



## **OPEN MEETING**

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

**Thursday, May 19, 2022 – 9:30AM  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, CA 92637**

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 via Zoom by clicking this link: <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 for April 21, 2022
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

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

8. Monthly Mutual Consent Report

### **Variance Requests:**

- A. 575-D Avenida Majorca (Madrid, 4) Revert a Portion of Existing Room Addition to the Original Outdoor Atrium Conditions

### **Items for Discussion:**

9. Inter-Mutual Discussion on ACM

### **Items for Future Agendas:**

- TBD

### **Concluding Business:**

Anthony Liberatore - Chair  
Bart Mejia - Staff Officer  
Telephone: 949-597-4616



UNITED LAGUNA WOODS  
M U T U A L

10. Committee Member Comments
11. Date of Next Meeting – June 16, 2022
12. Adjournment

Anthony Liberatore - Chair  
Bart Mejia - Staff Officer  
Telephone: 949-597-4616



## OPEN MEETING

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

Thursday, April 25, 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, Cash Achrekar

**COMMITTEE MEMBERS ABSENT:** Reza Bastani

**ADVISORS PRESENT:** Dick Rader

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

#### **1. Call to Order**

Chair Liberatore called the meeting to order at 9:45am after a short recess in order to obtain a quorum.

#### **2. Acknowledgement of Media**

Zoom platform via Granicus.

#### **3. Approval of Agenda**

Approved by consensus.

#### **4. Approval of Meeting Report for February 17, 2022.**

Approved by consensus.

#### **5. Chair's Remarks**

Chair Liberatore expressed remorse for the committee's prior meeting postponement and pledged to work in a more efficient manner.

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

None.

#### **7. Manor Alterations Division Manager Update**

Staff Officer Bart Mejia discussed the status of the Manor Alterations Division, confirming that staff was at full capacity and fully trained. Mr. Mejia confirmed that emails and phone calls are answered/returned within 24 hours of receipt.



Chair Liberatore inquired if any effects from COVID are still felt, but Mr. Mejia clarified that staff is in an ideal space for processing applications. Director Achrekar asked for clarification on the distinctions between permit classifications. Staff Officer Robbi Doncost gave a brief summary.

**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**

Mr. Mejia summarized the report, stating that Manor Alterations was acting as a well-functioning unit.

**Variance Requests:**

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

Mr. Mejia summarized the history of this variance moving between committees, and staff's recommendation to approve the request. The resident, David Mysko, spoke on behalf of his variance, including his desire for a sense of safety. Director Achrekar inquired if the resident had experienced any issues or problems, and expressed concern that many residents will also mount cameras. After discussion ensued, the motion was passed to recommend the variance for approval to the United Board.

**B. Variance Request – 430-B Avenida Sevilla (La Corona, 3BR) A Room Addition on Front Exclusive Use Common Area and to Relocate Interior Walls**

Mr. Mejia presented the variance, discussed the details, and Chair Liberatore inquired about the details regarding common area vs exclusive-use common area. After discussion ensued, the motion was passed to recommend the variance for approval to the United Board.

**Items for Discussion**

**9. ACM: Legal Involvement Progress**

Chair Liberatore clarified that prior to meeting with the mutual's legal representation he would connect with the Chair of Third ACSC.

**10. Water Heaters in Common Area**

**A. Current Status of Issuance and Application of a CAUA**

Mr. Doncost raised the issue of Water Heaters within common area, and the ongoing layered discussion surrounding the installation, including the legal ramifications of common area. Director Rader highlighted a section of Davis-Sterling, offering a potential alternative path for approvals. Director Achrekar and Chair Liberatore discussed speaking with legal counsel.



Resident Ana Traweck raised a question about asbestos and ACM protocols for renovations within manors, and Mr. Mejia confirmed all alterations must confirm to AQMD and OSHA standards regarding asbestos.

**Items for Future Discussion:**

**11. No issues were raised.**

**Concluding Business:**

**12. Committee Member Comments**

None.

