



OPEN SESSION

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

**Thursday, September 16, 2021 – 9:30AM-11:30AM
HYBRID IN-PERSON/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 Meeting Report – August 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, PDF Page 7)

Variance Requests:

- A. Variance Request – 157-B Avenida Majorca (Madrid, Plan 4) – Bathroom Alteration to Install a Second Toilet (Attachment 2, PDF Page 9)
- B. Variance Request – 773-C Avenida Sevilla (Cordoba, 1A4R) – Room Addition on Existing Front Patio, Bathroom Addition, & Enlargement of Bedroom Window (Attachment 3, PDF Page 23)
- C. Variance Request – 250-H Calle Aragon (Granada, Plan 10A) – Bathroom Alteration, Kitchen Remodel, & French Doors (Attachment 4, PDF Page 39)

Items for Discussion:

9. Manor Alterations FAQs (Attachment 5, PDF Page 57)
10. Contractor Violation Policy
 - A. Violation List (Attachment 6, PDF Page 63)
11. ACM Comparison Report (Attachment 7, PDF Page 65)
12. Manor Alterations News Bulletin



Items for Future Discussion:

13. News Bulletin Topics

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting – Thursday, October 21, 2021 at 9:30AM
16. Adjournment



OPEN MEETING

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

Thursday, August 19 2021 - 9:30 AM-11:30AM
Laguna Woods Village Community Center (Hybrid Virtual Meeting)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

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

COMMITTEE ADVISORS ABSENT: Michael Mehraïn, Walter Ridley

ADVISORS PRESENT: Dick Rader, Juanita Skillman

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Gavin Fogg, Jeff Beaumont

1. Call to Order

Acting Chair Addington called the meeting to order at 9:45am.

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

Acting Chair Addington proposed the addition of the Contractor Violation Policy to Items for Discussion marked 11C in order to provide a platform for a motion to approve. The committee approved the addition of the sub header.

4. Approval of Meeting Report for June 17, 2021

The committee approved the agenda as presented by consensus.

5. Chair's Remarks

Acting Chair Addington commented on the positive impact to have members within the audience.

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

A member from Manor # 2150-B stated their position that the Alteration Fees adopted by the ACSC were too high. The member claimed the fees were inappropriate as all alterations provide an update to the manor, which the mutual has a claim to. The member requested the elimination of a sliding scale fee



schedule dependent upon the scope of work. The member also requested a historical timeline of the fee increases.

A member from Manor # 2010-A raised an issue they have experienced from a shoddy contractor and the lack of leverage to address their poor workmanship. Director Randazzo encouraged the member to provide a written affidavit of their experience.

7. Manor Alterations Division Manager Update

Staff Officer Doncost updated the current status of staffing, including the concern of a 2-person deficit, another staff member out on medical leave for an extended period of time, and the temporary on-boarding of additional temporary employees. Mr. Doncost confirmed that the Manor Alterations (“MA”) office is now closed for appointments due to the current COVID regulations, and MA is unsure of when the counter will reopen.

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. Doncost presented the status of the Mutual Consents, stating the processing times for Mutual Consents have increased due to staffing reduction. This is in direct opposition to the previous records of processing as MA until recently was moving efficiently and quickly processing tickets. Director Torng questioned the definition of tickets generated v. released, and questioned the timing correlation between generating tickets and releasing tickets. Mr. Doncost pledged to conduct an off-line meeting within Director Torng to discuss the issuance further.

Items for Discussion

9. City of Laguna Woods Meeting Minutes

Mr. Doncost summarized the meeting, including the disciplinary actions proposed, the proposal for a follow-up meeting including further discussion relative to how the mutual manages asbestos as compared to how the city manages asbestos. Jeff Beaumont suggested that the City could be a true ally to the mutual, and would assist in providing leverage within the city to accomplish mutual goals.

Advisor Skillman questioned who represented the city during the meeting. Mr. Doncost confirmed it was Chris Macon, the city manager, was present. Advisor Skillman questioned if the mayor could be involved in the next discussion. Mr. Doncost stated the City was an advocate in assisting the Village in permit issuance, and overall service to the Village.

10. Manor Alterations FAQs



Mr. Doncost stated that the FAQ sheet was a helpful document in order to lend consistency between staff to residents, and was helpful in the reduction of ongoing email/phone questions. Mr. Doncost also stressed it was designed as a living document, and as rules/regulations change, the FAQ sheet was subject to revision.

Acting Chair Addington posed questions regarding the ownership of CAC reports, which Mr. Doncost clarified. Advisor Skillman suggested a verbiage change to update “owners” to “shareholders” in order to better align with mutual governance policies. The FAQ’s will be revised to reflect a uniform term for the shareholders and members so that it can be used for both mutuals.

11. Contractor Violations & Policy

Mr. Doncost discussed the list of violations that have occurred within the community, with the vast majority of violations falling under the category of unauthorized work. This would also be defined as non-permitted work, as the City of Laguna Woods will not issue a building permit without a Mutual Consent. Many of these unauthorized projects involved asbestos release which poses a safety threat and is very costly to remedy, with many members being unaware of rules and/or regulations.

Acting Chair Addington stated the goal of the discussion would be to make minor adjustments to the existing CVP and resend to the Board in September. Discussion ensued regarding verbiage within the Mutual Consent paperwork, the verbiage which reference the CVP, the expiration date, and the reduced timeline.

Director Bastani presented an opinion that the verbiage of the Mutual Consent states the member is wholly responsible for the actions of their contractors which nullifies any responsibility imposed by the CVP. Jeff Beaumont provided a legal perspective, clarifying the different relationships between the shareholder, contractor, and mutual.

Discussion ensued regarding the Occupancy Agreement that all members are beholden to, the process of informing contractors and shareholders, the violation matrix, and the unification of ACSC comments with legal oversight in the CVP. Director Randazzo reminded the committee that knowledge of the policy does not preclude following policy procedures, it is beholden upon members to follow all rules/regulations regardless of their awareness.

Acting Chair Addington raised a motion to send the existing CVP draft to Jeff Beaumont for a review, present the revised draft to the ACSC at the Agenda Prep meeting for a final review, and then submit the finalized draft at the September board meeting. The motion passed unanimously.

Items for Future Discussion:

12. News Bulletin Topics



Concluding Business:

13. Committee Member Comments

None.

14. Date of Next Meeting – September 19, 2021 9:30 AM

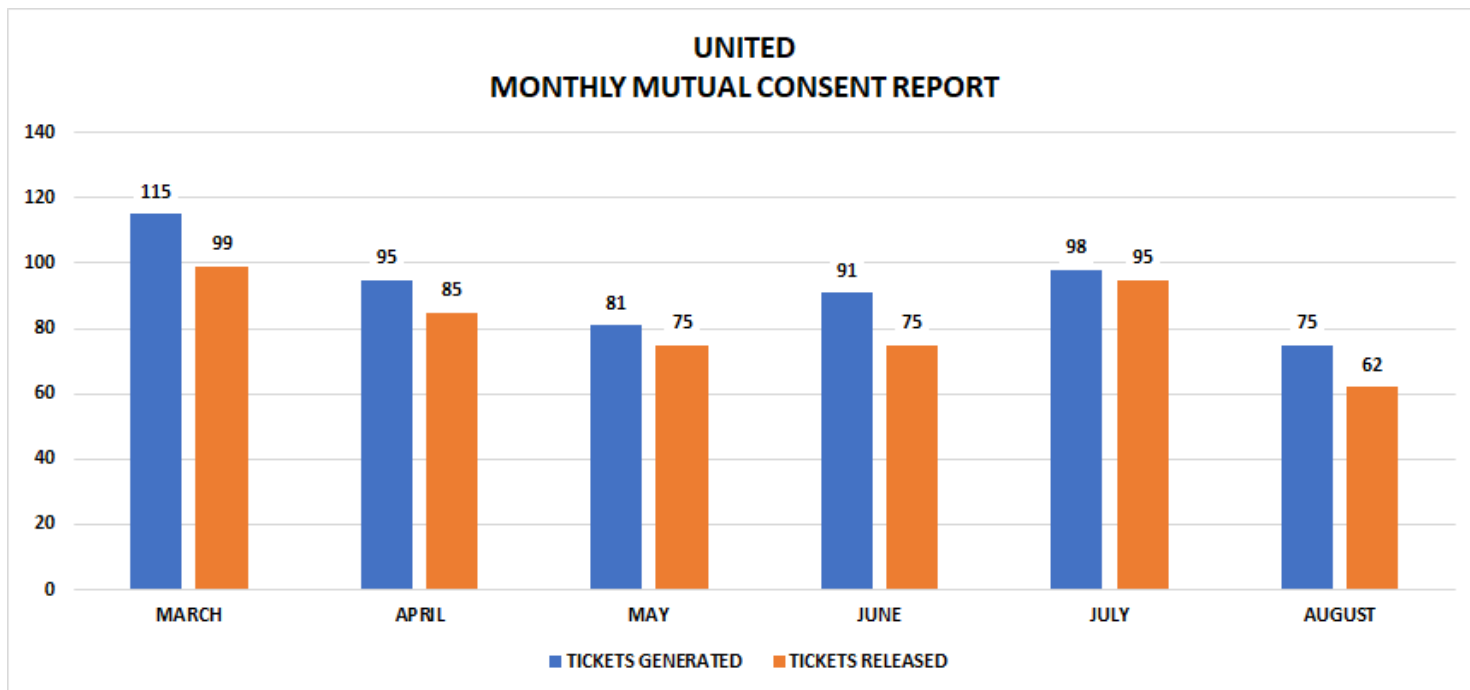
15. Adjournment – 12:06 PM

X _____

Elsie Addington, Acting Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



Average Numbers:

Phone in-take: received per day / responded to per day =
25 – 40 Received per day / 25 – 35 Responded per day

E-mail in-take: received per day / responded to per day =
80 – 100 Emails per day / 70-90 Responded per day

Remote counter: total for August /average per day =
0 appointments due to closing office

Permit Release Timeline:

Class I Permits = 9 - 13 Business Days

Class II Permits = 9 - 13 Business Days

Class III Permits = 10-90 Business Days

*Plan Checks are performed within 2-4 days, delays are caused by staff gap within the in-take division

Permitless Alterations:

July = 9

August = 19

September = 3

Cumulative Total of all Approved Permitless Alterations = 83

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STAFF REPORT

DATE: September 16, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Sam Rahmani of 157-B Avenida Majorca
(Madrid, Plan 4) Bathroom Alteration with 2 Toilets

RECOMMENDATION

Staff seeks guidance from the Board regarding the request for a bathroom alteration with 2 toilets with the conditions stated in Appendix A.

BACKGROUND

Mr. Rahmani of 157-B Avenida Majorca, a Madrid style manor, requests Board approval of a variance for a bathroom alteration with 2 toilets.

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.

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

DISCUSSION

Mr. Rahmani is proposing to remodel the existing full bath in the manor and install a second toilet.

The existing bathroom will be expanded to include the space currently occupied by the 3' x 6' hall. The entry to the bathroom will be relocated to the wall adjacent to the dining room. A new shower stall will be installed between the two toilets to provide privacy separation. A dual basin vanity will be installed at the far wall of the bathroom as well.

Currently, there is one Mutual Consent open for the manor, which is the Alteration application regarding this bathroom remodel. The second toilet is a design field revision.

Staff seeks guidance from the Board regarding the variance request for the following reasons: the additional toilet within a split bathroom deviates from the standard fixtures. A standard plan for the bathroom split was permitted for this manor. The primary concern is that the layout is atypical for a narrow bathroom of this size. Proper fixture clearances will need to be verified by the City during plan check. Also, although it is not adding an additional bathroom to the manor, the additional toilet has the potential to have similar additional load to the waste plumbing. This existing plumbing lines need to meet size and slope fall of current code to accommodate the additional load.

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

A Neighbor Awareness Notice was sent to Units 157-A, 157-C, and 157-D, on September 7, 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 bathroom additions in the atrium have been approved by the Board for Manors 159-B in October 2014, 588-B and 729-B in November 2013 and 407-A in February 2008. and March 2017. Although not the same variance, they indicate approval of additional plumbing fixtures.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at **157-B**.

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. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
2. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
3. No improvement shall be installed, constructed, modified or altered at **157-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the 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.
4. A Variance for Alterations has been granted at **157-B** for a **Bathroom Alteration with two toilets**, 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 Manor Owner.
5. 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.
6. 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.
7. 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 **157-B** and all future Mutual Manor Owners at **157-B**.

