



OPEN SESSION

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

**Thursday, January 20, 2022 – 9:30AM-11:30AM
VIRTUAL ZOOM 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. Acknowledgment of Media
3. Approval of Agenda
4. Approval of Meeting Report – December 16, 2021 Meeting Canceled
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, PDF Page 3)

Variance Requests:

- A. Variance Request - 2048-C (Valencia, FG04_1) Two 7' High Sliding Glass Doors into the Atrium (PDF Page 5)

Items for Discussion:

9. Demolition Permit – Potential Adjustment to Mirror City Policy (Attachment 2, PDF Page 17)
10. ACM: Legal Involvement Progress & Dual Mutual Involvement – Update from Chairman
11. Technology Update – Initial Online Permit Launch
12. Staff Report - 729-D Further Extension of MC (Attachment 3, PDF Page 21)

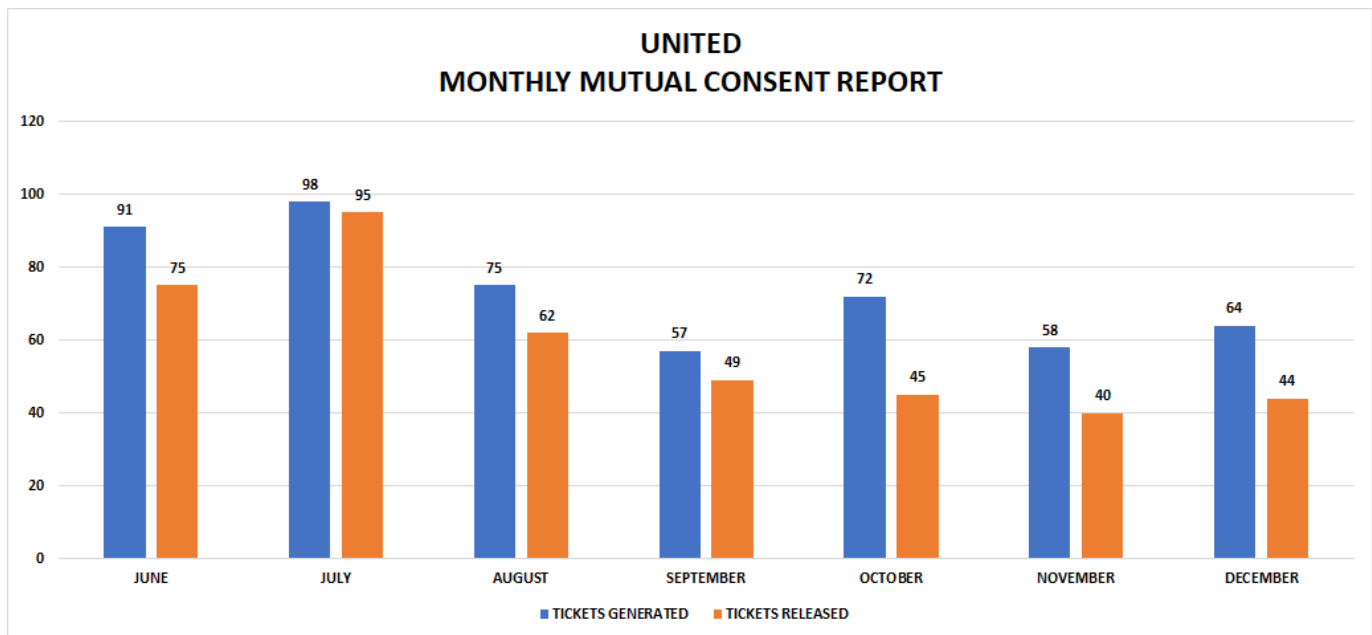
Items for Future Discussion:

13. Website Revisions for Manor Alterations



Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting – Thursday, February 17, 2022 at 9:30AM
16. Adjournment



Average Numbers:

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

30 - 35 Received per day / 30 - 35 Responded per day

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

50 - 55 Emails per day / 45 - 50 Responded per day

Counter Appointments: total for November/average per day =

40 In-Person Appointments in November / Increase in walk-ins

Permit Release Timeline:

Class I Permits = 5 - 10 Business Days

Class II Permits = 5 - 12 Business Days

Class III Permits = 15 - 90 Business Days



PERMITLESS ALTERATION SUMMARY

ALTERATION CLASSIFICATION	CLASS 1	CLASS 2
Bath Faucets/Sinks/Countertops		6
Ceiling Fan & Light Fixtures		3
Central & Split System AC/Heat Pump	18	1
Dishwasher	7	4
Faucet/Sink/Garbage Disposal	8	2
In-wall Heat Pump/AC	36	
Kitchen Cabinet Doors & Fronts	3	2
Kitchen Countertop & Backsplash	6	5
Microwave	4	1
Refrigerator	3	2
Shower & Tub Enclosure	2	
Stove/Oven	1	2
Toilet/Commode		
Vanity	2	4
TOTAL	90	32

Current Cumulative Total of all Approved Permitless Alterations = 122



STAFF REPORT

DATE: January 20, 2022
FOR: United Architectural Control and Standards Committee
SUBJECT: Variance Request:
Mr. Tom Conrad of 2048-C (Valencia, FG04_1) Two 7' High Sliding Glass Doors into the Atrium

RECOMMENDATION

Staff recommends the United ACSC approve the request for two 7' high sliding glass doors into the atrium with the conditions stated in Appendix A.

BACKGROUND

Mr. Conrad of 2048-C Avenida Sevilla, a Valencia style manor, requests ACSC and Board approval of a variance for two 7' high sliding glass doors into the atrium.

Due to there being no existing Standard plan for the proposed alteration, and any structural revision requires a variance, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

Plans have been submitted for review (Attachment 1).

DISCUSSION

Mr. Conrad is proposing to remove an existing sliding glass door in the living room and a fixed window in the bedroom hallway, enlarge the openings, and install two 7' high sliding glass doors.