**13. Date of Next Meeting – Thursday April May 19, 2022 9:30 AM**

**14. Adjournment – 10:50 AM**

Anthony Liberatore, Chair

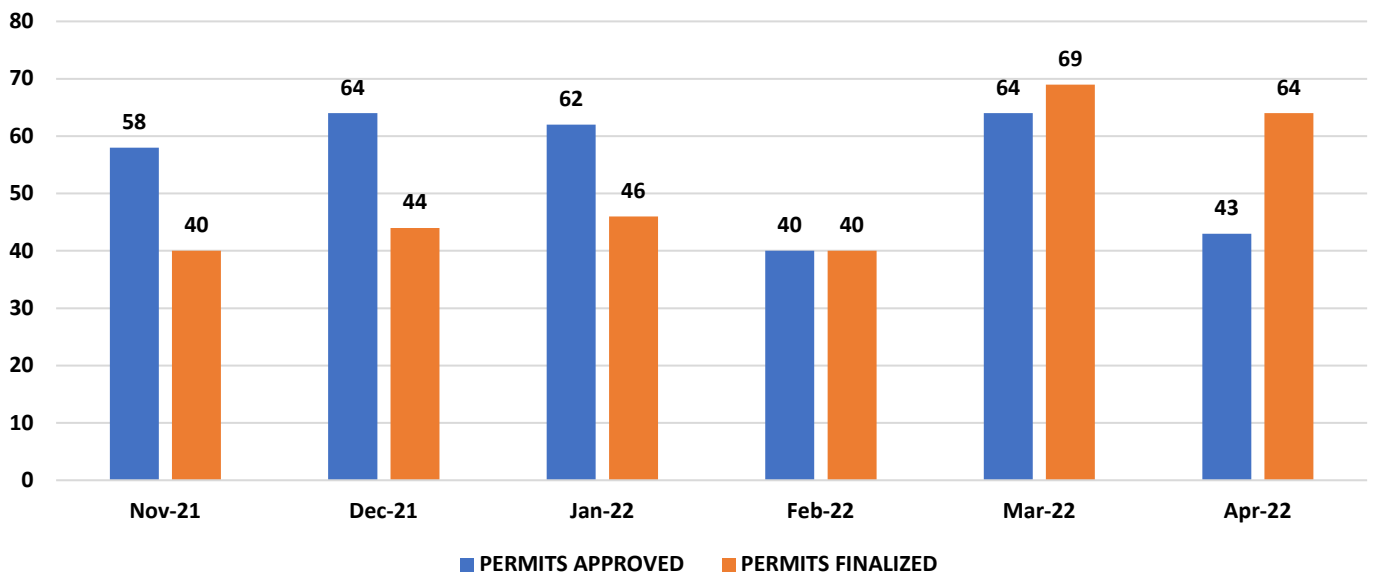
Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

This Page Left Intentionally Blank



## UNITED MONTHLY MUTUAL CONSENT REPORT



### Average Numbers:

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

**65 Received per day / 65 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

This Page Left Intentionally Blank





## STAFF REPORT

---

**DATE:** May 19, 2022  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request:  
Mr. Timothy Hawco of 575-D Avenida Majorca (Madrid, 4) Revert a Portion of a Prior Approved Atrium Enclosure back to a Smaller Outdoor Atrium.

---

### **RECOMMENDATION**

Staff recommends the United Architectural Control and Standards Committee (ACSC) recommends to the United Laguna Woods Mutual Board approval of the request from Mr. Timothy Hawco of 575-D Avenida Majorca, a Madrid style manor, to revert a portion of a prior approved existing Atrium Enclosure back to a smaller outdoor Atrium with the conditions stated in Appendix A.

### **BACKGROUND**

The original plan of the Madrid style manor has a 10'-1" x 8'-0" atrium adjacent to the Dining Room, the Kitchen, and a second Bedroom. In a past alteration (see page 11 of this report), the atrium was enclosed in order to add a Bathroom and add space to the Dining Room. As a result, the second Bedroom was no longer a legal sleeping room, and the unit was to be registered as a "one Bedroom plus Office" unit with the county. Plans have been submitted for review (Attachment 1).