8. 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.
9. 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.
10. 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.
11. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder 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 Shareholder. 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.
12. Prior to the Issuance of a Mutual Consent for Alternations, if required, the Manor Owner 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.
13. Prior to the Issuance of a Mutual Consent for Alternations, the Manor Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
14. 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

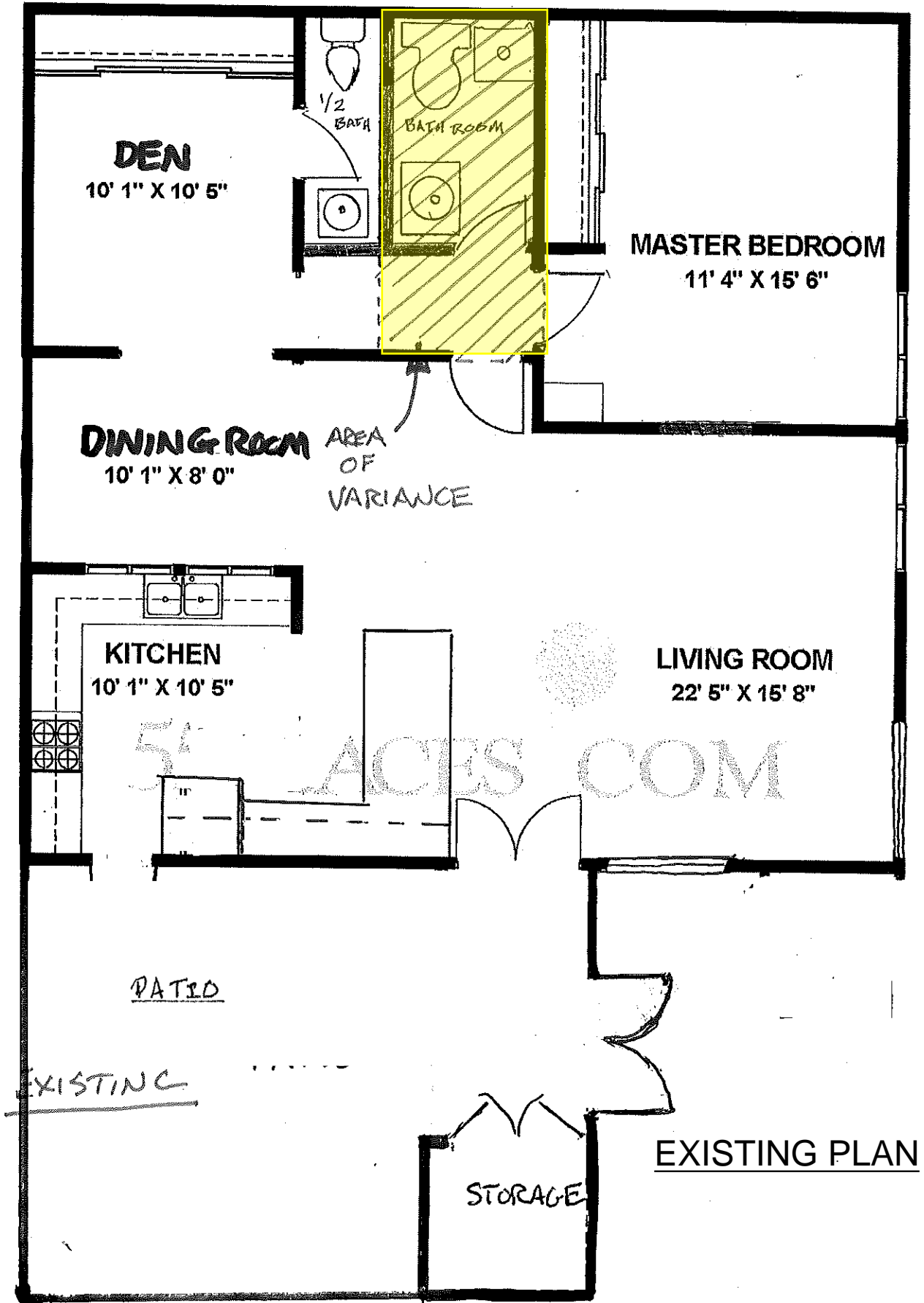
Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department , and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

15. 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. 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.
16. Manor Owner is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
17. Manor Owner'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.
18. 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>.
19. 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.
20. 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.
21. 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.
22. A dumpster is approved for placement at the location identified by Security Staff by

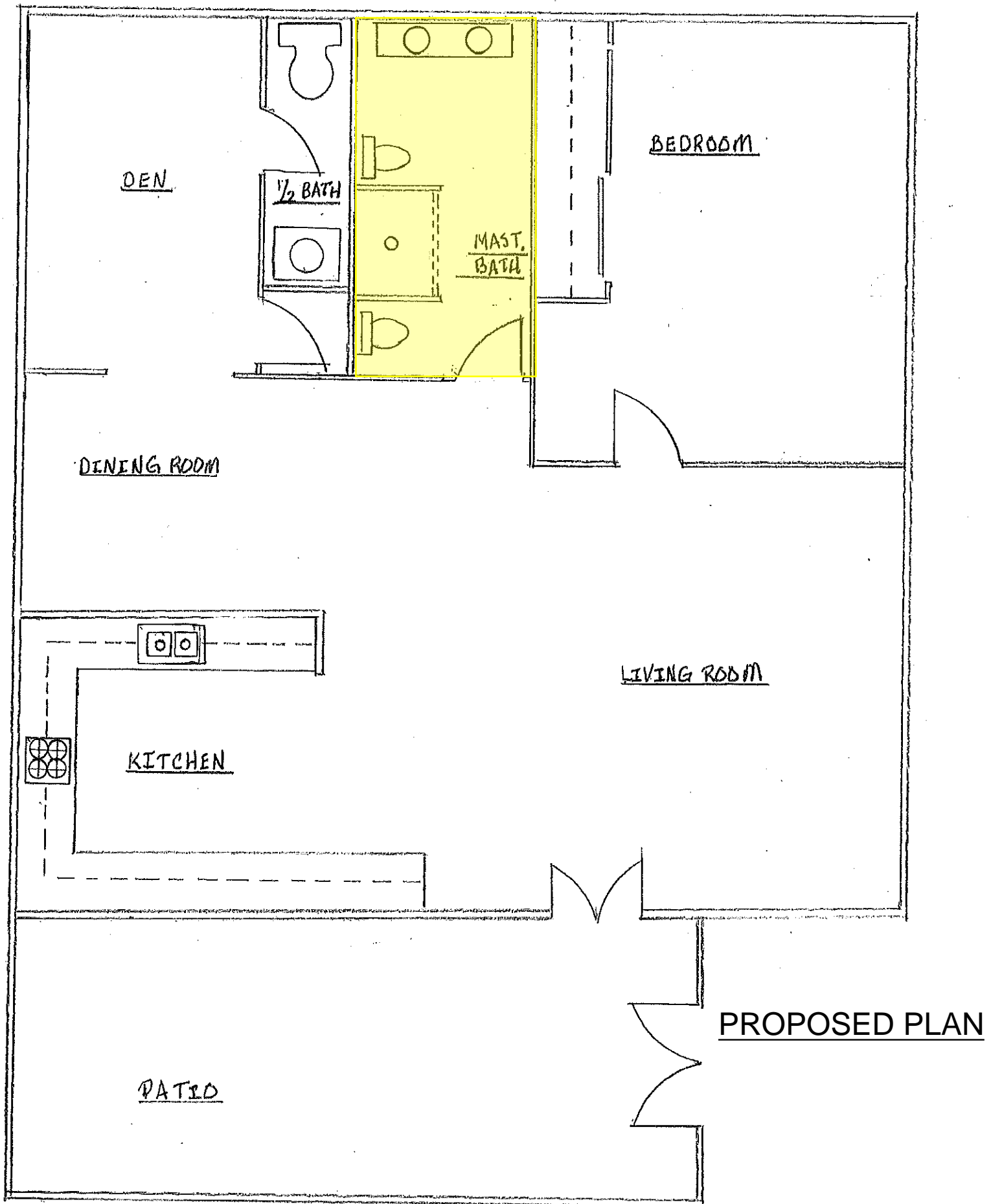
calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.

23. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
24. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
25. 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.
26. 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.
27. 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.

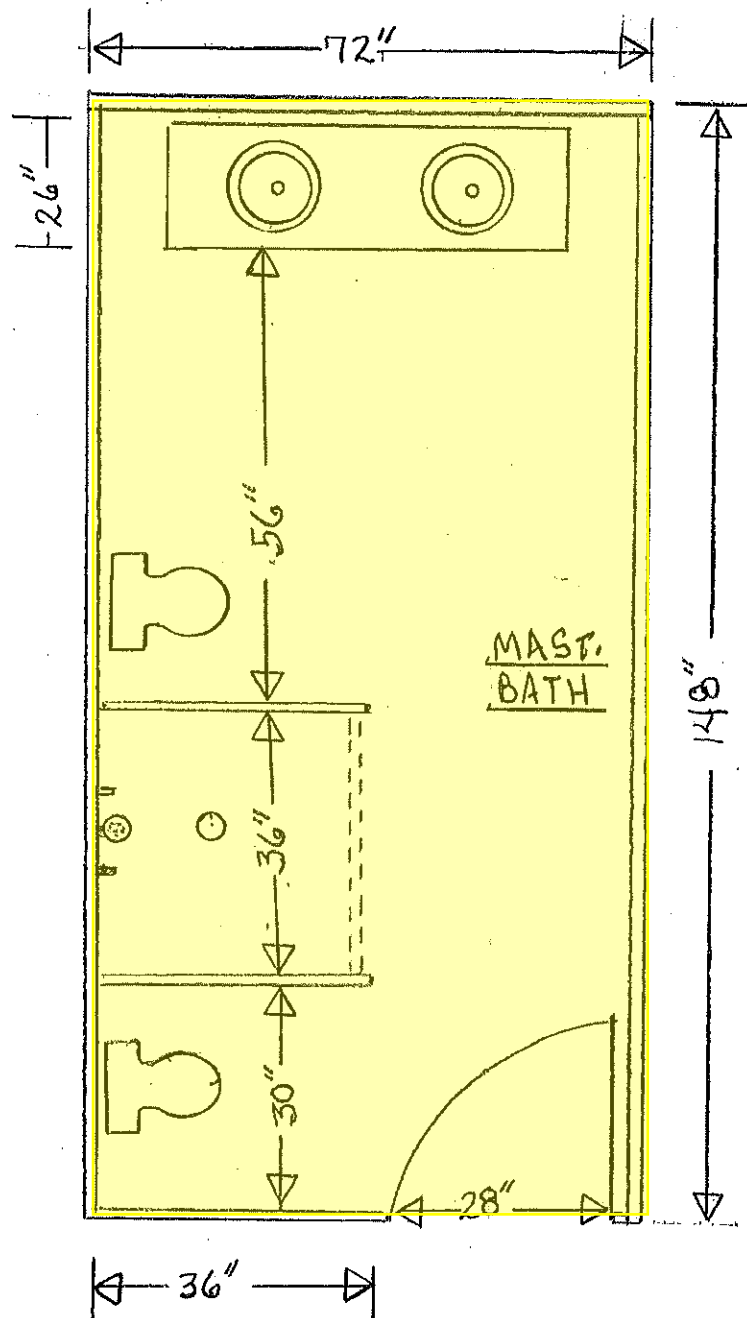
ATTACHMENT 1
SCOPE OF WORK



Proposed alteration plan. Master bath is broken out on next page.

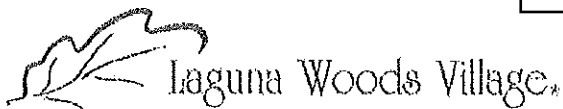


Proposed alteration to master bath



PROPOSED PLAN (ENLARGED)

ATTACHMENT 2
APPLICATION



MANOR # 157-B

☒ ULWM

☐ TLHM

Variance Request Form

SA 8161447

Model: Madrid	Plan: 4	Date: 8-20-21
Member Name: [REDACTED]	Signature [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: Terry Dungan / Coastal Construction	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) 157-B Avenida Majorca, Laguna Woods, CA 92637		

PAID
08-30-21

Description of Proposed Variance Request ONLY:

Expand existing main bathroom to include the 3'x6' hall. Remove doorway to master bedroom and wall up. The bathroom will a 56"x26" double sink vanity, 36"x36" shower and two (2) standard toilets.

Dimensions of Proposed Variance Alterations ONLY:

Remodeled bathroom that was 6'x9' will be increase to 6'x12'.

