



OPEN SESSION

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

**Wednesday, May 26, 2021 – 9:30AM-11:30AM
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 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 – Monday April 19, 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. Monthly Mutual Consent Report (Attachment 1)

Variance Requests:

- A. Variance Request – Mr. and Mrs. Ernest McGee of 690-A Avenida Sevilla (Cordoba, 1A4R) – Request for Room Addition and Enlargement of Existing Kitchen Window (Attachment 2)

Items for Discussion:

9. Alteration Fee Schedule (Attachment 3A)
 - i. Proposed Revised Alteration Fee Schedule (Attachment 3B)
10. Permitless Alteration:
 - i. City of Laguna Woods Communication (Attachment 4)
 - ii. Midterm Review
 - iii. Submissions to Date
11. Asbestos Meeting Report (Attachment 5)
 - i. CalOSHA Engagement
 - ii. Aligning the City



- iii. Initiating the Actionable Asbestos Findings
- 12. KPI's
- 13. 483-D: Brief Update

Items for Future Discussion:

Concluding Business:

- 14. Committee Member Comments
- 15. Date of Next Meeting – Thursday June 17, 2021 at 9:30AM
- 16. Adjournment



OPEN MEETING

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

Monday, April 19, 2021 - 9:30 AM
Laguna Woods Village Community Center (Virtual Meeting)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

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

DIRECTORS PRESENT:

COMMITTEE MEMBERS ABSENT: Michael Mehra

ADVISORS PRESENT: Walter Ridley, Juanita Skillman, Dick Rader

STAFF PRESENT: Richard DeLaFuente, Robbi Doncost, Lauryn Varnum

1. Call to Order

Chair Addington called the meeting was called to order at 9:30am.

2. Acknowledgement of Media

Zoom platform.

3. Approval of Agenda

The committee approved the agenda as presented by consensus.

4. Approval of Meeting Report for March 18, 2021

Director Torng requested a clarification on the meeting report regarding the collection of fees. Staff Officer Doncost clarified the comment in regards to increased assessment fees. The committee approved the meeting report as presented by consensus.

5. Chair's Remarks

None.

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

None.

7. Manor Alterations Division Manager Update



Mr. Doncost summarized the impact of new staff, including the increased capacity of the Manor Alterations (“MA”) with the onboarding of a new inspector, expeditious usage of the conveyor system, and soon the ability to add tasks back into the purview of MA. A small number of positions are still vacant but Mr. Doncost hopes to fill these shortly.

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 Counts

Mr. Doncost presented the status of the Mutual Consents; within March 2021, MA has processed 99 Mutual Consents from United Mutual, and a total of 582 Mutual Consents throughout 2021. Mr. Doncost pledged to provide an email on status components to the ACSC.

Director Torng requested a trend analysis of MA’s workload and the creation of KPIs. Mr. Doncost confirmed that current VMS staff and software systems will not facilitate this, and an outside vendor must be utilized.

Variance Requests:

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

Staff Officer DeLaFuente summarized the Staff Report and discussion ensued. Committee members discussed the resulting floorplan impact, the epoxy coating being noted to the contractors, addressing the exposed drain line, and the committee approved the recommendation to the United Board.

Items for Discussion

9. Contractor News Bulletin Topics

Mr. Doncost encouraged ACSC member to submit topic ideas for future bulletins. Director Randazzo recommended the archival of the News Bulletin within the Laguna Woods website. Director Addington raised the potential for a United Mutual Recommended Contractor List similar to the version provided by Third Mutual.

10. Contractor Communication

Mr. Doncost explained the relevance of the attachment, clarifying that members may have a perception that MA is delayed in approval process of Mutual Consents, however many times a Mutual Consent will be lacking in COI or other paperwork components. This communication log serves as an example of the length’s contractors will take to deliver accurate and appropriate information.



11. Permitless Alteration Rejections

Mr. Doncost summarized the edits made to the Permitless Form, including a series of checks to ensure only United Mutual Members can complete the form. Chair Gilmore inquired if the City of Laguna Woods has coordinated with MA on the Permitless process, Mr. Doncost confirmed a letter would be sent to them by Tuesday April 20.

12. Permit Processing Map and Legend

Chair Gilmore complimented the graphic, and Mr. Doncost confirmed a simplified version will be printed within an issue of the News Bulletin. Director Torng inquired if the MA process could include a follow up procedure for open Mutual Consents. Mr. Doncost confirmed that it is not a possibility at this time due to the software limitations of the VMS programs.

13. Asbestos Meeting Update

Mr. Doncost stated that CEO Jeff Parker had connected with AQMD, a tentative date has been set for April 30, but not confirmed. Chair Gilmore proposed a preliminary meeting involving Mutual Directors and VMS Staff, and Director Randazzo supported the proposal.

Chair Bastani inquired if the point-count method was approved by MA. Mr. Doncost confirmed the point-count method is approved, a previous News Bulletin detailed this process, and clarified that questions have arisen based on the testing of homogeneous materials which will be addressed at the Asbestos Meeting.

14. Permit Processing Costs

Mr. Doncost summarized the process experienced thus far for cost adjustments, but stated that the new Permit Costs will be addressed with the 2022 budget.

15. KPI Status

Mr. Doncost confirmed that the KPIs desired by the ACSC are not possible given the current staff and systems utilized at VMS. An outside vendor must be engaged, and this must be addressed at the governance level. Mr. Doncost explained the process to initiate this evaluation, and Chair Gilmore encouraged Director Torng to generate an email outlining the KPI parameters.

Director Ardani posed a question regarding a Permitless Alteration, Mr. Doncost and Director Randazzo clarified that the Permitless Alteration only qualifies if the alteration does not involve any alterations to drywall, plumbing, electrical systems and is a like-for-like replacement.

Items for Future Discussion:

- Standard Details Update – Cost Estimates
- Director Bastani raised the topic of conversion of a patio into a closed room and the creation of standardized drawings.

