



## **OPEN SESSION**

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

**Wednesday, March 23, 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 two options:

1. Join the Zoom meeting at <https://us06web.zoom.us/j/91432172027>
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

### **NOTICE and AGENDA**

*This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report – February 17, 2022
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

### **Consent:**

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

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

8. Monthly Mutual Consent Report (Attachment 1)

### **Items for Discussion:**

9. ACM: Legal Involvement Progress – Update from Chairman

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

10. TBD

### **Concluding Business:**

11. Committee Member Comments
12. Date of Next Meeting – Thursday, April 21, 2022 at 9:30AM
13. Adjournment

**THIS PAGE INTENTIONALLY LEFT  
BLANK**



**OPEN MEETING**

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

Thursday, February 17, 2022 - 9:30 AM-11:30AM  
Laguna Woods Village Community Center (Virtual Meeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Anthony Liberatore, Acting Director Diane Casey, Acting Director Maggie Blackwell

**COMMITTEE MEMBERS ABSENT:** Reza Bastani, Cash Achrekar

**ADVISORS PRESENT:** Dick Rader

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

Zoom platform via Granicus.

**3. Approval of Agenda**

Approved by consensus.

**4. Approval of Meeting Report for December 16, 2021**

Approved by consensus.

**5. Chair's Remarks**

None.

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

Acting Director Blackwell had questions regarding variance procedures, Chair Liberatore encouraged she wait for the variances to be heard before discussing the matter in depth.

**7. Manor Alterations Division Manager Update**

Staff Officer Robbi Doncost reported that Manor Operations is fully operational and staffed, unfortunately a large amount of staff was out due to quarantine procedures. Inspectors have been



temporarily reassigned to in-take operations, but there will likely be a backlog of approximately 5 days. Chair Liberatore inquired if an email communication can be sent to the community during periods of backlog.

**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**

Staff Officer Doncost summarized the report, explained the response time for all inquiries had returned to a 24-hour period, and standard permits were approved within approximately 5-10 business days.

**Variance Requests:**

**A. Variance Request - 81-C Calle Aragon (Madrid, 4) Room Addition on the Existing Exclusive Area Front Patio, Bathroom Addition, and Enclosed Atrium**

Staff Officer Richard DeLaFuentes summarized the report and answered questions clarifying the extension into exclusive-use common area. Mr. DeLaFuentes confirmed that this variance will not encroach upon common area, and that it aligns with the current slab. The variance request was approved by consensus.

**B. Variance Request – 861-Q Ronda Mendoza (Castilla, HH08\_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras**

Mr. DeLaFuentes read aloud two letters from neighbors disapproving of the proposed variance, and clarified that the staff has amended its position from recommending approval to neutrality. Acting Director Casey commented that the proposed system seems invasive to the privacy of the community. Acting Director Blackwell recalled that a previous resident had installed cameras, however they gave the feeling of an unsafe neighborhood and raised concerns over where the camera would be aimed. Advisor Rader commented that perhaps the Governing Docs Committee could consider the ramifications of this proposal.

Member Myskzo presented his argument to the committee, including offering to provide photos of where the cameras would be aimed. Discussion ensued regarding the concern for setting a precedent within the community with cameras. Ultimately, the committee elected by consensus to defer the decision to the Governing Docs Committee.

Acting Director Blackwell inquired about a specific variance discussed at the previous ACSC meeting. She inquired as to the process of alterations being resolved within a resale, and the grandfathering of in improper alterations. Staff Officer Gavin Fogg clarified that part of the resale inspection was to identify



alterations out of compliance, but policies have changed over time. Mr. Fogg suggested a private off-line discussion to further answer any questions Acting Director Blackwell's questions.

#### **Items for Discussion**

##### **9. ACM: Legal Involvement Progress & Dual Mutual Involvement**

Acting Director Blackwell asked for a summary of the current situation. Mr. Doncost explained that history of communications between the two mutuals regarding ACM policies, explaining that a meeting was attempted to have the Chair's speak directly. The current procedure is able to revised if both mutual's can create a mirrored process. Chair Liberatore pledged to contact United's legal representation to discuss the mutual's role/Manor Alteration's role.

##### **10. Technology Update Automated Reminders & Permitless Alteration Receipts**

Staff Officer Lauryn Varnum summarized the current technology updates, including the upcoming automated email reminders for members, and a fully digital permit system. The committee was very excited for the updates and looked forward to updates.

##### **11. City of Laguna Woods & Manor Alterations Meeting**

Mr. Doncost explained the ongoing meetings between the City and Manor Alterations served as an open path of communication. The meetings include discussion of new policies and the effect on both entities, any communal changes, and updates on staffing changes. The committee asked to be kept abreast of the updates.