FOR OFFICE USE ONLY

RECEIVED BY: RIF DATE RECEIVED: 08/23/21 Check# CC BY: NA

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 _____

(308465)

v.1.18

1. No person shall make any alteration of, make any addition to, or remove any portion of any real property owned, managed or controlled by the Corporation without the prior written approval of the Corporation as evidenced by a Mutual Consent for Manor Alteration Issued by the Corporation.
2. Concurrently with this application the following documents shall be submitted together with the required fee pursuant to Clause 10 herein.
 - a) A description of the proposed work to be performed.
 - b) If the proposed work is to be performed by a contractor, a copy of the written agreement covering the proposed work, executed by the member and the contractor.
 - c) If applicable, a building permit issued by the City of Laguna Woods, County of Orange, State of California.
 - d) Upon its submission, each of said documents shall be incorporated by reference and become a part of this application.
3. Any contractor who proposes to perform the work:
 - a) Shall be licensed as a contractor as required by the laws of the State of California, and shall present evidence thereof to the Corporation.
 - b) Shall maintain in force Commercial General Liability Insurance and Workers Compensation Insurance satisfactory to the Corporation. A performance bond and a labor and material bond may be required at the option of the Corporation.
 - c) Shall complete, verify and file with the Corporation, a Construction Contractor Pass Application, and shall promptly notify the Corporation of any change in the information provided in such application until such time as any warranties required in Clause 5 shall expire.
 - d) Shall identify all vehicles and persons with involved in performance of the work in a manner satisfactory to the Corporation, and surrender upon demand of the Corporation all identification credentials (such as passes which may have been supplied to them); such credentials remaining at all times the property of the Corporation.
 - e) Hereby warrants that all work to be performed shall be free from defective workmanship and materials for a period of not less than one year from the date of final inspection by the Corporation as provided herein.
 - f) Shall perform all work to the satisfaction of the Corporation, subject to the inspection of the Corporation as provided in Clause 10 herein.
 - g) Shall indemnify and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties pursuant to Clause 7 herein.
 - h) Shall keep the real property on which the work is to be performed free of all liens or claims pursuant to Clause 11 herein.
 - i) Shall comply with all applicable laws, plans, rules and regulations pursuant to Clause 4 herein.
 - j) Shall promptly commence the work and diligently prosecute the same to completion without unduly inconveniencing the member and neighboring residents and upon completion, file a request for final inspection with the Corporation on a form provided by the Corporation.
4. The member and contractor, shall comply at all times with:
 - a) All federal, state and local laws, ordinances, codes and regulations.
 - b) The plans and specifications or other description(s) of the work submitted to and approved by the Corporation.
 - c) All rules and regulations of the Corporation and all other corporations owning, controlling or managing real property in Laguna Woods Village®, Laguna Woods, California.
5. The member and the contractor, if any, hereby agree that any defects due to faulty materials or workmanship which appear within one year, or such greater period may be guaranteed by the contractor, if any, after final inspection by the Corporation, shall be corrected by and at the expense of the member and/or the contractor, if any, as the Corporation may, in its sole discretion, determine.
6. The member and the contractor, if any: understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.
7. The member and the contractor, if any, agree to indemnify, defend and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties from any and all claims, liens, liabilities, costs, expenses, fines, penalties or fees arising out of the work, including attorney's fees and court costs as may be incurred in defending against any such claims, liens, liabilities, costs, expenses, fines, penalties or fees.
8. Approval of this application shall not be deemed to create any right to approval of any other such application on the part of the member.
9. Approval of this application shall not create any right to the approval of any other application involving the same or similar work proposed to be performed by such contractor.
10. Concurrent with this application the member shall pay the current fee pursuant to the schedule of fees as determined by the Corporation from time to time. The Corporation may inspect and inquire into the status the work and may make a final inspection within 30 days after receipt of a written request for final inspection on a form provided by the Corporation from the member or contractor. No inspection by the Corporation shall constitute a waiver of any right of the Corporation or a release of any obligation or duty of the contractor or member hereunder, or warranty that the work has been completed properly or complies with applicable laws, ordinances, codes or regulations.
11. The real property on which the work is performed shall be kept free from liens or claims of mechanics, material men, subcontractors and others connected with the work. The contractor, if any, agrees to waive all rights for liens for any amount claimed to be due to the contractor from the member and agrees to execute release(s) of liens or other documents as requested by the Corporation, converting all work, labor and materials, including equipment and fixtures of all kinds, performed or furnished in connection with the work.
12. The contractor, if any, agrees that the issuance of a Mutual Consent for Manor Alteration shall constitute permission to the contractor, his subcontractors, agents and employees to Laguna Woods Village®, Laguna Woods, for such purposes and times as are reasonable and necessary for the prompt and efficient performance of the work. Such permission may be revoked by the Corporation at any time, with or without cause, as to the contractor, his subcontractors, agents and employees, or as to any of them.
13. The member hereby agrees to be responsible for the maintenance and repair of all additions or alterations created by the work, except for damage caused by or resulting from the gross negligence or willful misconduct of the Corporation, its officers, directors or agents. Notwithstanding any provision of any agreement between the contractor and the member to the contrary, no more than ninety per cent (90%) of the contract price for the work shall be paid by the member until the work has been completed and inspected as provided herein. In the event that legal proceedings are instituted by or against the Corporation in connection with this application or the work, the member and the contractor jointly and severally agree to pay the Corporation all costs and expenses of such proceedings including reasonable attorney's fees. The member and the contractor, if any, understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.

Signature of Member: _____

Date: 8-20-21

Page 2 of 2

ATTACHMENT 3
PHOTOS

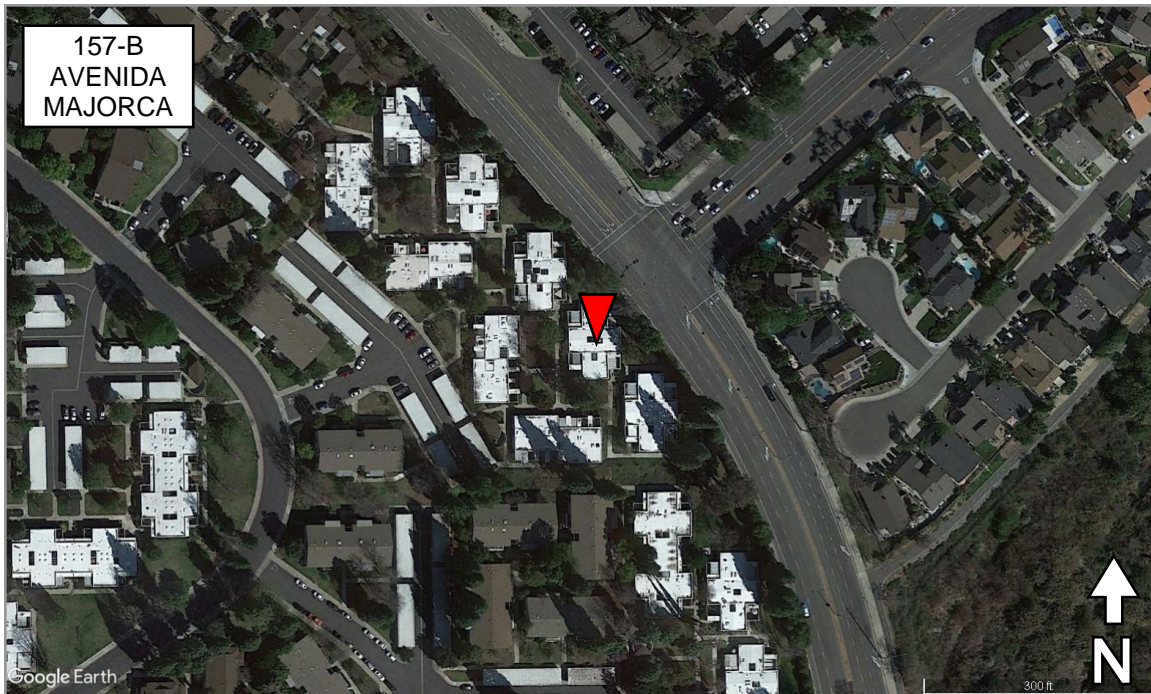


EXISTING HALL CLOSET AND BATHROOM



EXISTING BATHROOM

ATTACHMENT 4 AERIALS



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STAFF REPORT

DATE: September 16, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Bernice Lawton of 773-C (Cordoba, 1A4R)
Room Addition on Existing Front Patio, a Bathroom Addition, and
Enlarged Bedroom Window

RECOMMENDATION

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

BACKGROUND

Ms. Lawton of 773-C Avenida Sevilla, a Cordoba style manor, requests ACSC and Board approval of a variance for a room addition on the front patio, a bathroom addition, and an enlarged bedroom window.

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.

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

DISCUSSION

Ms. Lawton is proposing to create a room addition extending the kitchen into the 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'-11" X 10'-4" room addition extends the kitchen by removing the existing wall with the kitchen sink. The sink will be relocated. A new wall adjacent to the entry gate will enclose the new kitchen space. Where the new wall intersects the exterior patio wall, the screen block will be removed and the wall patched and painted to match existing. Access from the kitchen extension to the patio will be through a new 8' x 6'-8" sliding folding door.

Also, a new master bathroom is to be built into the existing enclosed atrium. Along with the proposed bathroom split of the existing Jack-and-Jill bathroom, this will result in a Master Suite, a Guest Suite, and a powder room.

Additionally, the existing narrow casement window will be removed and the opening enlarged to accommodate a new 5'-2" x 5'-7" window to match the guest bedroom.

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

Staff recommends approval of the variance request for the following reasons: the existing casement window at the master bedroom is narrow, and by enlarging the window it

provides for better fire egress; the new window provides a consistent window size across the exterior elevation; the kitchen extension/addition is very similar to a standard plan for the Cordoba style manor (breakfast nook addition).

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

A Neighbor Awareness Notice was sent to Units 758-C, 758-D, 771-B, 771-C, 772-B, and 772-C, on August 27, 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 bathroom additions in the atrium have been approved by the Board for Manors 159-B in October 2014, 588-B and 729-B in November 2013 and 407-A in February 2008. 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 773-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

1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
2. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
3. No improvement shall be installed, constructed, modified or altered at **773-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.
4. A Variance for Alterations has been granted at **773-C** for a **Breakfast Room Addition and to Enlarge Master Bedroom 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 Manor Owner.
5. 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.
6. 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.
7. 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 **773-C** and all future Mutual Manor Owners at **773-C**.

8. 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.
9. 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.
10. 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.
11. 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 Manor Owner 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 Manor Owner'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 Manor Owner's expense during construction of the improvement.
12. Prior to the Issuance of a Mutual Consent for Alterations, the Manor Owner 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 Manor Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
13. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder 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 Shareholder. 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.

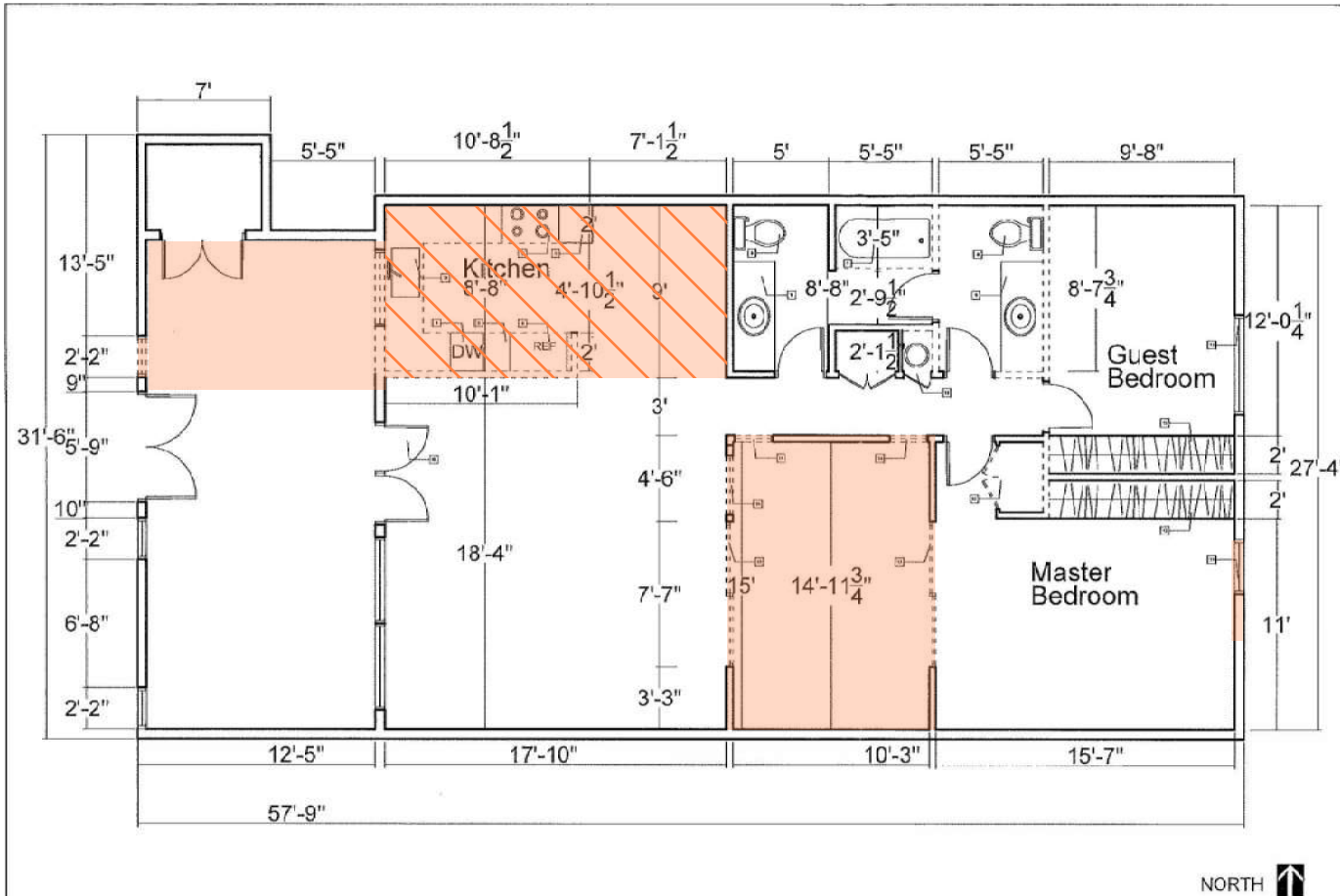
14. Prior to the Issuance of a Mutual Consent for Alterations, the Manor Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
15. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Manor Owner 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.
16. 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.
17. 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.
18. 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. 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.
19. Manor Owner is responsible for following the gate clearance process

(<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.