Concluding Business:



16. Committee Member Comments:

Director Addington complimented the ACSC and MA team on excellent progress, as did Director Ardani and Director Randazzo.

17. Date of Next Meeting – May 20, 2021 9:30am

18. Adjournment – 11:34am

X _____

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



Monthly Mutual Consent Report:
April 2021

Average Numbers:

Phone in-take: received per day / responded to per day = 30 – 38 Received per day / 32 – 35 Responded per day
E-mail in-take: received per day / responded to per day = 55 – 75 Emails per day / 65 – 69 Responded per day
Remote counter: total for March /average per day = 12 Appointments total (April) / 1-2 Appts per day

Average MC Sub process (From a complete application being submitted)

Class I Permits = 2-5 Business Days
Class II Permits = 5-10 Business Days
Class III Permits = 10-90 Business Days

Mutual Consents Processed and released April 2021:

United - 85
Third - 107
Total - 192

Mutual Consents Processed and released March 2021:

United - 99
Third - 121
Total - 220

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STAFF REPORT

DATE: May 26, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Ernest McGee of 690-A (Cordoba, 1A4R)
Room Addition on Existing Front Patio and Enlarged Kitchen Window

RECOMMENDATION

Staff recommends the Board approve the request for a room addition on the front patio and an enlarged kitchen window with the conditions stated in Appendix A.

BACKGROUND

Mr. McGee of 690-A Avenida Sevilla, a Cordoba style manor, requests Board approval of a variance to add a room in the existing front patio and enlarge the kitchen window.

Due to there being no existing Standard for a room addition adjacent to the living room on a 1A4 (Cordoba) floor plan, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

DISCUSSION

Mr. McGee is proposing to create a room on the left side of his existing enclosed front patio by retaining the existing walls, windows, and roof, pouring a new concrete slab to raise the floor to match the rest of the unit and installing a new wood framed wall with stucco to match the existing wall. Walls and ceiling will be insulated.

The 12' x 11'-9" room addition would be entered through a 5' wide by 6'-8" tall pair of barn doors connecting it to the living room. In addition, a new 6' x 4' window will be installed to replace the existing 4' x 4' kitchen window.

The manor has an existing Variance and permit for a roof on the front patio from 2001. At the time of purchase in 2020 by Mr. McGee, the front patio had been refinished as shown in the included photos (Attachment 3), including the entry door and windows. There are no records of permits for these additional improvements.

Staff recommends approval of this request due to finding no impairment of the structural integrity, mechanical systems, or drainage of the surrounding units or lessening of structural support.

Currently, there is one open Mutual Consent for Unit 690-A for an interior remodel of the manor. It was approved on January 13, 2021, and is currently under construction.

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

A Neighbor Awareness Notice was sent to Units 690-B, 691-A, 691-B, 691-C, 691-D, 914-A, 914-D, 915-A and 915-D on May 19, 2021 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

Variances for room additions on the living room side of the front patio have been approved in August 2002 and March 2017. Additionally, whole patio room additions can be approved via Architectural Standard plan 8 for Cordoba AB04 models and breakfast room additions approved via Architectural Standard plan 4 for 1A4 models.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 690-A.

Prepared By: Richard de la Fuente, Alterations Inspector II

Prepared By: Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

ATTACHMENT(S)

Appendix A:	Conditions of Approval
Attachment 1:	Scope
Attachment 2:	Variance Application
Attachment 3:	Photos
Attachment 4:	Map

APPENDIX A

CONDITIONS OF APPROVAL

1. No improvement shall be installed, constructed, modified or altered at **690-A**, ("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 **690-A** for a **Room Addition and Kitchen Window**, 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 **690-A** and all future Mutual Shareholders at **690-A**.
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, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Shareholder may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Shareholder's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.
8. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Shareholder. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
9. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
10. 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.
11. 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.
12. 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.

13. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
14. 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.
15. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
16. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Shareholder or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Shareholder; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Shareholder's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
17. If at any time the amount of the Conformance Deposit falls below 3/4ths of the