### **DISCUSSION**

The scope of work for this variance is to retain the existing bathroom, but revert the portion of the Dining Room created by the previous alteration back to an outdoor Atrium. By recreating the outdoor Atrium, the Office will have a window added, which should allow the room to be considered a Bedroom. This will need to be confirmed by the Building Department through the plan check process. The new Bedroom #2 will be required to have a window placed through an exterior wall. As none is shown at present, an exterior elevation will be required for review of architectural harmony. Staff suggests this additional request be reviewed by staff and a determination to approve said window be made by staff at a later date.

The area to be occupied by the atrium shall be demolished and replaced with a new lowered exterior atrium slab and wall footings per current building code.

This addition does not increase the number of bedrooms of the manor beyond the original number of bedrooms associated with this style of manor.

Due to there being no existing Standard plan for the proposed alteration staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

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

Staff recommends approval of the variance request for the following reasons: reverting the room addition to an atrium is similar to a standard plan for this style of manor; the office will now legally be useable as a bedroom; the interior remodeling will not affect views of adjacent units.

Upon approval by the ACSC and Board, this manor will need to be re-registered with the county as a two-bedroom unit.

Existing trusses will not be allowed to be cut or modified.

Structural drawings and calculations will be required to be submitted to Manor Alterations for review prior to issuance of the Mutual Consents for Demolition and Alteration.

The structural drawings and calculations reviewed by Manor Alterations will be submitted to the City of Laguna Woods Building Department with the Mutual Consent as part of the permit application.

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

A Neighbor Awareness Notice was sent to manors 575-A, 575-B and 575-C, on May 10, 2022 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 575-D.

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

**Reviewed By:** Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

Baltazar Mejia, Maintenance & Construction Assistant Director

## **ATTACHMENT(S)**

Appendix A: Conditions of Approval

Appendix B: Record Documents

Attachment 1: Scope of Work

Attachment 2: Application

Attachment 3: Photos

Attachment 4: Aerials

Attachment 5: Resolution

## **APPENDIX A**

### **CONDITIONS OF APPROVAL**

**Manor:** 575-D

**Variance Description:** Atrium addition

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 Member.

#### **Manor-Specific Conditions:**

##### **A. General Comments:**

- A.1. The Member 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.
- A.2. 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, and shoring have been satisfied.
- A.3. The means of egress from the second bedroom shall be reviewed for compliance with current Building and Fire codes and approved by the appropriate jurisdictional departments.

##### **B. Materials and Methods:**

- B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
- B.2. New exterior drain lines shall be tied in with existing exterior drainage system.
- B.3. New atrium walls shall be constructed as exterior walls, with the exterior finish and weatherproofing facing into the atrium space.

##### **C. Requirements for Mutual Consent for Alterations:**

- C.1. 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.
- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- C.4. 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 Member 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 Member'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 first be replaced or repaired at the Member's expense during construction of the improvement.
- C.5. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. 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.

- D.2. 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:**

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 575-D, ("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 Member or Members ("Member") 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.
- G.2. Member 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.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 575-D and all future Mutual Members at 575-D.
- G.4. Member 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. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member 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.

- G.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.
- G.7. Member'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.
- G.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.
- G.9. The Member 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.
- G.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.
- G.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.
- G.12. 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.