The removal of the fixed window and enlargement of its opening will result in the removal of the hallway door and a portion of the hallway/kitchen wall. The removal of the sliding glass door and enlargement of its opening in the living room will remove a portion of the atrium/living room wall. The height of the new sliding glass door header will be 7'.

The removal of walls will require structural drawings and calculations to be submitted for approval to both the city and manor alterations. Existing trusses will not be allowed to be cut or modified.

Currently, there are no open Mutual Consents for the manor.

Staff recommends approval of the variance request for the following reasons: the existing windows face into the atrium and do not affect neighboring views; standard policy allows windows facing into the atrium to be converted to sliding glass doors if using the same opening.

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

Structural drawings and calculations will be submitted for review prior to issuing a Mutual Consent.

A Neighbor Awareness Notice was sent to Units 2048-A, 2048-B, and 2048-D, on January 11, 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.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at **2048-C**.

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

Manor: 2048-C

Variance Description: Two 7' high sliding glass doors into the atrium

A Variance for Alterations has been granted at the above manor, 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 disciplinary action taken against the Shareholder.

Manor-specific Conditions:

- A. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- B. The Manor Owner shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- C. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components as well as shoring have been satisfied.

Requirements for Mutual Consent:

- D. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations 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.
- E. Prior to the Issuance of a Mutual Consent for Alterations, the Manor Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

Prior to Final Inspection by Manor Alterations:

- F. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- G. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

General Conditions:

1. No improvement shall be installed, constructed, modified or altered at 2048-C, ("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 Manor Owner or Owners ("Manor Owner") 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. Manor Owner 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.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Manor Owner at 2048-C and all future Mutual Manor Owners at 2048-C.
4. Manor Owner 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. Manor Owner acknowledges and agrees that all such persons are his/her invitees. Manor Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
5. Manor Owner 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.
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on

documents and Business Pass Application Instructions) in place to admit contractors and other invitees.

7. Member Owner's contractors and other invitees shall have business signage on vehicles and 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.
8. 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.
9. The resident is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
10. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
11. 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.
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 Manor Owner. 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 Manor Owner shall indemnify, defend and hold harmless United and its officers, directors, committee Manor Owners 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 Manor Owner's improvements and installation, construction, design and maintenance of same.

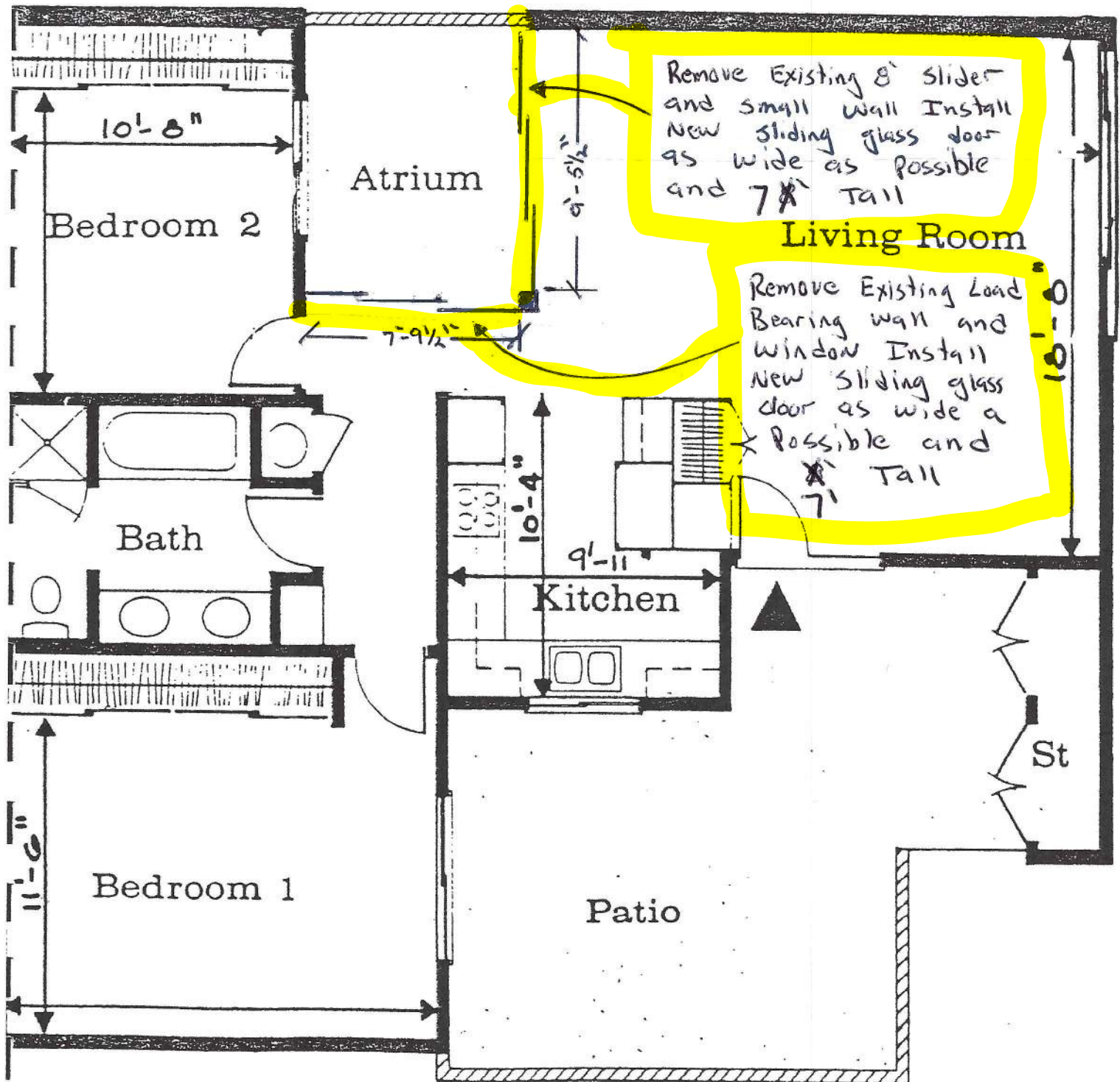
2408-C Via Maraposa

Tom Co

ATTACHMENT 1
SCOPE OF WORK

Proposed
Floor
Plan

VALENCIA(NEW)(FG04)