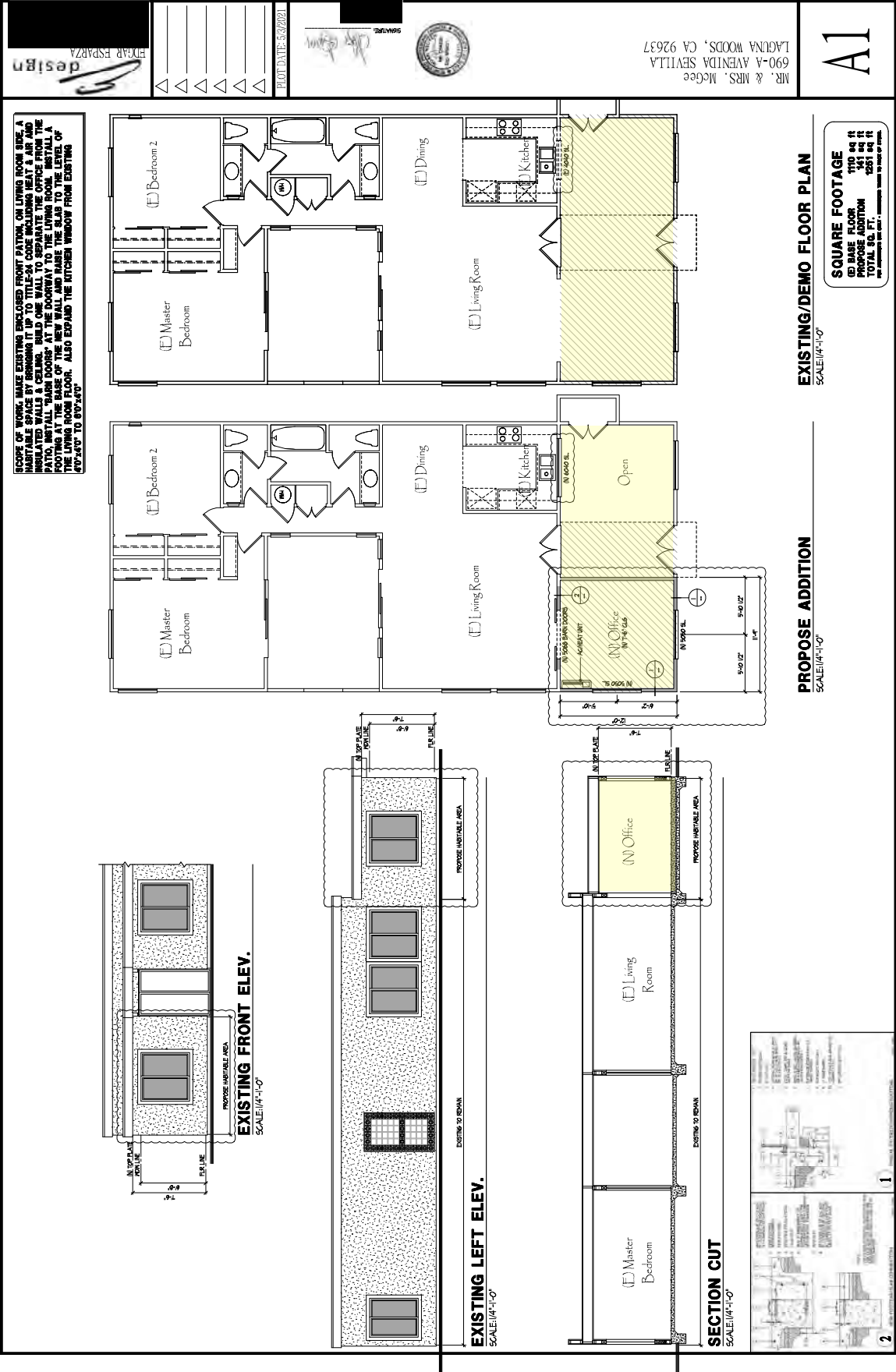
amount originally required to be posted, Shareholder agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.

18. Any remaining Conformance Deposit is refundable if the Shareholder notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Shareholder's address of record with the Mutual. Under no circumstances shall Shareholder be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Shareholder within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
19. 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>.
20. 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.
21. 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.
22. 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.
23. 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.
24. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
25. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
26. The Mutual Consent for Alterations expires six months after the date of approval,

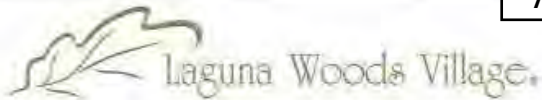
unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

27. 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.
28. 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 OF WORK



ATTACHMENT 2
APPLICATION



MANOR # 690-A

☒ ULWM

☐ TLHM

Variance Request Form

SA _____

Model: <u>Cordoba</u>	Plan: <u>1A4R</u>	Date: <u>3-4-2021</u>
Member Name: <u>Ernest McGee</u>	Signature: <u>[Signature]</u>	
Phone: [Redacted]	E-mail: [Redacted]	
Contractor Name/Co: <u>West Coast Richard Smith Remodel Inc.</u>	PI [Redacted]	[Redacted]
Owner Mailing Address: (to be used for official correspondence) [Redacted]		

Description of Proposed Variance Request ONLY:

The existing manor already has a Variance and permit for the roof for the front patio from approximately 20 years ago. We propose creating an office on the living room side that is habitable by keeping the existing exterior and existing roof, build one wall to separate the office from the patio and create an entrance from the living room. Insulating the ceiling and walls and raising the floor to be level with the living room. Also expanding the kitchen window from 4'x4' to 6'x4'.

Dimensions of Proposed Variance Alterations ONLY:

The proposed office floor space is 12' x 11'9", finished interior floor to ceiling is 7'6". Doorway from the living room is 5'x6'8". Proposed Kitchen window is 6'x4'.

FOR OFFICE USE ONLY

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

Alteration Variance Request	Complete Submittal Cut Off Date:
Check Items Received: <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: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

v.1.18



Professional
Community
Management, Inc., AGENT
Leisure World, Laguna Woods

RECEIVED

JUN 15 2001

PLANNING & ENGINEERING

MANOR # 690-A
STREET SEVILLA
PERMIT # 010907
FINAL INSP. 2/13/02

APPLICATION FOR ALTERATION PERMIT

(Please print clearly with black ink or type all information)

THE MEMBER, WHOSE SIGNATURE APPEARS BELOW, HEREBY ACKNOWLEDGES THAT THE REPAIR, REMOVAL AND/OR MAINTENANCE OF THE SPECIFIED ALTERATION(S) OR IMPROVEMENT(S) IS THE MEMBER'S RESPONSIBILITY. "I HEREBY FURTHER EXPRESSLY ACKNOWLEDGE AND AGREE THAT IT IS THE RESIDENT'S RESPONSIBILITY TO BEAR ALL RISKS IN CONNECTION WITH THE SPECIFIED ALTERATION(S) OR IMPROVEMENT(S), INCLUDING, BUT NOT LIMITED TO, THE COSTS OF REMOVING, ALTERING OR REPLACING THE SAME AS MAY BE NECESSARY OR APPROPRIATE TO ALLOW THE CORPORATION BUSINESS. IT IS INTENDED THAT THIS PROVISION BE BROADLY CONSTRUED TO EFFECTUATE THE PARTY'S INTENT THAT THE INDIVIDUAL RESIDENT BEAR ALL COSTS IN CONNECTION WITH THE SPECIFIED ALTERATION(S) OR IMPROVEMENTS(S)." UNDERSTAND AND AGREE TO THESE CONDITIONS.

The undersigned, a member of UNITED THIRD Laguna Hills Mutual, a California nonprofit corporation (hereinafter referred to as the "Corporation"), hereby requests permission of the Corporation to make the alteration described below to dwelling unit No. 690-A AVENIDA SEVILLA. Said alteration (hereinafter sometimes referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a contractor is to perform said alteration, and which are incorporated herein and made a part hereof.