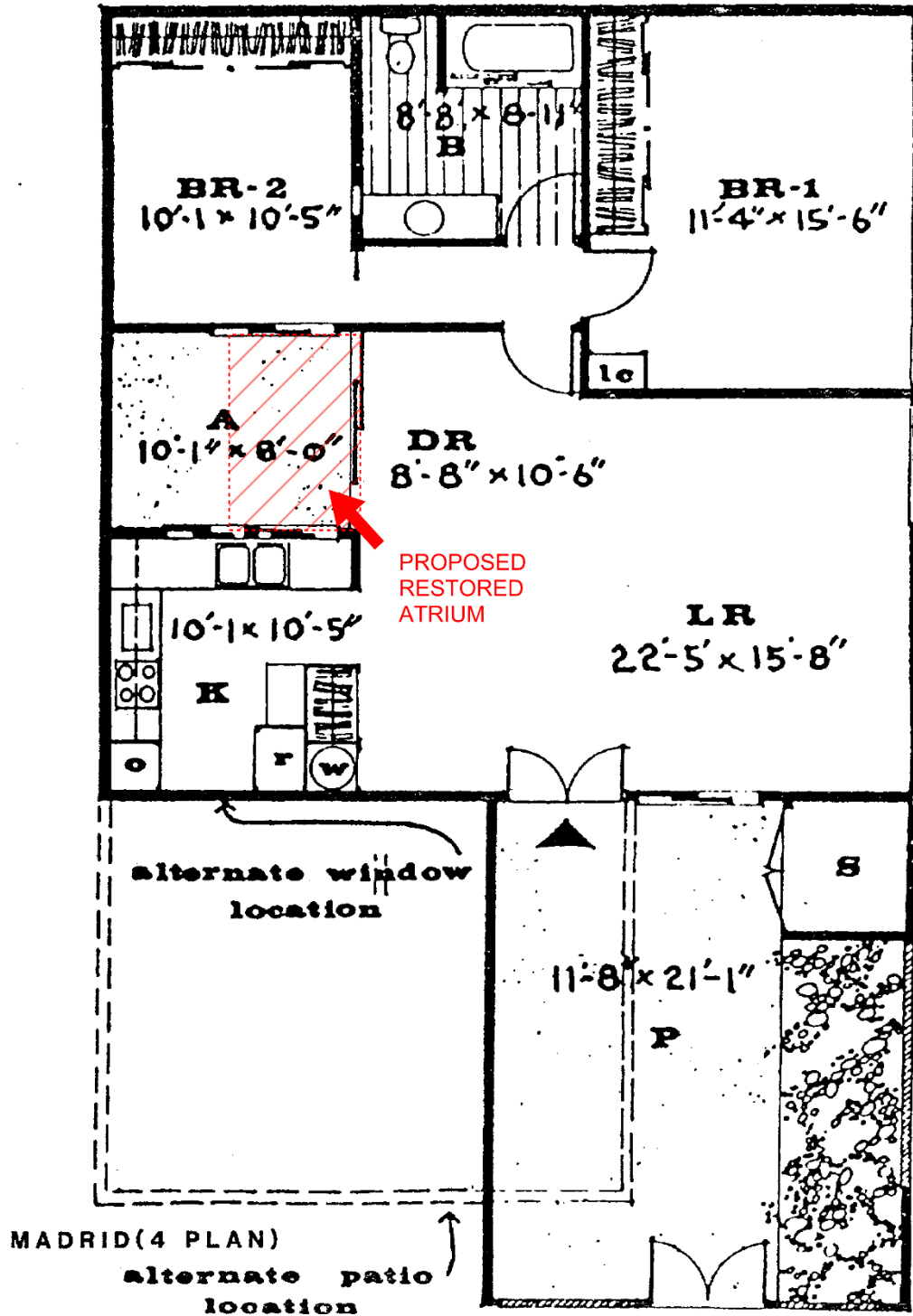
- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. 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.
- G.16. 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.
- G.17. 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.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security staff by calling 949-580-1400.
- G.20. 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.
- G.21. 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 Member. Such fines left unpaid will result in forfeiture of a portion or all of



the Conformance Deposit required above or other legal remedy.