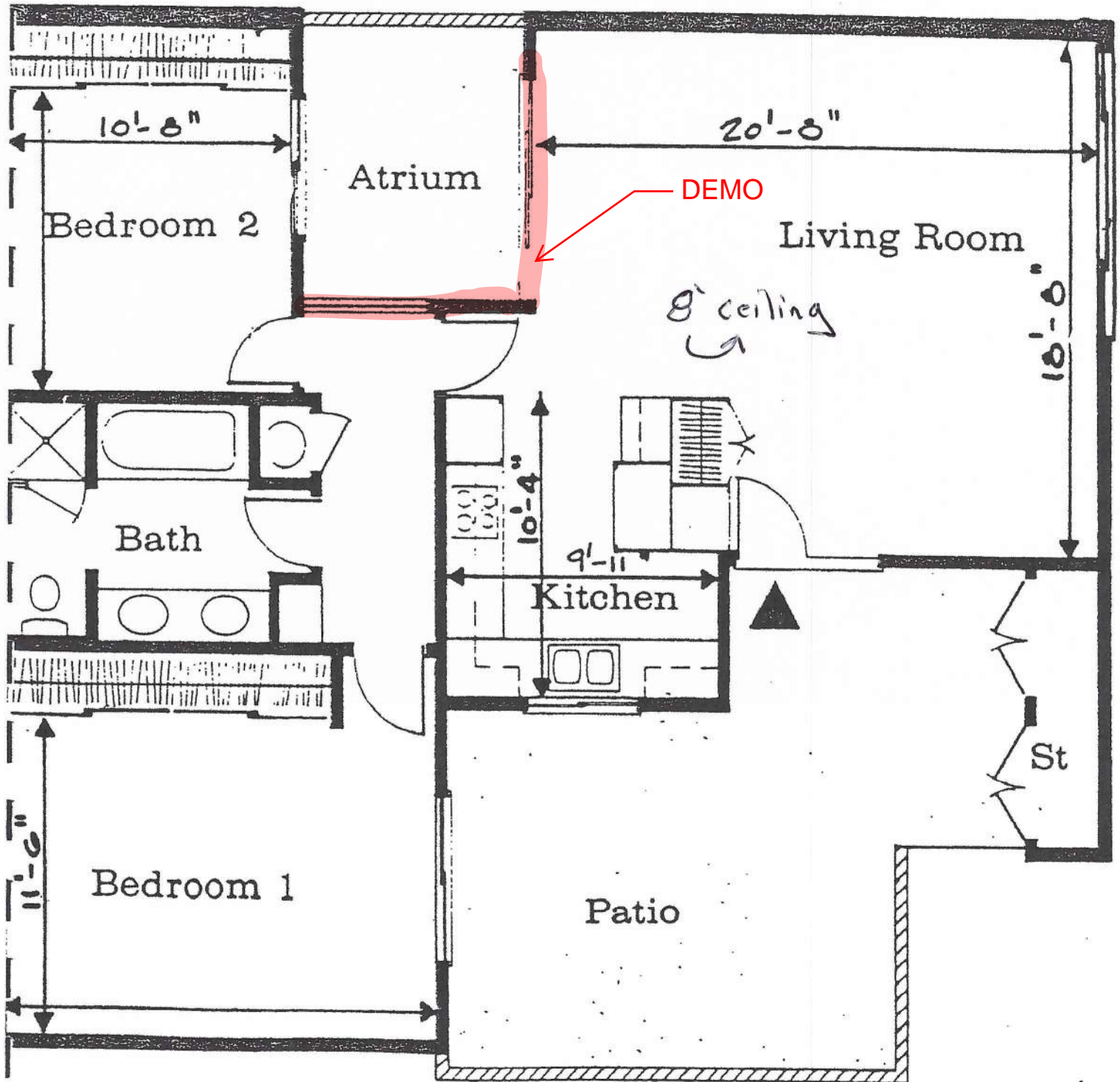


2408-C Via Maraposa

Tom Conrad

Existing
Floor
Plan

VALENCIA(NEW)(FG04)



Variance Request Form

SA _____

Model: <u>Valencia (New)</u>	Plan: _____	Date: <u>Aug. 16, 2021</u>
Member Name: <u>Tom Conrad</u>	Signature: <u>[Signature]</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Mykaton Construction</u>	[REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) <u>2048-C Via Maraposa, Laguna Woods, 92637</u>		

Description of Proposed Variance Request ONLY:

Remove existing sliding glass door from Dining Room to Atrium, Remove wall and window from end of hallway. Install Two Large Two Panel Sliding Glass doors in there Place ~~to~~ 7' Tall, To Make all open to Atrium

Dimensions of Proposed Variance Alterations ONLY:

Remove existing 8' x 6'-8" sliding glass door from Dining Room install new 9'-5" x 8'-0" sliding glass door Remove 4' x 3' Fixed Glass window and 4' x 8' section of wall, install new 7'-6" x 8'-0" sliding glass door

FOR OFFICE USE ONLY

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

Alteration Variance Request

Check Items Received:

- ☐ Drawing of Existing Floor Plan
- ☐ Drawing of Proposed Variance
- ☐ Dimensions of Proposed Variance
- ☐ Before and After Pictures
- ☐ Other: _____

Complete Submittal Cut Off Date:

Meetings Scheduled:

Third AC&S Committee (TACSC): _____

United M&C Committee: _____

Board Meeting: _____

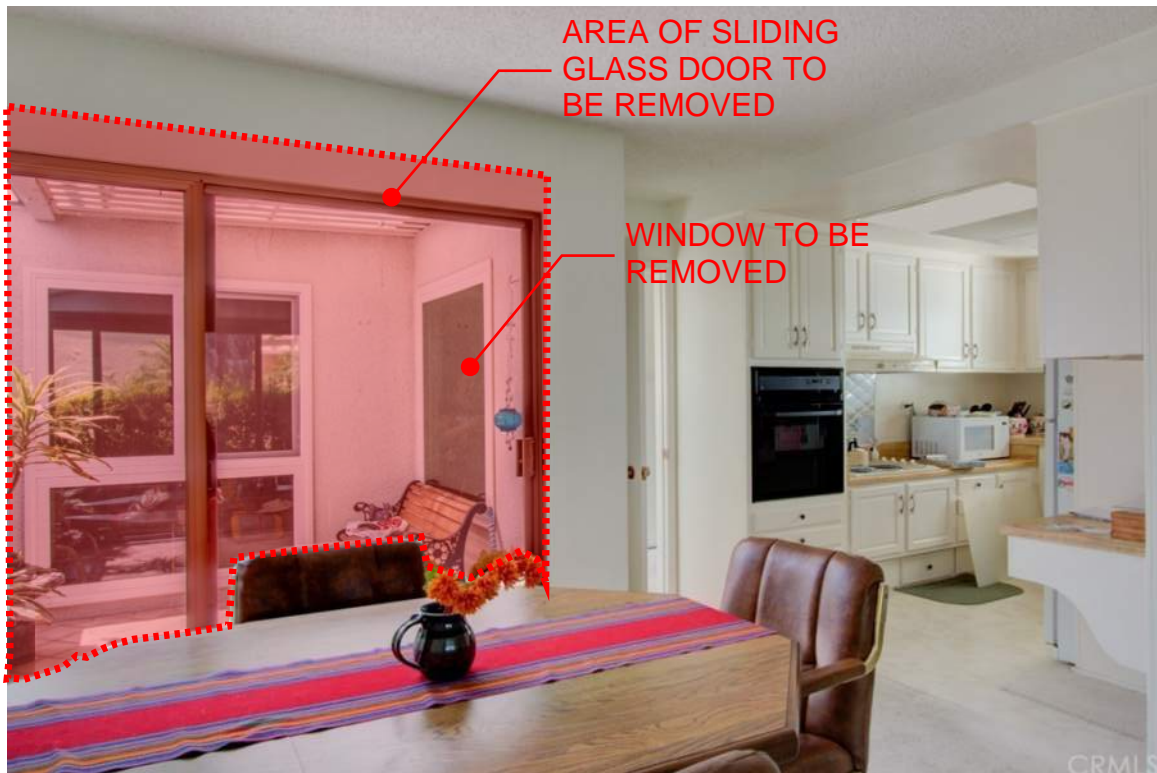
☐ Denied

☐ Approved

☐ Tabled

☐ Other _____

ATTACHMENT 3
PHOTOS

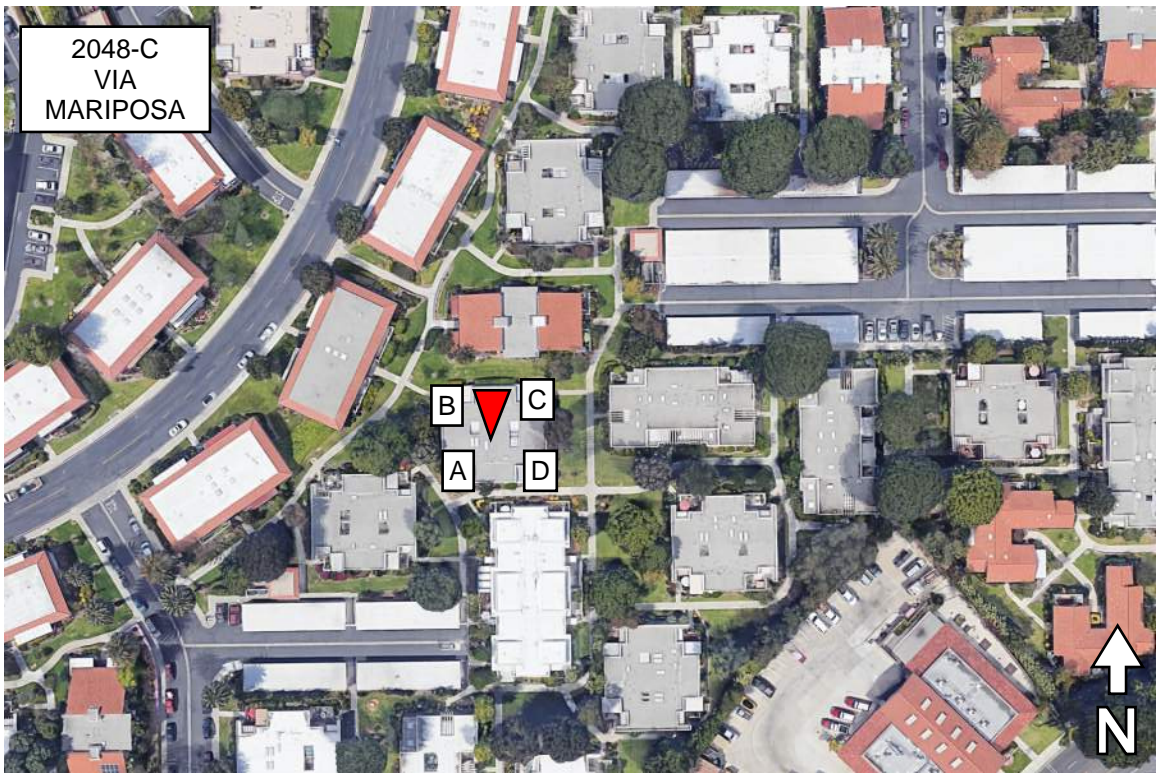


ATRIUM SLIDING GLASS DOOR AND WINDOW TO BE REMOVED



ATRIUM SLIDING GLASS DOOR TO BE REMOVED

ATTACHMENT 4
AERIALS





CITY OF LAGUNA WOODS

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULE 1403 INFORMATION

California Health and Safety Code Section 19827.5 requires permit applicants to provide notification, as required by South Coast Air Quality Management District (SCAQMD) Rule 1403, prior to obtaining a demolition permit. The Rule 1403 Notification Form is available on SCAQMD's website at:

<http://www.aqmd.gov/home/regulations/compliance/asbestos-demolition-removal/r1403-web-app>

SCAQMD Rule 1403 Section (d)(1)(A) generally requires that a California State Certified Asbestos Consultant who is certified by the California Department of Industrial Relations' Division of Occupational Health and Safety (Cal/OSHA) perform an asbestos survey prior to any demolition or renovation work (see definitions below), in accordance with all applicable federal, state, and local laws and regulations.

State law also requires that a California State Certified Asbestos Contractor who is certified by Cal/OSHA perform all asbestos abatement work in accordance with all applicable federal, state, and local laws and regulations.

The City is unable to waive these requirements of state law. SCAQMD can be reached at (909) 396-2336.

"Demolition" means the wrecking, or taking out, of any load-supporting structural member of a facility or structure and related handling operations, or the intentional burning of any facility. This means that if you remove as little as one (1) two-by-four from a load-bearing wall, it is considered a demolition. Other examples of load-bearing members include foundation, slab, rafters, porch pillars, etc.

"Renovation" means the altering of a facility or the removing or stripping of one or more facility (structure) components in any way, including but not limited to, the stripping or removal of asbestos-containing material from facility components, retrofitting for fire protection, and the installation or removal of heating, ventilation, and air conditioning (HVAC) systems.

At Permit:
ASC Form **IF THE ASBESTOS SURVEY FOUND NO ASBESTOS PRESENT IN THE PROPOSED WORK AREA AND THIS PROJECT IS A "RENOVATION" WITH NO "DEMOLITION"**, you are required to complete and submit the Asbestos Survey Certification (ASC) Form with certification by a California State Certified Asbestos Consultant (see page 2), prior to City permit issuance.

At Permit:
1403 Form **IF THE ASBESTOS SURVEY FOUND NO ASBESTOS PRESENT IN THE PROPOSED WORK AREA AND THIS PROJECT INCLUDES "DEMOLITION"**, you are required by state law to provide the City with a copy of the Rule 1403 Notification Form on or after the 15th day from the date that it was filed with SCAQMD. The City is unable to issue a demolition permit until the form is provided and 15 days have passed from its filing.

At Permit:
ASC Form **IF THE ASBESTOS SURVEY FOUND "LESS THAN 100 SQUARE FEET" OF ASBESTOS PRESENT IN THE PROPOSED WORK AREA AND THIS PROJECT IS A "RENOVATION" WITH NO "DEMOLITION"**, you are required to complete and submit the Asbestos Survey Certification (ASC) Form with certification by a California State Certified Asbestos Consultant (see page 2) prior to City permit issuance. Once all asbestos removal is complete, and prior to scheduling a City inspection, you must submit proof of asbestos removal by a California State Certified Asbestos Contractor prior to scheduling a City inspection.

At Permit:
1403 Form **IF THE ASBESTOS SURVEY FOUND "100 SQUARE FEET OR MORE" OF ASBESTOS PRESENT IN THE PROPOSED WORK AREA AND THIS PROJECT INCLUDES "RENOVATION" AND/OR "DEMOLITION"**, you are required by state law to provide the City with a copy of the Rule 1403 Notification Form on or after the 15th day from the date that it was filed with SCAQMD. The City is unable to issue a demolition permit until the form is provided and 15 have passed from its filing. Once all asbestos removal is complete, and prior to scheduling a City inspection, you must submit proof of asbestos removal by a California State Certified Asbestos Contractor prior to scheduling a City inspection.

At Permit:
1403 Form **IF THE PROJECT INCLUDES "DEMOLITION", IRRESPECTIVE OF ASBESTOS PRESENCE**, you are required by State law to provide the City with a copy of the Rule 1403 Notification Form on or after the 15th day from the date that it was filed with SCAQMD. The City is unable to issue a demolition permit until the form is provided and 15 days have passed from its filing.

**This form is reproduced by the approval of the City of Laguna Woods at time of permit issuance. It is also to be signed by the Applicant upon Mutual Consent application and archived in Manor Alterations records.*



MANOR: _____

DATE: _____

Laguna Woods Village®

ASBESTOS SURVEY REPORT CHECKLIST

Rev 7/15/16

Inspection Date:	Notification #:	Survey Purpose	Limited Survey	Thorough Survey
Contractor Name:		Class ID#:	Contact Name:	Phone:
Site Address:			City:	State: Zip:
Survey Conducted By:			Phone:	Class ID#:

Rule 1403	Asbestos Survey Documentation Requirements*	40CFR763	In Compliance	Misc.
d1A	Thoroughly inspected the facility for ACM and assumed ACM where the demolition/renovation will occur	85a	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d1A	Identified all friable and nonfriable types of ACM and assumed ACM	85a4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d1Ai	Quantified all the friable and nonfriable ACM and assumed ACM		<input type="checkbox"/> Yes <input type="checkbox"/> No	
-	Submitted a CAC signed survey report with the company logo/headings and contact information	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(I)	Documented the name, address and phone # of the person(s) that performed the inspection(s)	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(II)	Documented the OSHA certificate # of the person(s) that performed the inspection(s)	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(III)	Documented the dates the survey was performed	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(IV)	A listing of all suspected materials containing any asbestos, a listing of all samples collected, and a sketch of where the samples were taken	85a4viB	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(V)	Documented the name, address and phone # of the lab used for sample analysis	87d	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(VI)	Documented the NVLAP approval # of the lab used for sample analysis	87a	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(VII)	Documented the sampling protocols (763.86) and lab test methods used for asbestos analysis (763.87)	86 & 87	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(VIII)	Described the facility included any structural damage (fire, demo, partial reno, etc)	-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv	Provided proof of Cal/OSHA certification as a Certified Asbestos Consultant (CAC)	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
h1	Sampled the suspect ACM in accordance with the AHERA inspection protocol	86	<input type="checkbox"/> Yes <input type="checkbox"/> No	
-	Assessed the ACM condition for damage type and rating in percent	88b&c	<input type="checkbox"/> Yes <input type="checkbox"/> No	
h2	Analyzed samples at a NVLAP lab by PLM or SCAQMD Method 300-91	87	<input type="checkbox"/> Yes <input type="checkbox"/> No	
-	Included a table summary of findings listing all ACM and non-ACM materials	85a4viB	<input type="checkbox"/> Yes <input type="checkbox"/> No	