PROPOSED ALTERATION (please check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Antenna, AMATEUR RADIO | <input type="checkbox"/> Flagpole | <input type="checkbox"/> Solatube |
| <input type="checkbox"/> Atrium, ENCLOSURE | <input type="checkbox"/> Garden Room | <input type="checkbox"/> Slab Revision |
| <input type="checkbox"/> Bathroom, REMODEL | <input type="checkbox"/> Gate | <input type="checkbox"/> Solarium |
| <input type="checkbox"/> Block Wall | <input type="checkbox"/> Gutters/Downspout | <input type="checkbox"/> Soft Water Unit |
| <input type="checkbox"/> Condensation Panel | <input type="checkbox"/> HVAC- <input type="checkbox"/> FAN- <input type="checkbox"/> A/C- <input type="checkbox"/> VENT | <input type="checkbox"/> Solar Unit |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Modesty Paneling | <input type="checkbox"/> Storage Cabinet(s) |
| <input type="checkbox"/> Fences, WROUGHT IRON | <input type="checkbox"/> Patio/Balcony/Atrium Cover, ALUMINUM | <input type="checkbox"/> Wall Attachment(s), EXTERIOR |
| <input type="checkbox"/> Door, EXTERIOR | <input type="checkbox"/> Patio/Balcony/Atrium Cover, WOOD LATTICE | <input type="checkbox"/> Washer/Dryer |
| <input type="checkbox"/> Door, GARAGE | <input type="checkbox"/> Patio/Balcony/Atrium Cover, WOOD SOLID | <input type="checkbox"/> Water Heater, HEAT PUMP |
| <input type="checkbox"/> Door, SCREEN | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Water Heater, RELOCATION |
| <input type="checkbox"/> Floor Coverings, EXTERIOR | <input type="checkbox"/> Shades, ROLL UP | <input type="checkbox"/> Window |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> Skylight(s) | <input type="checkbox"/> Windbreak/Windscreen, GLASS |

LOCATION/OTHER: REMOVE AND REPLACE EXISTING 1989 PATIO ROOF (MOBILE-HOME TYPE METAL INSULATED ROOF) WITH A CONVENTIONAL RAFTER AND BEAM WOODEN STRUCTURE WITH FIRE RETARDANT ROOFING "ARCHITECTURE ROOF PLANS ATTACHED"
PER MUTUAL APPROVED STANDARD SPECIFICATIONS AND STANDARD PLAN(S): #

☒ PER MUTUAL APPROVED VARIANCE RESOLUTION NO. U-01-74 ☐ VALUATION \$ 2,900.00

NOTE: THE CEILING FLOORS AND POSSIBLY OTHER AREAS OF THE MANOR MAY CONTAIN A MINUTE AMOUNT OF ASBESTOS THAT IS BASICALLY INERT AND HARMLESS IF NOT DISTURBED. HOWEVER, YOU ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT YOURSELF SHOULD YOU DISTURB OR PENETRATE ANY AREAS OF THE INTERNAL ENVELOPE OF THE MANOR. THE RESIDENT AND/OR HIS CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE AND LOCAL REGULATIONS, RELATING TO ASBESTOS REMOVAL.

MEMBER (SIGNATURE REQUIRED)

DATE

THE UNDERSIGNED IS A CONTRACTOR LICENSED PURSUANT TO THE LAWS OF THE STATE OF CALIFORNIA AND HEREBY AGREES TO PERFORM THE ABOVE DESCRIBED WORK SUBJECT TO THE TERMS AND CONDITIONS PRINTED ON THE REVERSE SIDE HEREBY WHICH ARE INCORPORATED HEREIN AND MADE A PART HEREOF. IN ADDITION, THE UNDERSIGNED CONTRACTOR HAS RECEIVED, READ, UNDERSTANDS, AND AGREES TO FOLLOW AND ADHERE TO ALL CURRENT MUTUAL STANDARDS REGARDING THIS ALTERATION.

CONTRACTOR (SIGNATURE REQUIRED)

DATE

PLEASE MAKE CHECK PAYABLE TO: GRF

ALTERATION PERMIT

(OFFICE USE ONLY)

The foregoing application is hereby approved and said member is hereby granted permission to make the above described alteration.

PCM, INC. AGENT

MANOR MODEL NAME

PERMIT FEE

ALTERATION CODE(S)

Page 10 of 15

690-A

UNITED LAGUNA HILLS MUTUAL

August 15, 2001

Mr. William John Brownlie
690-A Avenida Sevilla
Laguna Woods, CA 92653



Dear Mr. Brownlie:

Your request for roof replacement was carefully considered at the August 14, 2001, meeting of the United Laguna Hills Mutual Board of Directors. Please be advised that the following action was taken by the Board of Directors:

Resolution U-01- 74

RESOLVED, August 14, 2001, that the request of Mr. William John Brownlie of dwelling unit 690-A Avenida Sevilla, for roof replacement is hereby approved without additional revisions contingent upon the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member (inclusive of moisture problems resultant from the patio slab).
2. The resident(s) of Manor 691-D must sign an Alteration Consent Form.
3. Plans, signed and stamped by a California licensed structural engineer or architect, must be submitted depicting measurements and construction to meet staff approval and Uniform Building Code including the Title 24 energy conservation provisions.
4. Permits must be obtained and an inspection completed for the existing air conditioning unit and electrical outlets.
5. All required PCM and City of Laguna Woods permits must be obtained prior to the commencement of any work.

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.

The PCM Maintenance Department has been advised of the Board's decision and can be reached at (949) 597-4610, should you require further assistance.

Sincerely,

ON BEHALF OF THE BOARD OF DIRECTORS

Milt Johns
General Manager

cc: Barbara Pavia, Maintenance Department

ATTACHMENT 3
PHOTOS



STREET VIEW



STREET VIEW



LIVING ROOM VIEW TO ENCLOSED PATIO



KITCHEN VIEW OF WINDOW



ENCLOSED PATIO VIEW OF KITCHEN WINDOW



ENCLOSED PATIO VIEW TOWARD FRONT GATE

ATTACHMENT 4
AERIALS



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Alteration Fee Schedule

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.