20. Manor Owner'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.
21. 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>.
22. 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.
23. 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.
24. 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.
25. 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.
26. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
27. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
28. 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.
29. 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 lef

t unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

30. 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.



EXISTING/DEMO FLOOR PLAN

SCALE: 1/4"=1'-0"

SCOPE OF DEMOLITION:

SCOPE OF DEMOLITION:
Demo all walls and ceiling drywall to the studs, Demo and dispose kitchen partition wall, all floorings, cabinets, vanities, windows, doors, and bathtub.

DEMOLITION PLAN NOTES

- | | |
|----------------------------------|--|
| 1 REMOVE EXISTING DISHWASHER | 9 REMOVE EXISTING LAVATORY |
| 2 REMOVE EXISTING KITCHEN SINK | 10 REMOVE EXISTING CLOSET |
| 3 REMOVE EXISTING ELECTRIC RANGE | 11 REMOVE EXISTING WINDOW |
| 4 REMOVE EXISTING REFRIGERATOR | 12 RELOCATE EXISTING WATER HEATER |
| 5 REMOVE EXISTING CABBINET | 13 REMOVE EXISTING INTERIOR GLASS SLIDING DOOR |
| 6 REMOVE EXISTING OVEN | 14 REMOVE EXISTING INTERIOR WINDOW |
| 7 REMOVE EXISTING BATHTUB | 15 REMOVE EXISTING ENTRY DOOR |
| 8 REMOVE EXISTING WATER CLOSET | |



NOTE:
THE DRAWING AND THE DESIGN,
ARRANGEMENTS, DEVICES, IDEAS AND
OTHER INFORMATION CONTAINED HEREIN
CONSTITUTE UNPUBLISHED WORK OF REBA
VAKAL IN FULL CREATIVITY. NO PART THEREOF
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OR OTHERWISE USED IN ANY MANNER WITHOUT
THE WRITTEN CONSENT OF REBA VAKAL. WITHOUT
THE CONSENT OF REBA VAKAL, VISUAL CONTACT
WITH THE ABOVE DRAWINGS OR ANY OTHER
PART THEREOF, SHALL CONSTITUTE
CONCLUSIVE EVIDENCE OF ACCEPTANCE OF
THESE PATENT RIGHTS.

PROJECT OWNERS:
773 CALLE ARAGON
LAGUNA WOODS,
CA 92637

PROJECT OWNER:

Bernice A Lawton

[illegible]

PROJECT NO.

DATE: 02/25/2021

DOI: 10.1002/anie

CHECK:

SCALE: SCALE: 3/8"=1'-0"

SHEET DESCRIPTION

SHORT DESCRIPTION:
The following table lists the names of the authors and the titles of the papers presented at the conference.

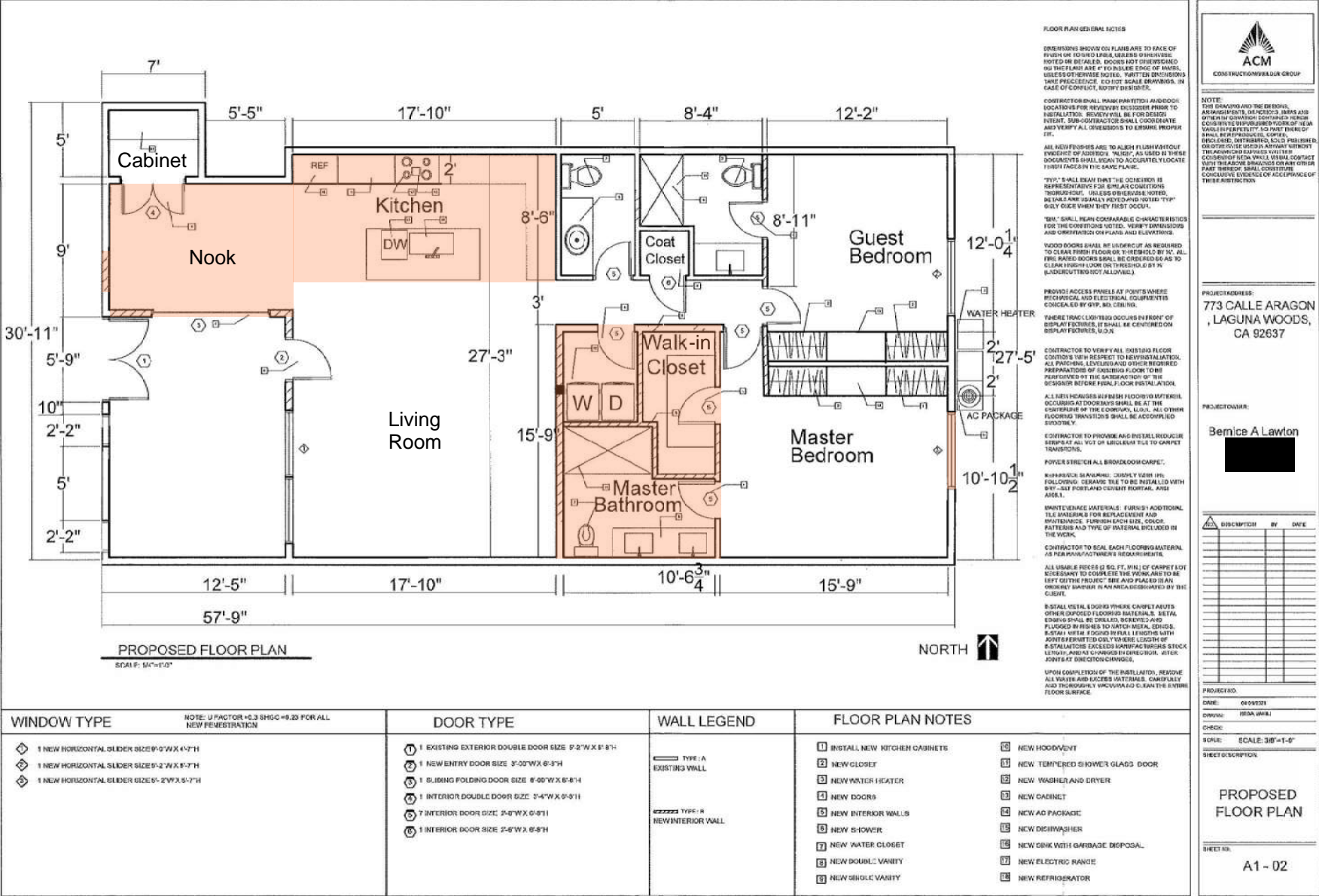
11

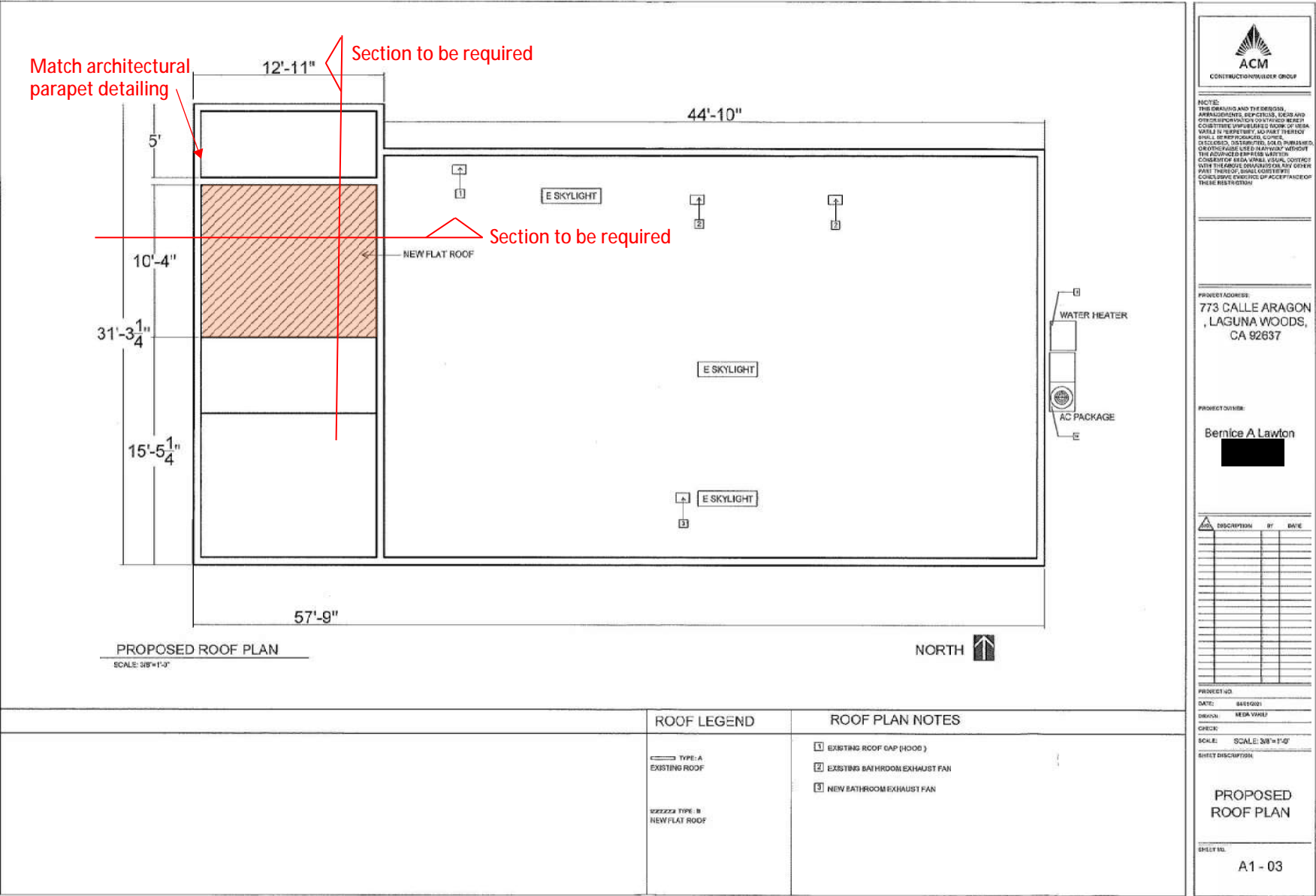
EXISTING/DEMO
FLOOR PLAN

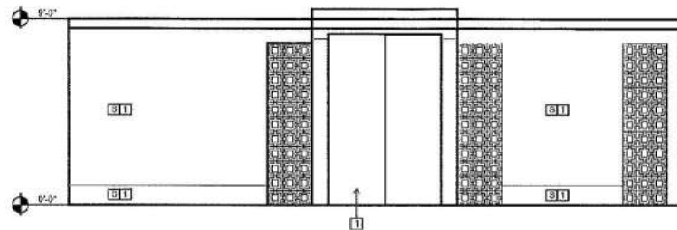
SHEET NO.

A-01

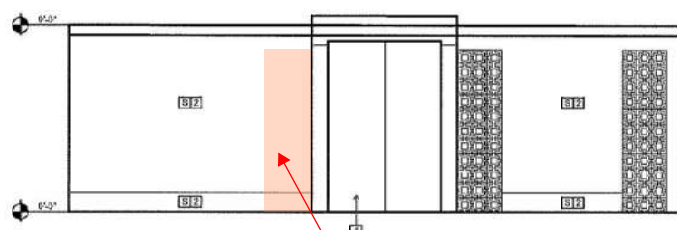
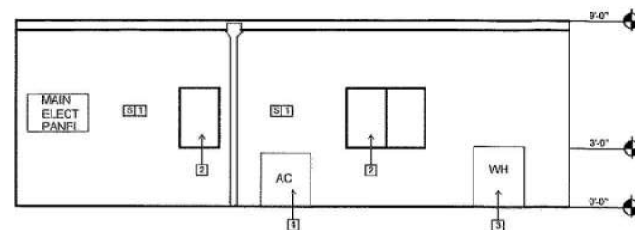
ATTACHMENT 1 SCOPE OF WORK



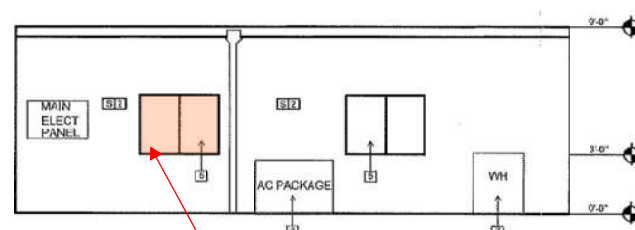




EXISTING ELEVATIONS
SCALE: 3/8"=1'-0"



PROPOSED ELEVATIONS
SCALE: 3/8"=1'-0"



Proposed infill to match existing

Proposed window

MATERIAL AND FINISH LEGEND

- 51 EXISTING STUCCO
52 NEW STUCCO

New painting of all exterior stucco and W.H. enclosure. Match existing color and finish.