* Please see 40CFR763 Subpart E, B&P7180, and R1403d1A for minimum survey requirements

Comment:			
Reporting Inspector:	Date:	Reviewing Supervisor:	Date:

***This form is reproduced by the approval of the City of Laguna Woods at time of permit issuance. It is also to be signed by the Applicant upon Mutual Consent application and archived in Manor Alterations records.**





MANOR: _____

DATE: _____

Laguna Woods Village®
MANOR ALTERATIONS

ASBESTOS SURVEY CERTIFICATION (ASC) FORM

**REQUIRED PRIOR TO PERMIT ISSUANCE IF THE SURVEY FOUND NO ASBESTOS PRESENT IN THE PROPOSED WORK AREA
OR IF THE SURVEY FOUND “LESS THAN 100 SQUARE FEET” OF ASBESTOS PRESENT IN THE PROPOSED WORK AREA.**

Permit Applicant's Name: _____

Job Site Address: _____
Laguna Woods, California 92637

Does this project include any demolition as defined by SCAQMD?

“Demolition” means the wrecking, or taking out, of any load-supporting structural member of a facility or structure and related handling operations, or the intentional burning of any facility. This means that if you remove as little as one (1) two-by-four from a load-bearing wall, it is considered a demolition. Other examples of load-bearing members include foundation, slab, rafters, porch pillars, etc.

(check only one) ☐ No ☐ Yes – if “yes,” **STOP**; this form does not apply to you. Please refer to page 1.

Work Area: Describe all materials that would be affected by renovation.
(Check all that apply; list all others. Attach additional pages as necessary.)

☐ Acoustic Ceiling ☐ Drywall ☐ Ducting ☐ Fire Proofing ☐ Floor Tiles (VAT) ☐ Resilient Floor Covering
☐ Insulation ☐ Linoleum ☐ Mastic ☐ Plaster ☐ Roofing ☐ Stucco ☐ Transite ☐ Cement

TO BE COMPLETED BY A CALIFORNIA STATE CERTIFIED ASBESTOS CONSULTANT:

I, the undersigned, certify that I have personally conducted an asbestos survey of the work area described above, in full compliance with all applicable state, federal, and local laws and regulations, including South Coast Air Quality Management District Rule 1403, and found that *(check one)*:

☐ no asbestos is present. **OR** ☐ less than 100 square feet of asbestos is present.

I certify under penalty of perjury that the foregoing is true and correct to the best of my knowledge, and that I am a California State Certified Asbestos Consultant in good standing holding the California Department of Industrial Relations' Division of Occupational Health and Safety (Cal/OSHA) (DOSH) Asbestos Certification Number below.

California State Certified Asbestos Consultant's Name: _____

California State Certified Asbestos Consultant's Cal/OSHA (DOSH) Asbestos Certification Number: _____

California State Certified Asbestos Consultant's Signature: _____

Date: _____

**Signatures suspected of being forged or not unique
to this document will be reported to Cal/OSHA.**

****This form is reproduced by the approval of the City of Laguna Woods at time of permit issuance. It is also to be signed by the Applicant upon Mutual Consent application and archived in Manor Alterations records.***

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STAFF REPORT

DATE: January 20, 2022
FOR: United Architectural Controls and Standards Committee
SUBJECT: Variance Request: Reza Bastani of 729-D Avenida Majorca (Cordoba, 1A4), is requesting Board approval of a variance to provide an additional 180-day extension for existing expired Mutual Consents and Variance

REQUEST

Staff requests the United ACSC consider the request to provide an additional 180-day extension for existing expired Mutual Consents and Variance.

BACKGROUND

Mr. Bastani of 729-D Avenida Majorca, a Cordoba style manor, is requesting Board approval of a variance to provide an additional 180-day extension for existing expired Mutual Consents and Variance.

Due to there being limits to Staff's ability to authorize extensions, Staff seeks Board consideration prior to authorizing a permit extension.

DISCUSSION

Mr. Bastani is requesting Board approval of a variance to provide an additional 180-day extension for existing expired Mutual Consents and Variance.

The Mutual Consent for Demolition was released on February 5, 2020, the Variance was approved by the Board on April 14, 2020 and the Mutual Consent for Alteration was approved on June 16, 2020, and said Mutual Consents and Variance expired without construction commencing, and were granted 90-day extensions on August 21, 2020, and again on October 16, 2020, which have again expired on January 16, 2021 without construction commencing.

On October 14, 2021, an additional 180-day extension was approved by the Board requiring only new paperwork to be submitted to initialize the extension until April 12, 2022. At this time no new paperwork has been submitted.

The original Mutual Consent for Demolition was released approximately 2 years ago and construction has still yet to commence.

Per the Conditions of Approval item 27 of Resolution 01-20-20 for the Variance in question, 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, and only one extension for a maximum of an additional six months may be granted.

Staff authority to allow extensions is restricted by Resolution 01-02-159, where work shall be completed within 180 calendar days of the permit issuance date, and if not completed in that time, may be granted a one-time extension not to exceed 90 days, and the conclusion of work not completed within the extension period will be at the discretion of the Board.