Unauthorized Alteration Fee	\$300
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	No
Awnings (Standard, Less than 54")	No
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carpport)	No
Shades (Roll-up)	No

Variance Processing Fee	\$150
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Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (Through the Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$750 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700

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Laguna Woods Village®

Alteration Fee Schedule

Mutual Consent for alteration(s) fee schedule

For items not listed, please call the Alterations Department at 949-597-4616

alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent for manor alterations; city permit required as shown.

All construction, with a value of \$500 or greater, is subject to a refundable \$250 conformance deposit.

Unauthorized Alteration Fee	\$500
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic ceiling removal	Yes
Awnings (standard, less than 54")	No
Awnings (powered)	Yes
Air conditioner, central (replacement)	Yes*
Bath tub replacement	Yes
Block walls (less than 4 feet high)	No
Block walls (more than 4 feet high)	Yes
Planter wall	No
Dishwasher	Yes
Doors revisions (exterior)	No
Electrical	Yes
Exhaust fan	Yes
Fences and gates	No
Floor coverings (exterior)	No
Flooring (vinyl)	Yes
Gutters and downspouts	Yes
Metal drop shades	No
Modesty panels (balcony)	No
Patio slab revision	No
Patio wall revision	No
Plumbing (Minor)	No
Soft water system	Yes
Soft water system (connected to water heater)	Yes
Storage cabinets (carport)	No
Shades (roll-up)	No

* Replacement A/C and Heat Pumps will not require City permit so long as the Amperage remains the same as current installed unit.

* Resale Expedition Fee is \$1200 to provide 1st Inspection, issue report, and process a single Mutual Consent over the counter for like-for-like water heater, A/C unit switch-out, or Class I Mutual Consent issuance for a 45 Calendar Day expedite.

Stop Work Fee Schedule	
Violation of Unauthorized Work	Fee
1st Violation by Contractor	\$500
2nd Violation by Contractor	\$1200**

*Each subsequent violation doubles prior Violation Fee

**Notice of Asbestos Release is \$1500 + Clean Up and Testing Fees

Variance Processing Fee	\$331
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Inspection Fees Based on Value	
Alteration Type	City Permit Required
Air conditioner (through the wall)	Yes
Bathroom addition (split)	Yes
Central heating & air (new)	Yes
Covers (atrium, balcony, patio) Replace or New	Yes
Doors (new)	Yes
Enclosures atrium/balcony/patio	Yes
French doors (new)	Yes
Garden room/solarium	Yes
Heat pumps (through the wall)	Yes
Man doors (new)	Yes
Plumbing (new or relocation)	Yes
Room addition	Yes
Shower to shower	Yes
Skylights	Yes
Sliding glass doors (new)	Yes
Sliding glass door (retrofit)	Yes
Solatubes	Yes
Solar panels	Yes
Tub to shower	Yes
Wall revisions	Yes
Washer and dryer	Yes
Water heater (relocation)	Yes
Windows (new construction)	Yes
Windows (retrofit)	Yes

Inspection Fee Schedule			
Valuation	Current Fee	Proposed Fee	% of Increase
Less than \$750	\$50	\$70	40%
\$750 to \$2,000	\$77	\$108	40%
\$2,001 to \$4,000	\$168	\$235	40%
\$4,001 to \$6,000	\$280	\$392	40%
\$6,001 to \$8,000	\$392	\$549	40%
\$8,001 to \$10,000	\$504	\$706	40%
Above \$10,000	\$700	\$980	40%

MA Issuance of IN110 Stop Notice Fee : \$500

MA Issuance of Notice of Correction Fee : \$250

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City of Laguna Woods : Permitless Alteration Memorandum

Mr. Chris Macon,

This letter is in response to that certain City of Laguna Woods ("City") email letter from Mr. Chris Macon, dated Friday, March 26, 2021, in which the City offered suggestions to facilitate the City's issuance of its permits relating to the new United Mutual Board adopted Policy and Resolution # 01-21-12 commonly called the Permitless Resolution for the Component Replacement Permit-less Alteration Policy.

The following attachments are included in this document:

1. Attachment 1 – Resolution,
2. Attachment 2 – Policy,
3. Attachment 3 – United Mutual Permitless Alteration Form.

United Mutual has considered the City's concerns and has revised the Permitless form to alleviate the City's concerns. The revisions include the removal of any items from the Permitless Alteration Form that would have required a City permit such as the water heater replacement. The original Resolution that is attached does indicate the water heater replacement, but the on-line form has been revised to omit that work from the Resolution.

We would like to point out a few relevant components of the Like-For-Like ("LFL") Permitless process for clarification:

1. At present LFL replacements only pertain to the United Mutual,
2. LFL replacements are specific to those items only listed in the Policy and also on the Permitless Alteration Form ("Form").
3. United Mutual Consent: By the existence of the United Mutual Board approval of the Resolution, the Mutual approves this process.
4. Specific list of LFL components is included in the Attachment 2 – Policy. The detailed items and descriptions indicate all items allowed by this Policy and Resolution. It appears that only Hot Water Heaters would be a City permissible item in the entire list. It is for this reason that the Hot Water Heaters will be deleted from this Permitless process.
 - a. These LFL replacements do not require modifications to existing plumbing, mechanical, or electrical connections beyond the wall surface and are considered "Like for Like" (LFL) replacements.

Therefore, and in consideration of the above stated information, United Mutual's Permitless Resolution does not appear to violate City code compliance. If the City of Laguna Woods feels there exists a remaining conflict please let us know.