EXTERIOR ELEVATIONS KEYNOTES

- | | |
|--------------------------------|---------------------------|
| 1 EXISTING ENTRY DOOR | 5 NEW WINDOW |
| 2 EXISTING WINDOW | 6 NEW AC PACKAGE |
| 3 EXISTING WATER HEATER | 7 NEW WATER HEATER |
| 4 EXISTING AC | |



NOTE:
THIS SURVEY AND THE DESIGNS,
ARRANGEMENTS, DIRECTIONS, IDEAS AND
OTHER INFORMATION CONTAINED HEREIN
CONSTITUTE UNPUBLISHED WORK OF MEDIA
VALUABLE IN PROPERTY, AND PARTY THEREOF
SHALL BE IN FULL PAYMENT OF THE
COST, LOSS, AND DAMAGES, AND SHALL BE
DEEMED TO BE THE PROPERTY OF THE
PATENT OFFICE, AND SHALL BE KEPT
IN THE OFFICE OF THE PATENT OFFICE
UNTIL THE PATENT IS GRANTED, AND
SHALL BE DESTROYED BY THE
PATENT OFFICE AT THE END OF THE
TERM OF THE PATENT, AND SHALL NOT
BE REPRODUCED OR USED IN ANY MANNER
WITHOUT THE WRITTEN PERMISSION OF
THE PATENT OFFICE.

PROJECT ADDRESS:
773 CALLE ARAGON
, LAGUNA WOODS,
CA 92637

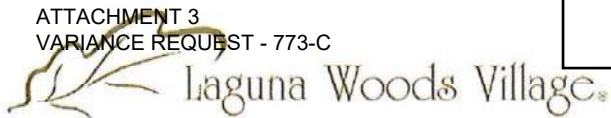
PROJECT OWNER:
Bernice A Lawton

[illegible]

PROJECT NO. _____
DATE: 04/06/2021
DRAWN BY: RITA VARI J
CHECK: _____
SCALE: SCALE: 3/8"=1'-0"
SHEET DESCRIPTION: _____

ELEVATIONS

SHEET NO. A1 - 04



**ATTACHMENT 2
APPLICATION**

MANOR # 773-C

☒ ULWM ☐ TLHM

Variance Request Form

SA

Model: Cordoba	Plan:	Date: 03/29/2021
Member Name: Bernice A Lawton	Signature <i>Bernice A Lawton</i>	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co: ACM Construction/ Builder Group	Phone: [REDACTED]	Email: [REDACTED]

Description of Proposed Variance Request ONLY:

1- kitchen extension/ addition. 2- In large the existing bedroom window. 3- Bathroom addition.
4 - New patio entry way revision.

Dimensions of Proposed Variance Alterations ONLY:

124 sq. ft. nook, 162 sq. ft. kitchen and 181 sq. ft. bathroom

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: 04/09/21 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 : _____ United AC&S Committee: <u>09/16/21</u> Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

March 3, 2021

United Laguna Woods Mutual
Board Members

Re: Architectural variances
773 Calle Aragon Unit C
Laguna Woods, Ca. 92637

Board Member's,

I am writing this letter in regarding my plans of remodeling my Cordoba unit. I have hired ACM Construction Builder Group. ACM Construction Builder Group is an approved company from a list provided to residents of Laguna Woods.

I am asking for a variances approval for extending my kitchen area as others have also already done with their Cordoba units in Third Mutual of Laguna Woods.

I want to enjoy a new open kitchen design with modern appliances. I understand that any interior changes will become my responsibility not Third Mutual of Laguna Woods.

Thank you, for the consideration of my request for the architectural Variations.



Bernice A Lawton
773 Calle Aragon Unit C
Laguna Woods, Ca



ATTACHMENT 3
PHOTOS

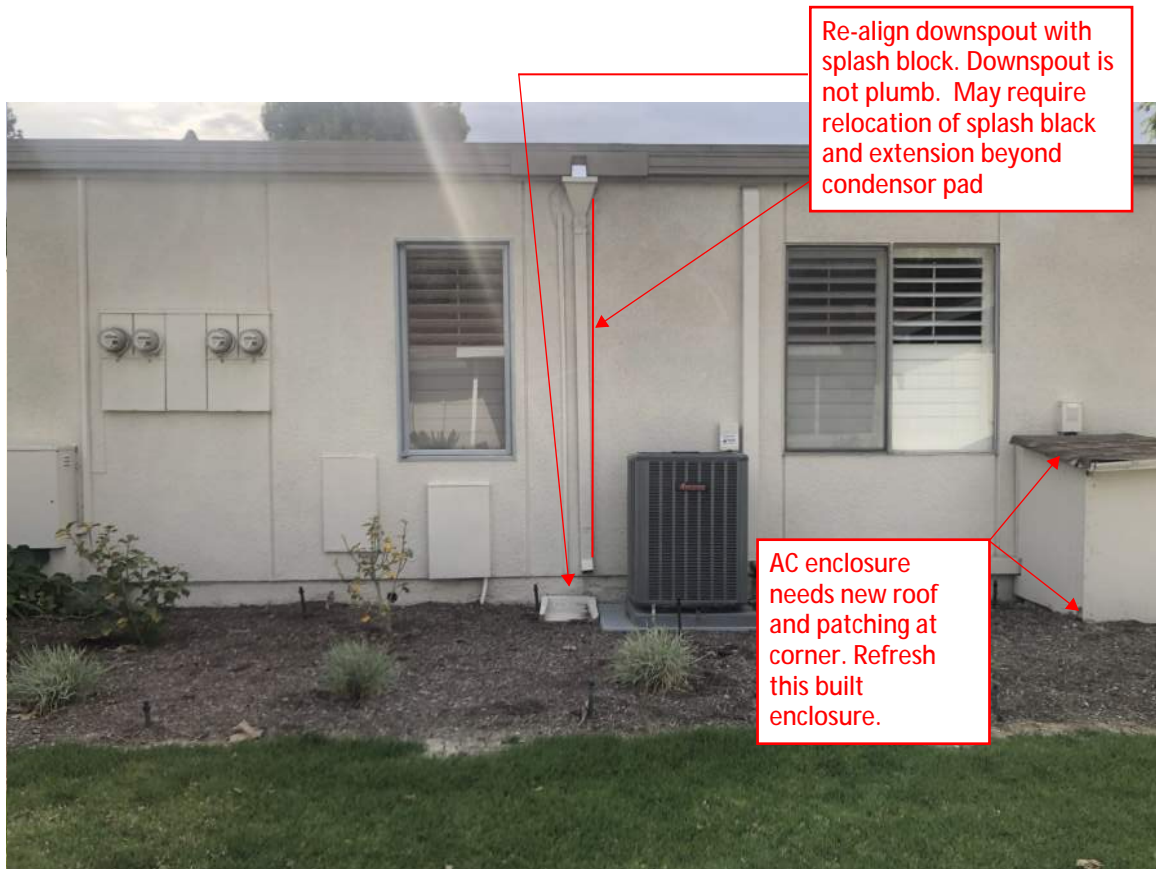


ENTRY ELEVATION



Alteration landscaping
and entry door are
not apart of this approval.

EXAMPLE OF ALTERED ELEVATION (588-B)

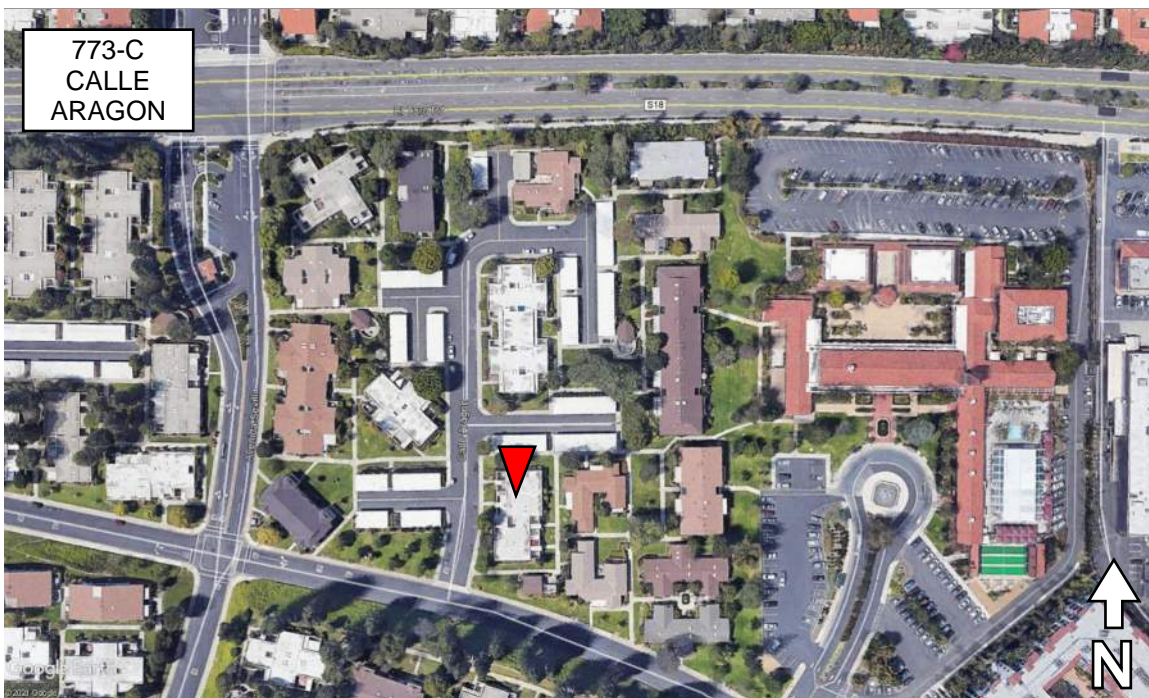


MASTER BEDROOM WINDOW TO BE ENLARGED



AREA OF PROPOSED ADDITION

ATTACHMENT 4
AERIALS





STAFF REPORT

DATE: September 16, 2021
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. Blake Stephens of 250-H Calle Aragon
(Granada, Plan 10A) 250-H Bathroom Alteration, Kitchen Remodel,
and French Doors

RECOMMENDATION

Staff seeks approval from the Board regarding the request for a bathroom addition, kitchen remodel, and french doors with the conditions stated in Appendix A.

BACKGROUND

Mr. Stephens of 250-H Calle Aragon, a Granada style manor, requests Board approval of a variance for a bathroom addition, kitchen remodel, and french doors.

Due to there being no existing Standard plan for the proposed alterations, 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. Stephens is proposing to remodel the existing kitchen, split the bathroom and install (2) sets of French doors into the sunroom, as part of a large remodel project.

The existing bathroom will be expanded to include the space currently occupied by the Bedroom 1 closet, and be split into 2 bathrooms. The entry to one bathroom will be located in bedroom 1, making it a master suite. This bathroom will include a new shower enclosure. The entry to the other bathroom will be located in roughly the existing location. This bathroom will include a tub/shower.

The kitchen cabinetry and appliances are to be remodeled to accommodate new French doors opening into the existing sunroom. This will include a new window above the relocated sink.

The existing door to the sunroom from Bedroom 1 is to be infilled and new French doors are to be installed adjacent to it as the new access to the sunroom.

Additionally, the dual entry doors shall be replaced with a single 42" wide entry door, which is allowed by standards.

Currently, there is one Mutual Consent open for the manor, which is the Alteration application regarding this remodel.

Staff recommends approval from the Board regarding the variance request for the following reasons. Although this bathroom addition expands the area of the bathrooms,

there is a standard plan for the bathroom split available for this manor. The new French doors into the existing sunroom, although technically “exterior” doors, are functioning as interior doors allowing access from one enclosed space to another. The new kitchen window faces onto the entry porch and is screened by the existing storage cabinet.

The existing plumbing lines need to meet size and slope fall of current code to accommodate the additional load.

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

A Neighbor Awareness Notice was sent to Units 250-A, 250-B, 250-G, 251-A, and 251-D on September 7, 2021 due to sharing common walls, having line of sight, or being potentially affected during construction.

In 2007, a variance was approved for converting a kitchen window to a French door for manor 407-A.

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 **250-H**.

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. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
2. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
3. No improvement shall be installed, constructed, modified or altered at **250-H**, ("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.
4. A Variance for Alterations has been granted at **250-H** for a **Bathroom Alteration, Kitchen Remodel, French Doors and Entry Door**, 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 Manor Owner.
5. 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.
6. 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.
7. 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 **250-H** and all future Mutual Manor Owners at **250-H**.

8. 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.
9. 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.
10. 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.
11. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder 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 Shareholder. 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.
12. Prior to the Issuance of a Mutual Consent for Alternations, if required, the Manor Owner 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.
13. Prior to the Issuance of a Mutual Consent for Alternations, the Manor Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
14. 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.

