MA
PN	Pending	Application Printed for Front Desk Review	MA
POP	Pending Obtaining Payment	Payment Required for Submission	MA
RQST	Requested info from Member	Revisions to plans/scope of work have been requested by MA	Applicant
RV	Being Revised	Non technical documents requested by MA (e.g. COLI, Signatures)	Applicant

Processing Notes:

Both Demolition and Construction applications should be requested for submission together, to allow plan checking of applications to be performed in tandem. Once both have been approved at plan check stage, staff will take payment for both applications and release the Demolition application to applicant (changing the ticket status to MC), while changing the Construction ticket to ‘OH’ status, noting the ticket is on hold until final demolition documents are provided (City demo permit and air clearances when application). Once the demolition documents are submitted and demolition paperwork is completed, the construction application can be released the same day and ticket status changed to ‘MC’.

Intake Staff creates PA01/PA02 ticket in Stellar for the related Manor.

Intake staff reviews application for completeness.

Following Intake Staff Review – Staff will respond to e-mail application with appropriate response to obtain more information or acknowledge receipt of completed application.

Inspector Plan Check – Inspector determines if the application can be approved at a technical level. Determines if any supplemental documents are needed and generates supplemental documents as needed.

Intake Staff COLI Request/Payment/Release – Intake Staff review application from Inspector ‘Approved folder’. Take appropriate action dependent on if final documents are complete.

City Permits/Request for Final Inspection received – Intake staff receive finaled City permit or receives request for final inspection for non-city permit alterations.