Sincerely,

Robbi Doncost
Manor Alterations Manager
Village Management Services,
As agent for the United Laguna Woods Mutual

CC: Rebecca Pennington – City of Laguna Woods
Sue Margolis – United Laguna Woods Mutual President
Brian Gilmore – United ACSC Chairman
Jeff Parker – VMS CEO
Siobhan Foster – VMS COO

ATTACHMENT #1 – RESOLUTION 01-21-12 COMPONENT REPLACEMENT PERMIT-LESS ALTERATION
POLICY

RESOLUTION 01-21-12

Component Replacement Permit-less Alteration Policy

WHEREAS, the Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the shareholder alterations that are like for like replacements of existing components; and

WHEREAS, the purpose of the Permit-less Component Replacement Permit-less Alteration Policy is to allow the shareholder to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for like replacement of existing alteration components without the need of a mutual consent burden; and

WHEREAS, this policy will be effective for a trial period of six (6) months from the date of Board approval and will be evaluated after four months, for its usefulness.

NOW THEREFORE, BE IT RESOLVED, on March 9, 2021, the Board of Directors hereby approves the Component Replacement Permit-less Alterations Policy as attached to these minutes; and

RESOLVED FURTHER, that this policy will be evaluated in July 2021 to determine if the policy will remain in effect or be rescinded;

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.

ATTACHMENT #2 – COMPONENT REPLACEMENT PERMIT-LESS ALTERATION POLICY

The Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the shareholder alterations that are like for like replacements of existing components. The purpose of the Permit-less process is to allow the shareholder to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a mutual consent burden.

This policy will be effective for a trial period of six (6) months from the date of Board approval and will be evaluated after four months, for its usefulness.

For all the components listed below, no Mutual Consent (alteration permit) will be required. However, notification of the change-out using the specified form is required.

The Mutual requires notification of the like for like (“LFL”) replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the Mutual from liability. The Shareholder will be responsible for contractor liabilities and securing insurance certificates. Where City permit(s) are required, the resident is responsible for obtaining the required City of Laguna Woods permit(s). This does not allow any replacements where asbestos containing materials could be released such, as but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Shareholder agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors’ manors as a result of this LFL replacement.

Category I: Replace items that have already received Alteration approval and are currently installed:

Like for like replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: Tthis list are items where the shareholder has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent/permit or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

City permits may be required: The resident is responsible for obtaining all City of Laguna Woods permits and final City inspections.

- Alteration Refrigerators
- Alteration Stoves/oven
- Alteration Microwaves
- Alteration Dishwasher
- Alteration faucets, sinks, garbage disposals
- Alteration Kitchen Counter-tops (including backsplash)
- Alteration Kitchen Cabinet Doors (and fronts)
- Alteration Light fixtures
- Alteration Ceiling fans
- Alteration Shower enclosures/shower-tub doors
- Alteration Bathroom Toilets
- Alteration Bathroom vanities
- Alteration Hot water heaters
- Alterations in wall heat pumps/air conditioners
- Alteration Central air and split system type air conditioners/heat pumps

Category II: For Component replacement in (original) Unaltered areas.

Like for like replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All Mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes shareholder's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: There are items which are mutual owned but shareholder desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven
- Microwaves
- Dishwashers
- Kitchen Counter-tops (including backsplash) and sinks and faucets
- Kitchen Cabinet Doors (and fronts)
- Bath faucets, counter tops, vanities and sinks
- Shower enclosures/shower-tub doors

Category III: (All Manors) Decorative and Functional changes as noted below will not require any notification (including Like for Like Form not needed) and do not disturb Mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, Blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.
- Closet doors
- Shelving attached to walls for books, Knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting.
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (fixture must be existing)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Grand-Fathering: The shareholder will be allowed to entitle a previously undocumented (non-permitted) alteration as noted in Categories I, II, and III if the manor owner submits the Permit-less Form within 6 months of the approved Board resolution for the Component Replacement Permit-less Alteration Policy.

Deployment: The Permit-less notification, by the shareholder, is required to send an email to a dedicated Manor Alterations mailbox. The email shall contain the manor number and letter in the email subject line. Pictures of the existing unit and the replacement unit are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: The Portal or Manor Alterations can confirm if appliances are considered alterations and owned by the shareholder.



ASBESTOS SUMMIT MEETING MINUTES
Friday April 30, 2021: 10:00AM-12:00PM

Subject: Asbestos Rules and Regulations

Attendees: Elsie Addington, Rosemarie DiLorenzo, Ralph Engdahl, Brian Gilmore, Sue Margolis, Robert Mutchnick, Richard Rader, Carl Randazzo, Juanita Skillman, Ron Harbin, Michael Haynes, May Khalighi, Amir Karamati, AQMD [Terrence Mann, Christopher Ravenstein, Victor Yip], VMS [Michael Carre, Robbi Doncost, Gavin Fogg, Siobhan Foster, Ernesto Munoz, Jeff Parker, Josh Perrin, Lauryn Varnum]

The purpose of the April 30, 2021 virtual meeting was to clarify the rules and regulations of AQMD in the practices of asbestos management utilized in the Laguna Wood Village by contractors, members, and VMS staff. The meeting started with self-introductions of all attendees. Then, Sue Margolis presented a brief summary of the construction history of Laguna Woods Village and an explanation of the motivations to host the Asbestos Summit Meeting. AQMD presented the current rules and regulations as applicable to asbestos abatement and testing, followed by a Q&A session and then a concluding summary.

This meeting provided a free exchange of information from all perspectives. We have attempted to properly record, in this memorandum, the essence of the conversation, to that end, some interpretations have been made on my behalf in the interest of shortening the memorandum to core issues.

1. Introduction: Why are we here?

Sue Margolis- Laguna Woods Village ("LWV") has approximately 12,000 residences, built approximately 50-60 years ago. Due to the timeframe of construction, Asbestos Containing Materials ("ACM") are common within the community. For many years VMS warned residents of the presence of asbestos. Presently, rules are enacted to safely address ACM but members feel they are too extensive and draconian. Members desire a happy medium between law and practical application, along with a firm decision toward the involvement of VMS staff. Residents feel remediations are too expensive and want to confirm exactly what is necessary.