15. 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.
16. 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. 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.
17. Manor Owner is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
18. Manor Owner'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.
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

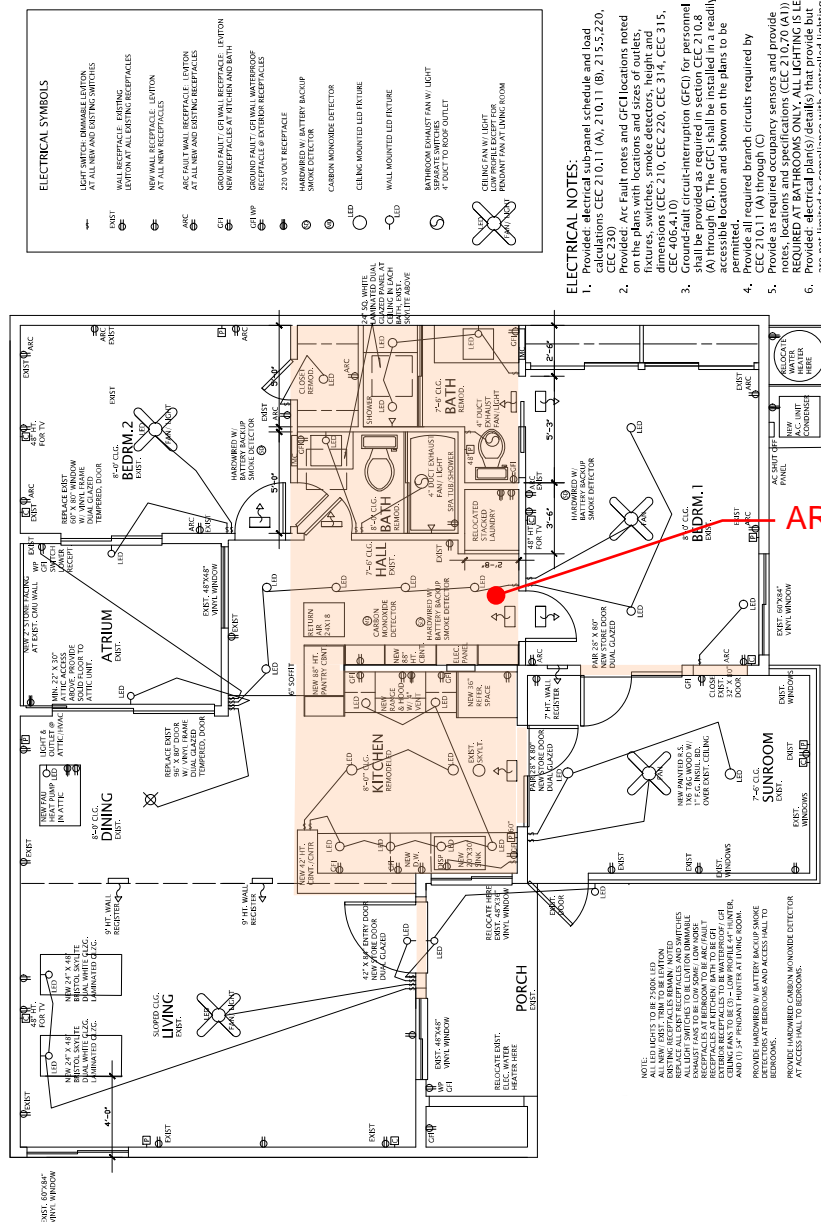
Division.

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 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.
28. 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.



250-H CALLE ARAGON,
LAGUNA WOODS VILLAGE





AREA OF VARIANCE

RENOVATION ELECTRICAL PLAN

1 1/4" = 1'-0" SCALE 1,114 S.F. EXISTING AREA



250-H CALLE ARAGON,
LAGUNA WOODS VILLAGE

ELECTRICAL NOTES:

1. Provide electrical sub-panel schedule and load calculations (CFC 210.11 (A), 210.11 (B), 210.25, CFC 230)
2. Provide Arc Fault notes and GFCI locations noted on the plans with locations and sizes of outlets, switches, receptacles, lighting fixtures, and panel dimensions (CFC 210, CFC 220, CFC 314, CFC 315, CFC 406-410)
3. Ground-fault circuit-interruption (GFCI) for personnel shall be provided as required by section CFC 210.8 (A) through (D). The GFCI shall be readily accessible location and shown on the plans to be permitted.
4. Provide all required branch circuits required by:
 - a. NEC 210.11 (A) through (C)
 - b. NEC 210.16
5. Provide locations of fire alarm, smoke, and sensor and notification components (CFC 210.70 (A1))
6. REQUIRED AT BATHROOMS ONLY, ALL LIGHTING IS LED. PROVIDE ELECTRICAL PLANS (DETAILS) THAT PROVIDE AN EXACT LOCATION FOR EACH LIGHTING FIXTURE TO BE INSTALLED AND THE TYPE OF LIGHTING TO BE PROVIDED (CFC 210.70, 370.95, 410.2, & 410.9, 410.109)

NOTE:

- (A) ALL LIGHTS TO BE 2500K LED
- (B) ALL NEW EXIST. TERM. TO BE LENTION
- (C) EXISTING RECEPTACLES REMAIN; NOTED
- (D) REPLACE ALL USED RECEPTACLES AND SWITCHES
- (E) ALL LIGHTS TO BE LOW VOLTAGE DIMMABLE
- (F) ALL LIGHTS TO HAVE 1 HOUR CONTINUOUS BURN TIME
- (G) ALL RECEPTACLES AT BEDROOM TO BE ARC-FAULT PROTECTED
- (H) RECEPTACLES AT KITCHEN / BATH TO BE GFI
- (I) EXTERIOR RECEPTACLES TO BE WATERPROOF / GFI
- (J) CEILING FANS TO BE 60+ LOW PROFILE 24" CHIEF
- (K) AND 1/4" PUNTER AT TYPING ROOM.
- (L) PROVIDE HARDWIRED W/ BATTERY BACKUP SMOKE DETECTORS AT BEDROOMS AND ACCESS HALL TO BEDROOMS.
- (M) PROVIDE HARDWIRED CARBON MONOXIDE DETECTOR AT ACCESS HALL TO BEDROOMS.

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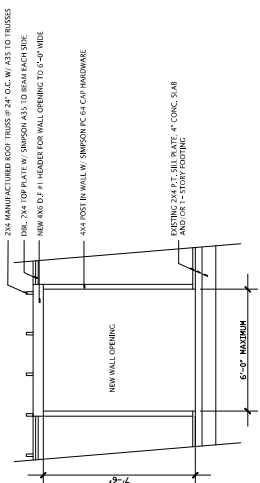
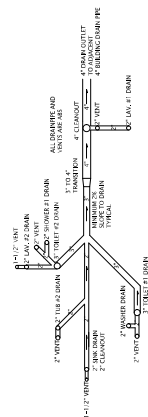
RENOVATION PLUMBING PLAN

NO" SCALE 1,114 S.F. EXISTING AREA

REFERENCE FLOOR PLAN

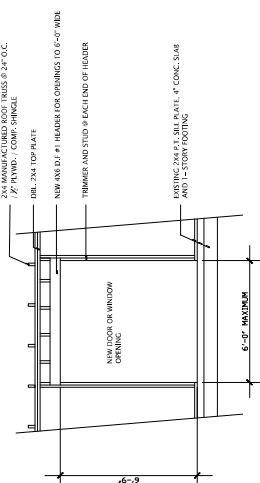
ALL PLUMBING FIXTURES AND FAUCETS SHALL BE REPLACED WITH LOW WATER USE FIXTURES AND FAUCETS COMPLYING WITH CURRENT WATER USE RESTRICTIONS.