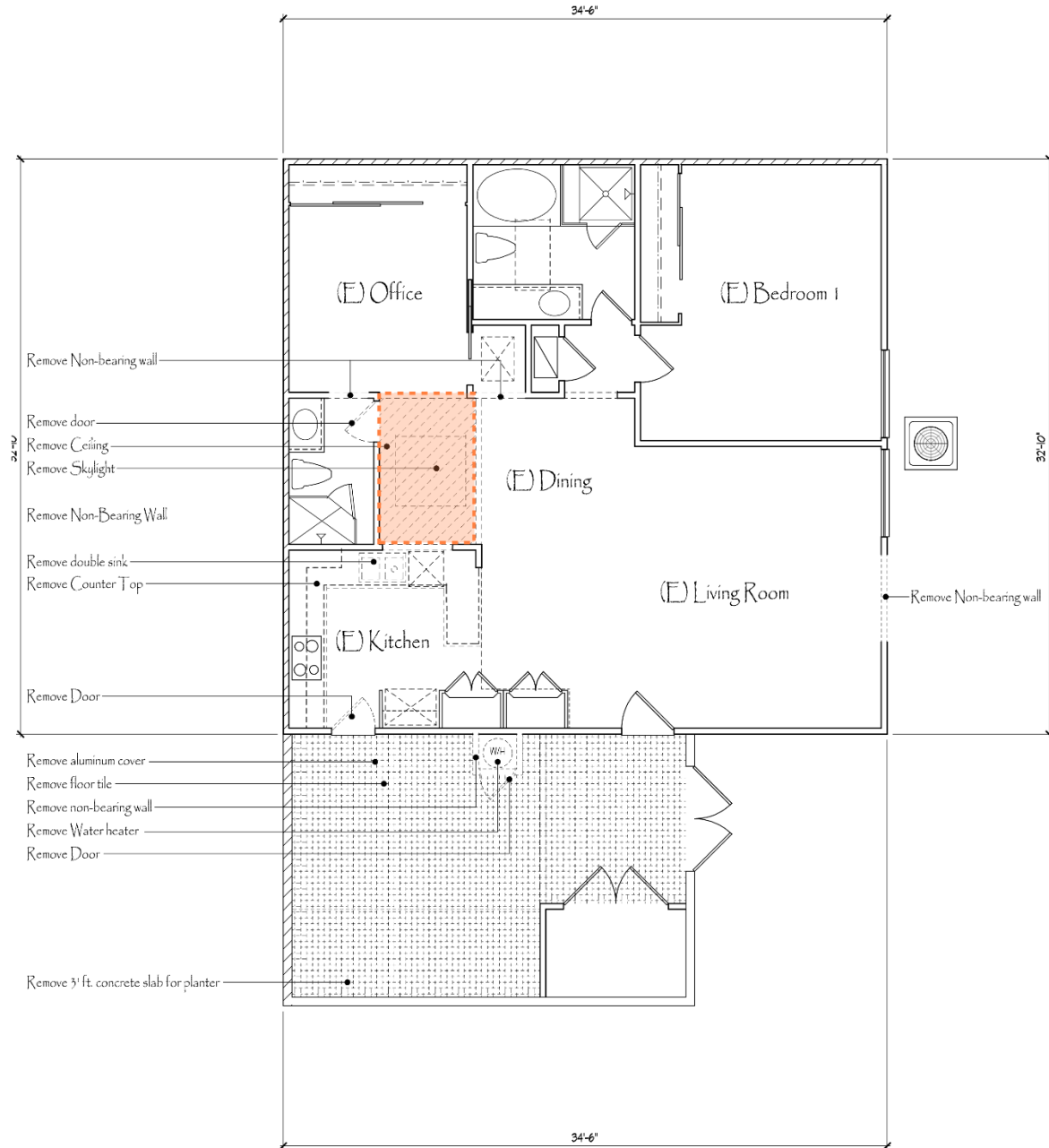
- G.22. Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