2. Objectives: What is to be achieved?

Carl Randazzo- The members of LWV want to come to a resolution for a "reasonable man" approach to ACM. The current regulations enacted by VMS lead to costly remediations and unnecessarily

costly removal/disposal of materials. Mr. Randazzo further cited examples of cabinetry removals, minor holes cut into walls and ceilings, installation of curtain rods, other items of similar nature that maybe should not warrant the extensive testing and disposal of regulated material to the extent taken in the past. A more reasonable approach should be considered within the governing agency regulations.

3. Contractor's View: Understanding what a contractor's role is while working within Laguna Woods Village, and a history of previous experience with asbestos removal in prior projects.

Ron Harbin- It is understood within the pool of contractors working within LWV when testing of suspected ACM is 0.1% or less, that contractors can remove the material unencumbered, however this may not be an accurate reaction based on AQMD regulations. Issues also arise when members have a set remodeling scope, then desire to expand that scope above and beyond which will now require additional abatement. These changing scopes require a clear understanding of the '100 sq. ft.' rules from AQMD.

4. Member's View: Understanding of what a member of Laguna Woods Village has experienced during remodeling both on a personal level and as a previous member of the Architectural Committee.

Rosemarie Di Lorenzo- Over the course of a renovation started in October 2020, costing approximately \$90k, a member met with many contractors and each displayed a different understanding of asbestos requirements. Members are unaware of the rules for asbestos and what alterations requires testing. In most members' experience, the City of Laguna Woods ("City") is not involved at all, only requiring the passing of an air clearance test. Several different testing and abatement vendors exist, with widely differing cost brackets. Members would benefit from a recommended vendor list, as well as the creation of a cumulative record of asbestos removal. It would be ideal to have a building be determined "asbestos free" if enough testing has provided negative results.

5. Regulations: AQMD

Terence Mann- The role of AQMD is to perform inspections, notifications, respond to complaints, enforce legal code, and provide the distinction between "reasonable man approach", which are business and policy decisions, and consistency with the law.

Chris Ravenstein- 1403 Asbestos Rule ("1403") Describes the policies surrounding asbestos and testing. At the highest level, 1403 requires an asbestos test be done prior to any demolition, an asbestos survey is required by a licensed CAC. The rule 1403 states notifications are required for renovations, outlines standardized procedures for abatement, and includes Procedure 4 & 5 guidelines for items out of the norm situations. These rules apply to owners and/or contractors.

A simple and free option to receiving answers regarding asbestos exists via a hotline available at (909) 396-2336.

There are many rules, regulations, specifications, and mandates regarding asbestos and specifically, Rule 1403. The following is a discussion of these AQMD policies:

There is a distinction between demolition and renovation:

- Per 1403, demolition is when one or more load-bearing supports are going to be damaged, disturbed or removed (2" x 4" or rafters).
- Per 1403, renovation is classified as everything else (drywall, flooring, acoustic, etc.).

There are policies and regulations regarding surveys:

- Survey Purpose – Determine the levels of asbestos and the conditions of the material.
- Survey Requirements – Surveys do not expire unless the conditions of the material surveyed change as determined by the Certified Asbestos Consultant "CAC".
- A CAC is mandated to perform a complete and legal survey in accordance with 1403.
 - Survey Exceptions – Conditions that provide allowances to the mandated survey include, Single family dwelling, detached house NOT a condo or apartment, less than 100 sq. ft. removal (AQMD stated that the application of this rule would need further evaluation upon receipt of article of incorporation to determine applicability.)
 - AQMD has a 14-day mandatory waiting period unless a sudden unexpected event occurs such as a fire, vehicular disaster, or other unpredicted catastrophic event

Q & A:

1. Q – What is the distinction between the terms 'industrial demolition/renovation' and a 'residential alteration'? How is asbestos addressed within these definitions and how does LWV fit into these distinctions?

A – 1403 makes no distinction between 'industrial demolition/renovation' and a 'residential alteration'; it is applicable in both instances.

2. Q – Are there differing regulations for differing scopes? If a kitchen or bathroom remodel is isolated or renovates more than 60% of the unit, are the regulations different?

A – 1403 makes no distinction of room designation, use, or percentage of removal as the size of the unit is not applicable.

3. Q – If a member wants to remove Kitchen Cabinetry but they suspect the wall may have asbestos, can they remove cabinetry without notification?

A – Cities may have differing minimums, but for single-family dwellings ACM of less than 100 sq. ft., AQMD doesn't require a notification, and is to be removed by the owner. For cabinetry, the rule is clear; if cabinets can be removed cleanly and safely without disturbing the contaminated wall material, the non-regulated cabinetry can be disposed of with other construction debris safely by a contractor. If the cabinet removal will or does disturb the wall, then that removed wall material must be treated as regulated material. Further clarification from AQMD is required here regarding ownership.

AQMD's focus is on asbestos emissions. While it is humanly possible that a paper towel dispenser removal could rip a chunk out of the wall, it is unlikely. However, rules are designed to address all situations evenly. It is reasonable to assume that removal of the towel dispenser would not require any AQMD involvement.

4. Q – Can the individual residents/Manor owners manage the asbestos permits and regulations with their contractor independent of VMS?

A – This decision is dependent upon the confirmed definition of ownership that will be forthcoming in a follow-up memo.

5. Q – If cabinetry can be removed neatly can this be completed by a contractor?

A – Correct, as long as asbestos or building material is not affected.

6. Q – Regarding ownership, if someone tests their home and asbestos is found, if the owner sells, would the same wall would have to be retested?

A – Per Rule 1403, if you sell a house to someone else, that new buyer must have a new survey. Side note: VMS is to further review this situation with the board to determine any further action by the mutual.

7. Q – Within the community are both co-ops and some condos. If a member gets testing done, is the Mutual still considered the owner and can they maintain the validity of the survey?