DRAIN PLAN



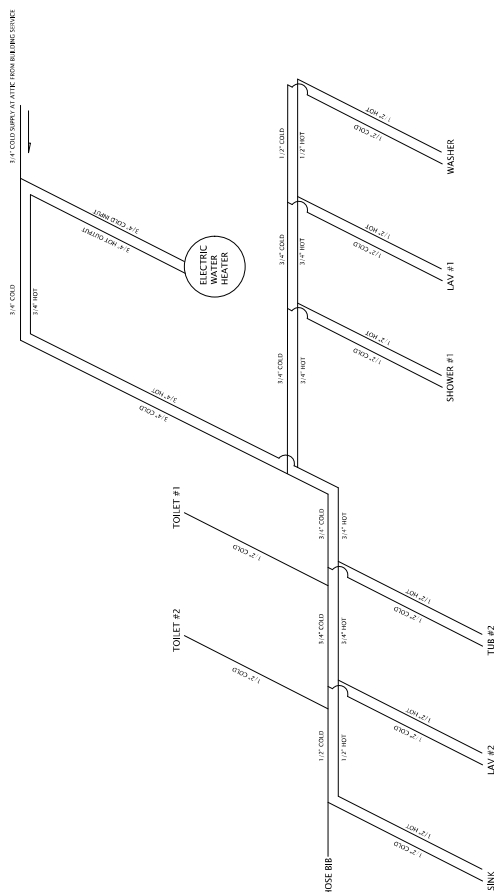
NEW BEAM @ WALL OPENING

1/4" = 1'-0" SCALE



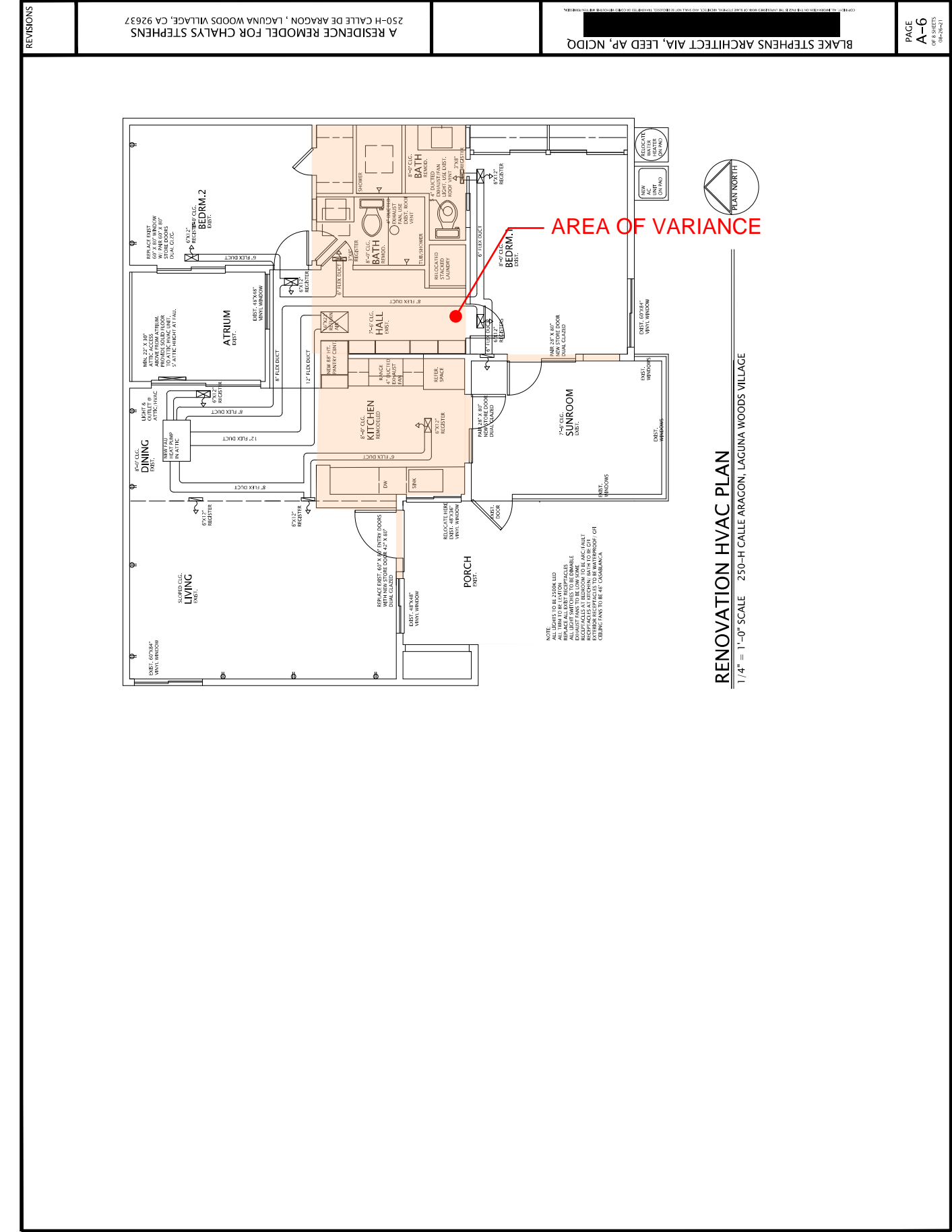
NEW WINDOW/ DOOR HEADER

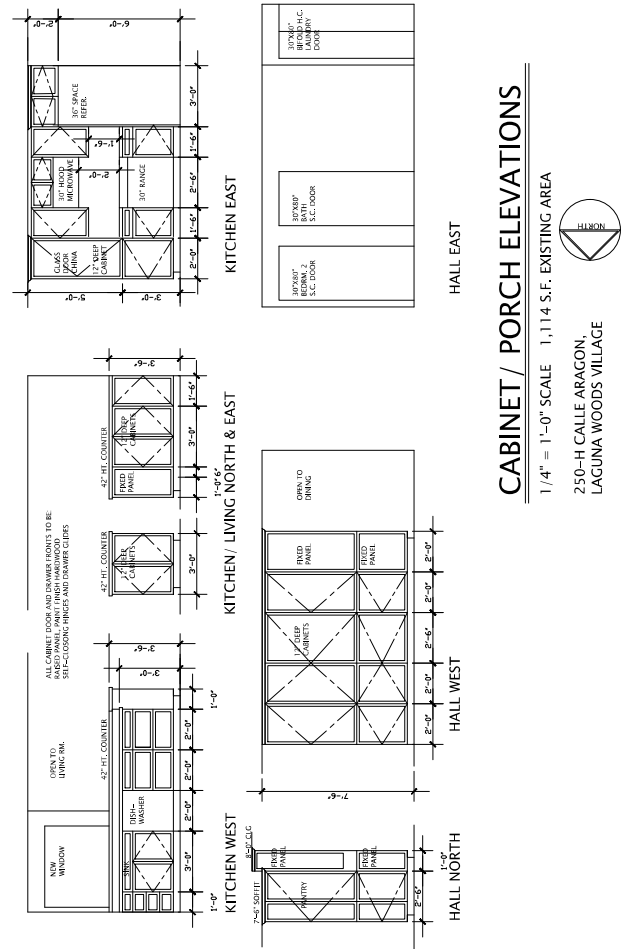
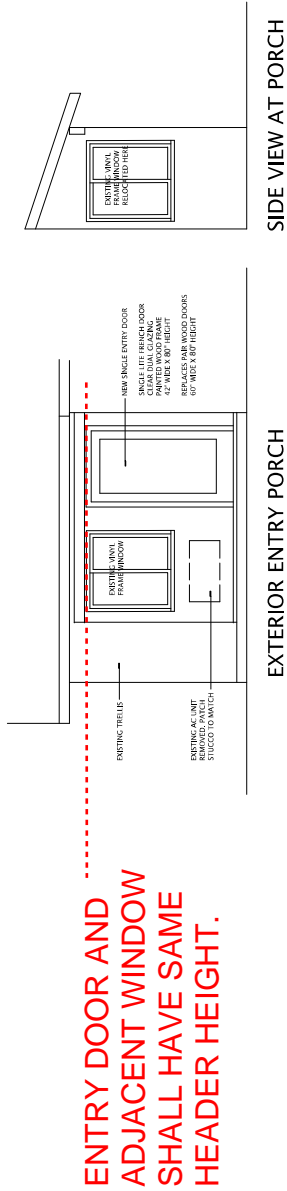
1" / 4" = 1'-0" SCALE



ALL COLD AND HOT WATER PIPING
TO BE SCHEDULE K COPPER

PLUMBING ISOMETRIC





ATTACHMENT 2
APPLICATION


MANOR # 250-H

☐ ULWM

☐ TLHM

Variance Request Form

SA _____

Model:	Plan:	Date:
Member Name: CHALYS & BLAKE STEPHENS	Signature 	
Phone:		
Contractor Name/Co: COASTAL CONST. SERVICES		
Owner Mailing Address: (to be used for official correspondence)	250-H CALLE ARAGON, LAGUNA WOODS, CA. 92637	

Description of Proposed Variance Request ONLY: ① REMOVE DOUBLE ENTRY DOOR & REPLACE WITH A SINGLE FRONT DOOR. ② RELOCATE WINDOW FROM WALL ABOVE ORIGINAL KET. SINK LOCATION & INSTALL IN WALL NEXT ENTRANCE & ABOVE NEW SINK LOCATION. ③ CUT OPENINGS IN 2 WALLS NEXT TO SUN ROOM & INSTALL 2 FRENCH DOORS. ④ REMOVE CLOSE CABINET & CLOSET IN MASTER BED. ADD LAUNDRY, TOILET & VANITY w/ ACCESS FROM M.B. NEW WALL TO DIVIDE ORIGINAL M. BATH & CREATE A SECOND BATH ROOM (GUEST BATH) STRUCTURAL BEAM ADDED TO SUPPORT TRUSS ENDS.

Dimensions of Proposed Variance Alterations ONLY:

- ① NEW ENTRY DOORS - 42" x 84"
- ② KITCHEN SINK WINDOW - 36" x 48"
- ③ 2 NEW FRENCH DOORS - ~~ONE~~ PAIR 28" x 80" EACH
- ④ LAUNDRY - 2'8" x 2'7", NEW M. BATH 45.4 SQ FT, NEW GUEST BATH 39.1 SQ FT
NEW GUEST CLOSET - 15 SQ FT

FOR OFFICE USE ONLY

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

Alteration Variance Request	Complete Submittal Cut Off Date:
Check Items Received: <ul style="list-style-type: none"><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: _____ <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Denied</div><div><input type="checkbox"/> Approved</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Tabled</div><div><input type="checkbox"/> Other _____</div></div>

ATTACHMENT 3
PHOTOS



EXISTING ENTRY AND SUNROOM



EXISTING ENTRY APPROACH



EXISTING KITCHEN



EXISTING BATHROOM

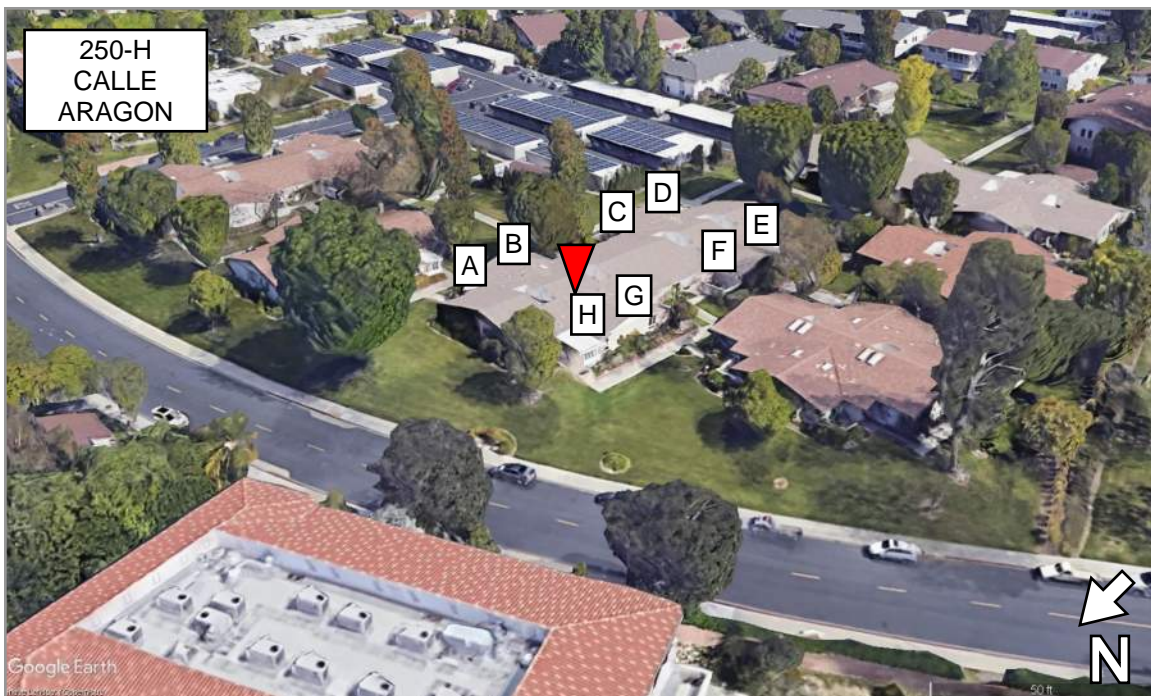
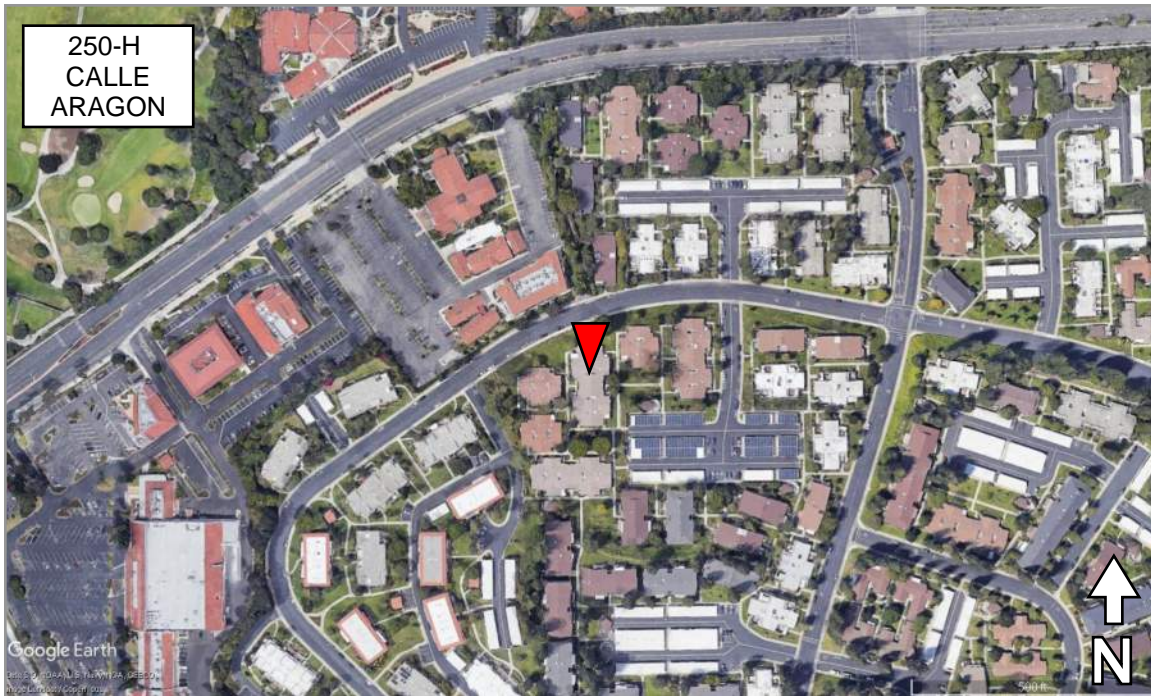


EXISTING WASHER AND DRYER



EXISTING SUNROOM INTERIOR

ATTACHMENT 4
AERIALS



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FREQUENTLY ASKED QUESTIONS MANOR ALTERATIONS

Valid August 25, 2021

LEGEND

ACM – Asbestos containing materials

CAC – Certified asbestos consultant

Cal/OSHA – The California Division of Occupational Safety & Health/DOSH

MA – Manor Alterations or HOA Permitting Division

MC – Mutual consent, HOA permit or permit

O&M – Operations and maintenance

Member – Manor member, member or member

SCAQMD/SCSCAQMD/AQMD – South Coast Air Quality Management District

1. Can we use the previous past manor member's asbestos testing results for the same manor?

No, only if you are the current member who performed the prior testing and have the CAC report, you may use those report results as long as the CAC agrees that the conditions remain consistent with the prior findings. Contact the CAC to confirm the prior report is still valid.

2. Why doesn't Manor Alterations have our asbestos testing results from years ago?

MA does not, as a rule, archive member obtained reports. Test result reports are specific to the member who owned the manor at the time of the report. In some instances, documents that MA did archive were destroyed in the malware attack in 2020. Past archived reports may exist, but not all reports are still applicable. If membership has changed, the previous asbestos testing CAC reports are no longer valid.

3. Can a member assume a manor contains asbestos and *not* undergo testing and just have it abated?

Yes. Per AQMD a Survey is still required, however you can ask the CAC to forgo testing and list materials as 'Assumed' ACM. Members can assume all the material to be demolished contains asbestos. However, no contractor shall engage in asbestos-related work, as defined in Section 6501.8 of the Labor Code, that involves 100 square feet or more of aggregate surface area of asbestos containing materials, unless the workman (qualifier) for the license passes an asbestos certification examination.

4. Why do I need an abatement contractor if the asbestos point count is less than 1%?

The "less than 1% count" applies to SCAQMD rule 1403, when the demolition work is conducted by a home member of a designated single family home. If the material count is greater than 0.1%, you still must have the work done by certified accredited workmen, as Cal/OSHA worker protection rules govern conditions for workers and containment and regulated abatement procedures are still required. CalOSHA's requirement is that material contains asbestos if the count is greater than 0.1%.



5. What is the amount (in square feet) that can be removed (abated) using only an operations and maintenance (O&M) worker?