APPENDIX B  
RECORD DOCUMENTS

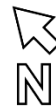


## ATTACHMENT 1

### SCOPE OF WORK



**EXISTING/DEMO FLOOR PLAN**

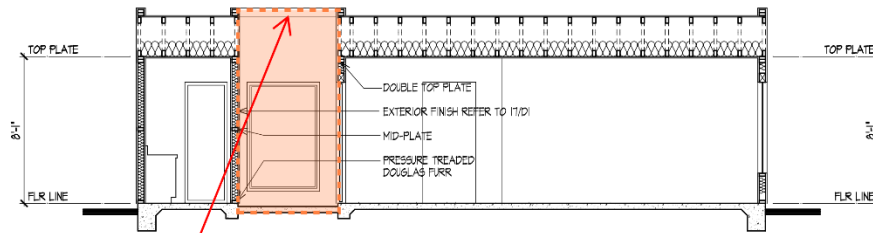


#### LEGEND



AREA OF VARIANCE





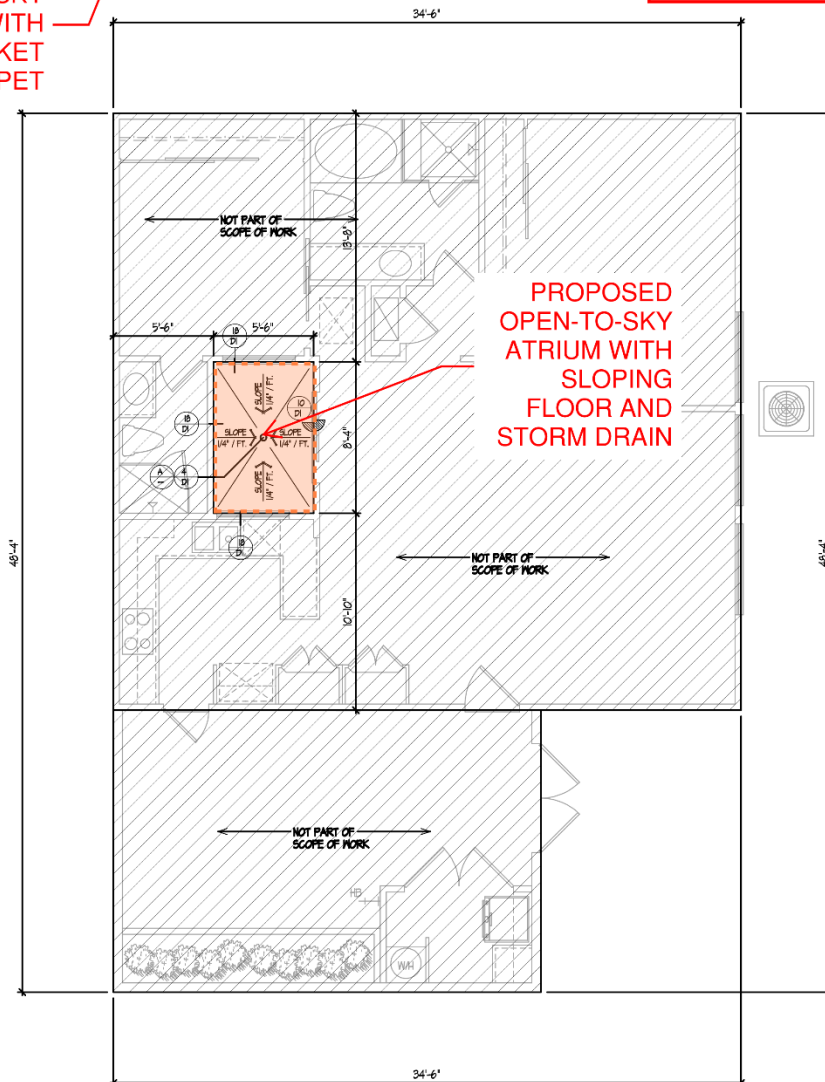
## SECTION 'A'