A – Rule 1403 applies to the structure owner only. If a different person takes ownership, the law is clear that previous testing is now moot. For stand-alone structures, no notification is required. Within notification is a waiting period. Side Note: VMS to forward articles of incorporation to validate ownership of the structures to AQMD for further clarification.

8. Q – If within a kitchen there's 40 sq. ft. of tile and 40 sq. ft. of mastic, does this total 80 sq. ft.?

A – Correct, since the area is <100 sq. ft. the rule applies only to the owner or spouse of a single-family dwelling to perform the removal. Asbestos material must now be disposed of properly,

however the only place to do so legally by an owner or spouse is in Arizona. Owners don't need a survey for a single-family home if their alterations do not impact others, including not affecting any shared ventilation, hallways, etc. Further clarification of ownership will be defined in a follow-up discussion with AQMD.

9. Q – Many contractors understand that once the survey is complete and is noted at under 1% they can proceed with a point count, but when can a contractor remove material? If scope changes but still is cumulatively under 100 sq. ft. and does the contractor have to be certified?

A – A point count can be performed at any time in the process and is allowed by AQMD. Once it's been noted below 1% asbestos the 1403 rule no longer applies. CalOSHA regulations start at 0.1%, but these regulations cover employees, not residents. A further meeting with CalOSHA will be attempted. CalOSHA building materials containing more the 0.1% must be removed by licensed abatement contractors.

10. Q – What is the ruling for resident/contractor removing tack strips, if a popcorn ceiling contains asbestos does a test have to be performed for a ceiling fan?

A – Regarding tack strips; if owner puts them through the floor tiles that are glued down directly onto existing mastic they may be releasing asbestos. If its glued or secured down to the subfloor directly, abatement is not necessary. It is critical to test these materials and locations to protect all members and contractor's well-being. If the ACM is not disturbed then the tack strips maybe removed.

11. Q – Regarding ACM, is it mandatory have to have everything tested if members know it contains asbestos?

A – While it must be surveyed, if a member doesn't want to have materials tested, it is not mandatory to test, but the material must then be considered containing asbestos material. CAC can state it is 'Assumed ACM' which requires no testing.

12. Q – If ACM is not friable, and not airborne, why is the asbestos remediation contract necessary? Where does friable issue become factored in?

A – Per EPA, it is established that non-friable materials, if damaged, can be made friable, which is why those materials must be removed by a certified specialist, with no permissible exposure limit. The CAC will determine the condition of the material in question.

13. Q – For homogeneous material testing (drywall vs. paint vs. mud), do the materials have to be separated? Can the CAC test the 3 material components as an assembly?

A – Rule 1403 requires each separate building material be tested and analyzed individually. While EPA considers certain walls as one full system, (asbestos can become friable) drywall mud may contain asbestos while other layers do not. The CAC Inspector can take one sample and capture all three materials, but those materials must be separated for testing at the lab.

14. Q – For the sake of accountability, in a situation whereby the Mutual owns asbestos interior, does the liability for that material being tested falls to Mutual? Who is responsible to monitor the testing?

A – Rule 1403 applicability is with the owner of the structure. Enforcement falls to owner and contractor doing the work.

15. Q – When does a survey fail to meet standards? How do we provide a failsafe or balance? How do we report inadequate surveys?

A – South Coast AQMD does not review individual contractors regularly, they do not constantly regulate the consultants, but they do recommend enforcement to CalOSHA, who acts on behalf of inappropriate actions by contractors. A few examples of deficiencies would be insufficient testing or contradictory lab reports. These can be reported to AQMD via the hotline. The CAC is accountable to AQMD for in accurate testing and reporting. Gross survey compliance with Rule 1403 could be reported to AQMD.

16. Q – What is the delineation between Mutual ownership and how VMS participates? When members move in, can VMS refer back to actual individual member to oversee or manage the activity? Does VMS have to manage the activity? Mutual owns the structure, VMS manages the community.

A – Rule 1403 and NESHAP applies to owner of structure. If VMS allows resident in the structure to be responsible, that is a business decision of the mutual to allow. If there is an issue with noncompliance, the owner (Mutual) is responsible, however AQMD cannot make definitive statements on the ownership relationship between the Mutual and the members at this time.

AQMD Representative Terence Mann recommended providing AQMD with written, official documentation in regards to ownership within LWV in order to provide accurate advice.

Ernesto Munoz reminded all call participants that CalOSHA is also a factor. Mutuals have a liability to the OSHA guidelines in addition AQMD regulations.

6. Regulations: Cal OSHA

Unfortunately, CalOSHA could not provide a representative during the meeting, but Terence Mann encouraged VMS to provide a written list of questions for CalOSHA that can be addressed. He may be able to present the questions to CalOSHA in the future.

7. Summary: Consensus on the material presented during the meeting and identification of a path forward.

Discussion ensued about the need for clear, documented analysis of where the responsibility and ownership of structures is decided. VMS and some directors recommended connecting with the legal representation for each Mutual in order to validate this documentation.

Jeff Parker encouraged all participants on the call to submit any remaining outstanding questions to Manor Alterations. Once all questions are answered and clarifications are complete, the decided policies and resulting regulations will be provided to the members and contractors alike. A few examples of remaining questions would be:

Sample Questions:

1. Does the City or the mutual bear responsibility for regulatory enforcement?
2. After establishment of demolition SOW, what is the process to make minor changes to increase the area of ACM removal?
3. Define role of Owner in testing and CAC roles in Village ACM reporting, and demolition work.
4. Clarify the City's role in AQMD requirements for demolition permit issuance and clearance oversight.
5. Recommended vendor list of testing and CAC consultants for members to use – if applicable after ownership clarifications.

These minutes attempted to summarize the main points of the meeting. If you feel certain aspects of this summary to be incomplete or mis-characterize the matter, please provide your comments to the minutes as soon as possible for final distribution to all parties.

Robbi Doncost

Manor Alterations Manager

Manor Alterations Division

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