Prepared By: Richard de la Fuente, Alterations Inspector II

Reviewed By: Robbi Doncost, Manor Alterations Manager

ATTACHMENT(S)

Attachment 1: Existing Open Mutual Consents from 2020

ATTACHMENT 1- Existing Open Mutual Consents from 2020**MUTUAL CONSENT FOR DEMOLITION**

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), requests permission of the Corporation to perform the demolition required to make the alteration described below to the dwelling. Said alteration (hereafter 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. JPA Contractor is to perform said alteration; and which is incorporated herein and made a part hereof. United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor 729-D
 Street: Avenida Nubreen
 Demo Consent# X20-0204
 City Demo Permit# _____
 Final Date: _____
 City Permit # _____
 Final Date: _____
 NAF: _____
☐ Waste Line ☐ Landscape

Unit Model Name: CORDOBAPLAN # 1, 1A4, 1A6**PROPERTY OWNER INFORMATION**Name: REZA BastaniMailing Address: 729 D AVE. MAJORCACity: Laguna WoodsState: CAZip Code: 62637

Email: _____

CONTRACTOR INFORMATIONName: MEMAR INC (MATT DARBANDI)

Street Address _____

Phone _____

City: _____

State: CAZip Code: 92677

Email _____

License # _____

Class: GD(B)Expires: 06.30.2020**DEMOLITION DESCRIPTION**

VALUATION: \$ _____

Atrium & porch / patio - Demo the existing open-decor block wall.Bathroom - Abate the asbestos drywalls on both sides each ends of the bathtub and demo the tub along with the ceramic wall tiles.Kitchen - Demo non-structural none asbestos wood wall which divides the kitchen and livingroom & diningroom and floor tile, window and the wall under

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND COPIES OF TEST RESULTS, DISPOSAL MANIFESTS AND CLEARANCES MUST BE PROVIDED TO THE CORPORATION.

ALL DEMOLITION IS TO BE PERFORMED PER STATE, FEDERAL, CITY, AND MUTUAL REGULATIONS**MEMBER: IMPORTANT, PLEASE READ CAREFULLY**

1. The Mutual's Alteration process requires the Mutual 3. I understand and agree that I am responsible for all risks in Member receive a copy of the Mutual Standard to which the connection with all alteration(s) or improvement(s), including, but requested Consent applies, where applicable. To ensure not limited to, the costs of removing, altering, protecting, or compliance, the Member's signature indicating receipt of the replacing the same as may be necessary or appropriate to conduct Standard is necessary, and a Mutual Consent will not be Corporation business.

issued without this required signature.

2. I understand that I will be in non-conformance if my 4. I understand and agree that I am responsible for, and bear all contractor and/or I do not conform to Mutual rules and costs in connection with all alteration(s) or improvement(s), regulations, and that I may be subject to Member Disciplinary including any costs associated with remediation, clean-up or repair Procedures, including the possibility of a fine in accordance of mutual owned or controlled property, caused by or resulting with the Schedule of Monetary Penalties. from alteration(s) or improvement(s) or the installation thereof.

I certify that all items listed above will be properly listed on the Demolition Permit from the City of Laguna Woods.

I also understand that this Mutual Consent will EXPIRE within 180 DAYS of approval.

Signature of Member: _____

Date: 1/15/2020**CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY**

I have received, read, understand, and agree to follow and conform to all current Mutual standards, Rules and Regulations. In addition, I certify that am a contractor licensed pursuant to the laws of the state of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application.

Signature of Contractor: _____

Date: 1/15/20**FOR OFFICE USE ONLY**Alteration Code(s): Demo struct/blocks / A/R Demo Wain/K, Demo floor w/LA/DR, Demo Window/K, Demo Unit/Kand by: Memar Inc

VMS, Inc.