### LEGEND



AREA OF VARIANCE

PROPOSED  
OPEN-TO-SKY  
ATRIUM WITH  
ROOF CRICKET  
AND PARAPET



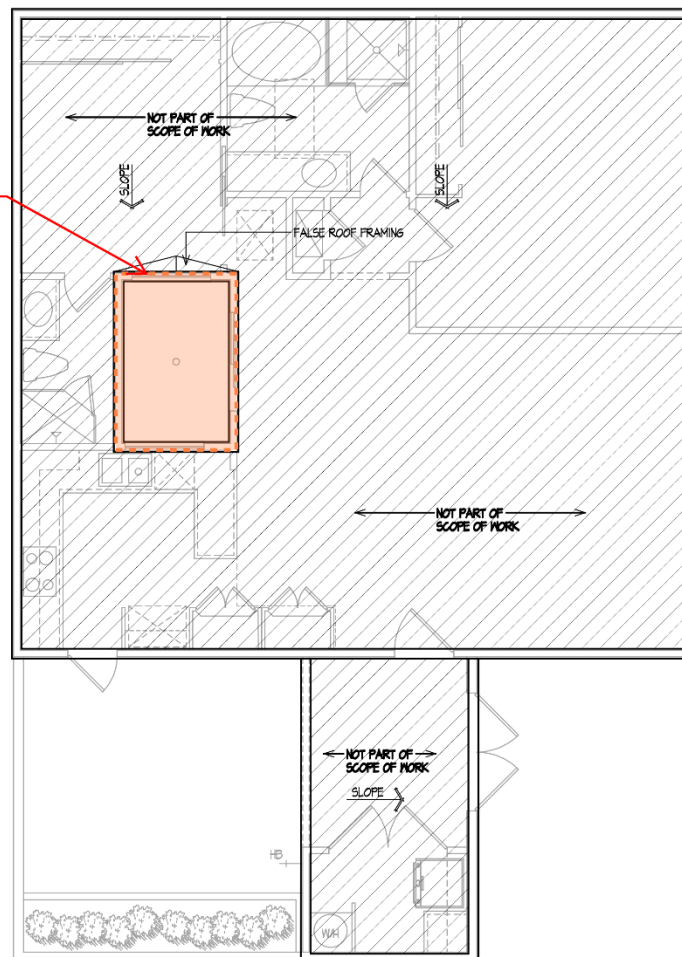
## SLAB PLAN

**LEGEND**



**AREA OF VARIANCE**

**PROPOSED  
OPEN-TO-SKY  
ATRIUM WITH  
ROOF CRICKET  
AND PARAPET**



**ROOF PLAN**

## ATTACHMENT 2

### APPLICATION



MANOR # 575-D

☒ ULWM

☐ TLHM

### Variance Request Form

SA

<b>Model:</b> Madrid	<b>Plan:</b> 6	<b>Date:</b> 1/24/22
<b>Member Name:</b> Timothy Hawco	<b>Signature</b> <u>Timothy Hawco</u> <small>Timothy Hawco (Jan 24, 2022 09:49 PST)</small>	
<b>Phone:</b> [REDACTED]	<b>Email:</b> [REDACTED]	
<b>Contractor Name/Co:</b> [REDACTED]	<b>Phone:</b> [REDACTED]	<b>Email:</b> [REDACTED]

#### Description of Proposed Variance Request ONLY:

Remove existing enclosed atrium to create a new open air exterior atrium within the footprint of the original atrium.

#### Dimensions of Proposed Variance Alterations ONLY:

8'4" x 5'6"

#### FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

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

v.9.17



### ATTACHMENT 3

### PHOTOS



**Existing dining room area to revert to atrium.**



**Existing bathroom and den area to revert to master suite.**



## ATTACHMENT 4

### AERIALS





## **ATTACHMENT 5**

### **RESOLUTION 01-22-XX**

#### **Variance Request**

**WHEREAS**, Mr. Timothy Hawco of 575-D Avenida Majorca, a Madrid style manor, requests Board approval of a variance for reverting a portion of a prior approved existing Atrium Enclosure back to a smaller outdoor Atrium with the conditions stated in Appendix A; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on May 19, 2022; and,

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval to the Board;

**NOW THEREFORE BE IT RESOLVED**, on June 14, 2022, the Board of Directors hereby approves the request for reverting a portion of existing room addition to the original outdoor atrium conditions; and,

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 575-D Avenida Majorca and all future Mutual Members at 575-D Avenida Majorca; and,

**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.