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

##### **12. No issues were raised.**

#### **Concluding Business:**

##### **13. Committee Member Comments**

Acting Director Blackwell inquired again about the same previous variance, with Mr. Fogg reiterating that the discussion should continue offline.

##### **14. Date of Next Meeting – Thursday March 17, 2022 9:30 AM**

##### **15. Adjournment – 10:50 AM**

X \_\_\_\_\_

Anthony Liberatore, Chair

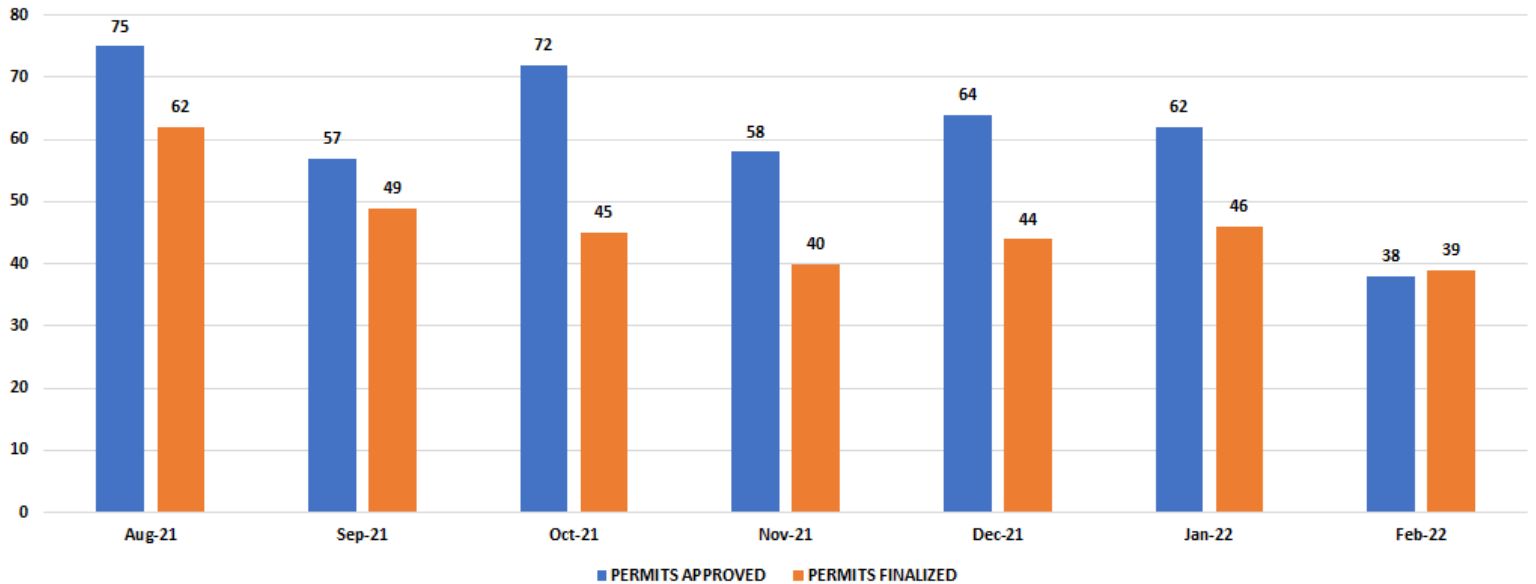
Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

**THIS PAGE INTENTIONALLY LEFT  
BLANK**



### UNITED MONTHLY MUTUAL CONSENT REPORT



#### Average Numbers:

Phone in-take: received per day / responded to per day =  
**65-70 Received per day / 65-70 Responded per day**

E-mail in-take: received per day / responded to per day =  
**35 Emails per day / 35 Responded per day**

#### Permit Release Timeline:

Class I Permits = 5 - 10 Business Days  
Class II Permits = 5 - 12 Business Days  
Class III Permits = 45 - 90 Business Days



## PERMITLESS ALTERATION SUMMARY

ALTERATION CLASSIFICATION	CLASS 1	CLASS 2
Bath Faucets/Sinks/Countertops		7
Ceiling Fan & Light Fixtures	1	3
Central & Split System AC/Heat Pump	19	1
Dishwasher	10	4
Faucet/Sink/Garbage Disposal	10	2
In-wall Heat Pump/AC	49	
Kitchen Cabinet Doors & Fronts	2	2
Kitchen Countertop & Backsplash	8	6
Microwave	4	1
Refrigerator	3	2
Shower & Tub Enclosure	2	
Stove/Oven	1	2
Toilet/Commode		
Vanity	3	5
<b>TOTAL</b>	<b>112</b>	<b>35</b>