Date: 2-5-20.Permit Fee: \$50Check # 1412

ATTACHMENT 1- Existing Open Mutual Consents from 2020

MUTUAL CONSENT FOR DEMOLITION			
<p>The undersigned, a member of United Laguna Hills Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), requests permission of the Corporation to perform the demolition required to make the alteration described below to the dwelling. Said alteration (hereafter 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 is incorporated herein and made a part hereof. United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.</p>		<p>Manor: <u>729-D</u> Street: <u>Avenida Majorca</u> Demo Consent# <u>X20-02d4</u> <input checked="" type="checkbox"/> City Demo Permit# _____ Final Date: _____ <input type="checkbox"/> City Permit # _____ Final Date: _____ NAF: _____ <input type="checkbox"/> Waste Line <input type="checkbox"/> Landscape</p>	
Unit Model Name: _____		PLAN # _____	
PROPERTY OWNER INFORMATION			
Name: <u>Reza Bastani</u>			
Mailing Address: <u>729-D Avenida Majorca</u>			
City: <u>Laguna Woods, CA, 92637</u>	State: <u>CA</u>	Zip Code: <u>92637</u>	
Email: _____			
CONTRACTOR INFORMATION			
Name: <u>Memar Inc.</u>			
Street Address: <u>24382 Caswell Ct.</u>		Phone: _____	
City: <u>Laguna Niguel</u>	State: <u>CA</u>	Zip Code: <u>92677</u>	
Email: <u>Memar.inc@yahoo.com</u>			
License # <u>1015089</u>	Class: <u>B</u>	Expires: <u>06/30/22</u>	
DEMOLITION DESCRIPTION			
Demolish the wall between Kitchen & L.R. Demolish the wall between Kitchen & Patio including window. Demolish drywall between kitchen and bathroom. (BR) Remove floor tiles in kitchen, Bathroom & Patio. Remove wall tiles, bathtub, vanity sink in bathroom. Demolish base cabinets, countertop, backsplash in BR & Kitchen. Demolish open decor wall in atrium. Demolish CMU's in patio. Remove main entrance gate & demolish porch. Abate all asbestos containing material.			
<u>STACCO FROM PATIO WALL SHALL BE REMOVED BY</u>			
10-16-20			
<p>IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND COPIES OF TEST RESULTS, DISPOSAL MANIFESTS AND CLEARANCES MUST BE PROVIDED TO THE CORPORATION.</p> <p style="text-align: center;">ALL DEMOLITION IS TO BE PERFORMED PER STATE, FEDERAL, CITY, AND MUTUAL REGULATIONS</p>			
MEMBER: IMPORTANT, PLEASE READ CAREFULLY			
<p>1. The Mutual's Alteration process requires the Mutual 3. I understand and agree that I am responsible for all risks in Member receive a copy of the Mutual Standard to which the connection with all alteration(s) or improvement(s), including, but requested Consent applies, where applicable. To ensure not limited to, the costs of removing, altering, protecting, or compliance, the Member's signature indicating receipt of the replacing the same as may be necessary or appropriate to conduct Standard is necessary, and a Mutual Consent will not be Corporation business. issued without this required signature.</p> <p>2. I understand that I will be in non-conformance if my 4. I understand and agree that I am responsible for, and bear contractor and/or I do not conform to Mutual rules and all costs in connection with all alteration(s) or regulations, and that I may be subject to Member Disciplinary improvement(s), including any costs associated with Procedures, including the possibility of a fine in accordance remediation, clean-up or repair of mutual owned or controlled with the Schedule of Monetary Penalties. property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.</p>			
<p>I certify that all items listed above will be properly listed on the Demolition Permit from the City of Laguna Woods. I also understand that this Mutual Consent will EXPIRE within 180 DAYS of approval.</p>			
Signature of Member: <u>[Signature]</u>		Date: <u>9/19/2020</u>	
CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY			
<p>I have received, read, understand, and agree to follow and conform to all current Mutual standards, Rules and Regulations. In addition, I certify that am a contractor licensed pursuant to the laws of the state of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application.</p>			
Signature of Contractor: <u>[Signature]</u>		Date: <u>09/19/2020</u>	
FOR OFFICE USE ONLY			
Alteration Code(s): <u>Demo Stucco/Unit Batching Patio/Atrium, Demo Unit K, Demo Floor K/LR/DR/BA</u>			
<u>Demo W/K, Demo Railing Unit/K</u>			
<u>by Memar Inc.</u>			
<u>[Signature]</u>	<u>10-16-20</u>	<u>\$50</u>	<u>1412</u>
VMS, Inc.	Date	Permit Fee	Check #

ATTACHMENT 1- Existing Open Mutual Consents from 2020

APPLICATION FOR MUTUAL CONSENT FOR MAJOR ALTERATION(S)

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, a California nonprofit corporation (hereafter referred to as the "Corporation"), hereby requests the permission of the Corporation to make the alteration described below to Manor. Said alteration (hereafter 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 is incorporated herein and made a part hereof.

United Laguna Woods Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor: 729-D
Street: Avenida Majorca
Consent# 20-0706
Final Insp.
A copy of the signed City final inspection is required for final acceptance by the Mutual.
City Demo Permit# _____
Final Inspection: _____
City Permit# _____
Final Inspection: _____
NAF: _____

MANOR MODEL NAME:

PLAN#:

APPLICANT INFORMATION

Name:

Phone:

ZIP Code:

PROPERTY OWNER INFORMATION

Name: Reza Bastani

Phone:

Street Address: 729 D Avenida Majorca

City: Laguna Woods

State: CA

ZIP Code: 92637

E-mail:

CONTRACTOR

Company Name: Memar Inc.

Street Address:

Phone:

City:

State:

ZIP Code:

Email:

License:

Class: B

Expires: 08/30/2022

PROJECT DESCRIPTION:

SPUR 27 10-16-20

VALUATION: \$ 20000.00

Create new breakfast room. Remodel bathroom & Atrium. Relocate water heater to outside. Convert patio and porch into a room with Roof & ceiling. Install new drywall between kitchen and bathroom. Raise floor level in kitchen & patio by concrete to living Room level. Install new entrance door for the gate, install new floor tiles, Lights, Electrical & AC ducts, cabinets, countertop, sinks & associated plumbing. Remodeling shall be per attached drawings. Rev 3

* Install New Entrance Door for Gate.

Per neighbor awareness notice Attached. 2/2-16-21.

ALTERATIONS TO BE COMPLETED PER MUTUAL RULES & STANDARD SECTION(S): 1, 6, 30, 44.

PER MUTUAL APPROVED STANDARD PLAN(S) # 7.8.3

PER MUTUAL APPROVED VARIANCE RESOLUTION #

variance request SA21463401

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. This Mutual's Alteration process requires that the Member understand and agree to the Mutual's Rules and Regulations, which apply to all Members. To ensure compliance, the Member's signature below represents consent of the Member and a Mutual Consent will not be valid without the required signature.

2. I understand that I will be responsible for any damages, claims or violations that result from the actions or inactions of my contractor(s) or myself. I will ensure that items requiring inspection will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

I understand that I am responsible for the actions of my contractor(s). I understand that I am responsible for any damages, claims or violations that result from the actions or inactions of my contractor(s) or myself.

I will ensure that items requiring inspection will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

Signature of Member:

Date: 9/21/20

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and conform to all current Mutual standards regarding this alteration. In addition, I am a contractor licensed pursuant to the laws of the State of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application. I will ensure that items requiring inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

Signature of Contractor:

Date: 9/21/20

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FOR OFFICE USE ONLY

This application is approved and said member is hereby granted permission to make the above described alteration(s).

Alteration Code(s): BRA, RA, AE, BRR, WH/Relo, D, Elec/T.e., Hvac Ducts, NG/WIA

RA/P (Variance)
VMS, Inc. \$700 C.C. N/A Reza Bastani 10-16-20
Permit Fee Check# Conformance Fee/Check# Paid by Date

Entry Gate to Door