The 16-hour certification course (OSHA class III) is the minimum requirement for all service workers (maintenance and custodial staff) whose jobs may require them to disturb small amounts of asbestos during routine or emergency maintenance-related work. This certification does not apply to LWV residents or their contractors when performing renovation work to their manor. Please note that the intentional removal of ACM is considered asbestos abatement. This type of removal (project or renovation) requires asbestos control and abatement procedures that are outside the scope of an O&M worker certification. Visit

[osha.gov/sites/default/files/publications/osh3096.pdf](https://www.osha.gov/sites/default/files/publications/osh3096.pdf) for more information.

6. What work can be performed without contractor testing and a CAC report?

Mounting devices to a wall that do not disturb or release ACMs are allowed without a demolition or city permit. However, any work that cuts into the wall to install an outlet, run wiring, etc., requires testing and proper abatement with a mutual consent permit. A city demolition permit also may be required. Anything more than minor O&M but less than 100 square feet can be performed using a 40-hour certified asbestos worker—e.g., less than 100 square feet of drywall cuts in a ceiling for canned lights or removing vinyl tile in a small bathroom. Note: Each layer of ACM material is counted per square foot, e.g., 4 square feet of black mastic and vinyl tile on top is equal to 8 total square feet of ACM.

7. May I “mud over” my popcorn ceilings?

Yes, with proper MC approval. However, testing is required to show the ceiling material is negative or positive for asbestos. This will determine if a certified asbestos professional must perform the work.

8. What is encapsulation of ACM material?

Encapsulation is the process of covering ACM surfaces to sufficiently prohibit the release of friable asbestos material into the air; e.g., painting an ACM wall will encapsulate the it from releasing asbestos material into the air.

9. Do ceiling fans need a demo permit *and* an alteration permit? Or can a mutual consent suffice with the O&M worker license attached?

If the fan is mounted to the ceiling, it must be surface mounted with WireMold or similar type hardware that does not penetrate the drywall ceiling. The screws that are used to fasten it to the ceiling must not hit any of the heating elements that may be located in the ceiling. All popcorn ceilings in LWV carry heating elements that were the sole source of heat when the manors were constructed. Electronic Devices to detect the location of heating coils, studs and pipes must be used to avoid hitting the heating coils. The heating element grid is small and any damage to one element strand damages



the entire heating sources. A single screw or nail may cause that damage. The ceiling fan itself must be supported by one of the ceiling joist beams, and not be hung from the drywall (gypsum board). WireMold or similar type hardware should be used to protect the electrical wiring used to carry the power the ceiling fan to an electrical outlet plug in the wall. A permit is needed for any hole in the ceiling or into the walls. In the above case, where the fan and the wires are surface mounted, the precautions are taken to protect the heating source, and the fan is plugged into an existing outlet, then no permit is required.

10. Do I need a permit to install electrical outlets?

Yes, that work may be performed under O&M worker accreditation.

11. For microwave installation, is there a separate electrical permit needed for a designated circuit?

Members can change out any appliance if they replace the existing appliance with one that is similar to the ampere rating of the original and no other change in electrical is required. If a new dedicated circuit is needed, then both MA and city permits for code compliance are required.

12. Do I need a permit to replace a toilet? What about sinks, faucets and shower heads?

You may change out any of these items without a MC as long as no wall plumbing or finishes are disturbed. Shower stem valves also can be changed as long as no finishes are disturbed.

13. Do I need a permit for a video doorbell or security camera?

Doorbells with cameras: No MA approval needed. These devices are similar to “Ring” door bell and cameras that are battery operated devices temporarily mounted on to exterior so members are allowed to see the caller at or approaching the doorway entrance to the member manor only. The device is still considered an Alteration, and it is your responsibility to its maintenance, wall damage, and removal for mutual building work.

Security Cameras: These devices similar to CCTV will require both a MC and Board approved Variance. This is due to the need for a higher understanding of the impact to adjacent neighbors, and effect on mutual property.

14. May I paint the interior of my unit?

Yes. No permits are required to paint the inside of your manor.

15. May I install a screen door on my front door?

Yes, screen door installation is allowed without a permit, including security screen doors. The new screen door will now be considered an alteration.

16. Do I need a permit for a mail slot in my front or garage door?

No, but this change will make these doors alteration doors no longer maintained by the HOA.



17. Do I need a permit to install a peep hole in my front door?

No. A peep hole can be installed in a front door without a permit.

18. Do I need a permit to install large appliances such as a dishwasher, microwave, garbage disposal from Manor Alterations?

In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, no MC is required.

19. Do I need a demo permit or an alterations permit (or both) to replace kitchen and bathroom cupboards, vanities and countertops?

In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, a MC is required if you disturb ACM drywall/joint compound during the demolition phase.

20. Do I need a permit to replace a glass shower enclosure and door?

Only the glass enclosure is considered here. No wall or floor tile is to be modified. In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, no MC is required.

21. Do I need a permit to re-tile my shower/bath area?

You can retile your shower and bath area without a MC. The ceramic tile should be tested for ACMs. If any of these materials are ACM containing, then a demolition MC and new MC permit for installation is required. You can remove the ceramic/granite tiles that do not contain ACMs. You cannot remove the cementitious backerboard without a demolition MC. No black mastic, or backer board is disturbed without a MC.

22. May I get my garage condensation panels repaired or replaced?

Carport condensation panels are no longer allowed as an addition—you may repair them if possible. Replacement panels are not permitted. Should you remove, painting the carport to match the remaining area is the Member's responsibility.

23. May I install tile on my patio or replace the tile that is already there?

Original Patio slabs may have tile or in/outdoor carpet installed/replaced with a Mutual Consent. Check with the MA office to determine the original patio dimensions. Any previously extended slabs can only be maintained like-for-like and not altered further.

24. May I paint or stain my garage floor/patio?

No. In Third, the garage floor is common area and no improvements are allowed without a MC and a Variance approved by the ACSC and Board. Concrete staining and epoxy coatings are allowed with Mutual Consent in Patios, Atriums and Courtyards only. In United, painting/staining/epoxy coating is prohibited. A variance moratorium



exists in United until October 9, 2021. After that date variance requests can be processed.

25. HVAC changeouts Part A: Do I need a city permit for like-for-like HVAC changeout? (The new city rule allows members to decide whether there is a change in amperage.)

In United, a like-for-like alteration/permitless alteration is available. The amperage and all connections must remain the same. Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, a MC is required.

26. HVAC changeouts Part B: May I just remove my old packaged terminal air conditioner? What is required?

In United, like-for-like wall heat pump replacements are allowed via the permitless alteration process. In Third, a MC is required.

27. My water heater is totally nonfunctional. May I replace it and get the permit afterward?

Unfortunately, no. The MA permit is available usually in one day. Both a MC and a city permit are required; the city wants to see that MA has approved the application work first. Please include **'URGENT Water Heater replacement'** in subject line of e-mail application.

28. Member has already replaced the heater/AC/water heater because it wasn't working. Do they have to pay the \$300 penalty?

In United, a simple notification of the changeout is allowed without penalty for heaters/AC units, due to water heater replacements requiring a city permit, a MC permit must be obtained prior to the replacement or the penalty will be assessed. In Third, a MC permit must precede the actual replacement of all above items or the penalty is assessed.

29. What qualifies a permit to be expedited?

In general, no permits are expedited as they are processed on a first-come, first-serve basis in an effort to be fair to everyone in the Village. Some permits require more extensive search and review, or may require a variance therefore a much longer review and process are needed. Some utilitarian-based permits such as a simple water heater replacement, or A/C replacement, may be issued within a day due to urgency as well as comfort, and health considerations.

30. Are permits needed to change out flooring?

No permit is required if you can remove the existing flooring without disturbing the original black mastic, and vinyl flooring. MA suggests you lift the carpet and see if it was placed on the vinyl tile or over black mastic. If the original black mastic and vinyl flooring are disturbed, then CAC testing, and a demolition permit is required from MA and the City. See the following resolutions: Third Mutual - Interior Hard Surface Flooring, Resolution 03-10-188; United Mutual - Interior Flooring Policy, Resolution 01-18-115 for noise level considerations and policy of complaint handling.



31. If I do have to get a demo permit to remove the carpet over the vinyl tiles, why do I need an alteration permit to install new flooring?

At this time, no MC permit is required to install new flooring. For sound considerations, we advise review of existing Interior flooring policies: Third Mutual - Interior Hard Surface Flooring, Resolution 03-10- 188; United Mutual - Interior Flooring Policy, Resolution 01-18-115 and recommend installing insulation that is greater than the noise level threshold, due to the installation of materials being made on older buildings rather than in a test environment. As per policy, the Member may be held responsible to remove new flooring should it not meet noise level requirements.

32. Can the removal of wall mounted wood, wood product, metal and plastic cabinets be done by my contractor or do I need to have them removed by an asbestos abatement contractor?

The wall mounted wood, wood product, metal and plastic cabinets can be done by your general contractor if precautions to minimize any damage to the dry wall are implemented. For instance, unscrew the cabinet from the wall or remove the nails holding the cabinet to the wall. Then you may remove the cabinet and dispose of the construction debris. If the cabinet is to be ripped or pried off the wall, causing a disturbance of the drywall/joint compound/tape, then the cabinets will need to be removed by an asbestos certified workman and all precautions for asbestos containment and disposal shall apply. Any dry wall removed from the wall will need to be remediated and disposed of in accordance with AQMD requirements.



NAME	Mutual	DATE	ISSUE OF CONCERN
Abdulla Mirpur	United	11/17/2020	Began work without approved MC and disturbed ACM
Caleb Construction	Third	1/14/2021	Began work without approved MC and disturbed ACM
Caleb Construction	Third	4/6/2021	Began work without approved MC and disturbed ACM
Coastal Risk Management	Third	2/2/2021	Unauthorized water heater installation
Coastal Risk Management	Third	2/2/2021	Unauthorized demo/construction (P5 Investigation)
Coastal Risk Management	United	2/4/2021	Unauthorized demo/construction (P5 Investigation)
Coastal Risk Management	Third	7/1/2021	Installing washer/dryer without including in MC scope
Farley Construction & Development	Third	11/24/2020	Began work without approved MC and disturbed ACM
Miller & Sons	United	11/6/2020	Began work without approved MC and disturbed ACM
Miller & Sons	Third	9/10/210	Began work to alter tub/shower without approved MC
Miller & Sons	United	2/26/2021	Began work without approved MC and disturbed ACM
Mykaton (Ron Harbin)	Third	11/18/2020	Began work without approved MC
Patricio Caballero Construction	United	4/16/2021	Began work without approved MC and disturbed ACM
The Wood Wizard (David Langdon)	Third	2/19/2021	Submitted false Auto Insurance document for COLI
Y & D Heat and Air	United	2/24/2021	Began work without approved MC and disturbed ACM
Coastal Risk Management	United	7/13/2021	Installed breaker for ceiling fan ATF without obtaining Consent.
NEXGEN Plumbing and Drain Service Inc.	United	7/26/2021	Demo for bathroom remodel, no permits, caused P5 and hazardous waste spill into concrete hole they dug to expose waste line.

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	ACM COMPARISON REPORT				
	Date: Sept. 15, 2021				
	This comparison of requirements between City, Manor Alterations (MA), and AQMD are provided for a general review of each entities				
	current requirements relating to approvals. No consultants have been authorized to review this information as noted by mutual request.				
PART 1: COMPARISON CHART OF ACTIVITIES					
		Manor		AQMD	
		Alteration.	City	Rule or	
		Req.	Req.	Regulation.	
ITEM	DEMOLITION WORK				Notes
1	Abatement Consultant and permit for any disturbed material	X	X	X	See Note 1 :EPA regulations are established for protection of the Environment & Public 1403(b)
2	AQMD Permit needed for demolition & removal of ACM	X	X	Rule 1403	See Note 2: Prior to any demolition or removal of more than 100 square feet of intact (not damaged) asbestos- containing material greater than 1% asbestos.
3	City Permit required by AQMD	X	X	Rule 1403	California Health and Safety Code 19827.5 prohibits cities from issuing demolition permits until you provide the city with a copy of the demolition Notification that you submitted to the South Coast AQMD
4	CAC Survey & Test results	X	X	Rule 1403(d)(1)(A)	over 1% and 100sqft of ACM it is required.
5	Review of CAC Survey & Test Results	X		over 1% and 100sqft to AQMD	See Note 3: City files CAC Survey and relies upon certification of consultant
6	Final Air Clearance to MA	X	X	over 1% and 100sqft	See Note 4: AQMD requires Air clearance after all ACM work to show unit is clear of ACM
7	Unauthorized Release: P-5 CleanUp is needed.	X	X		See Note 5: AQMD verifies all clean up documents. MA requires MC for Demo that includes entire demo project. City requires waste manifest and AQMD approval.
8	Waste Disposal Manifest submittal		X		Not an MA requirement at present but could start to accept manifest in lieu of CAC survey reviews.
PART 2: GENERAL NOTES					
	1. City collects documents and allows consultants to assume all liability. See attached documents.				
	2. Stop Work Regulated Materials doc contains testing and CAC references.				

ATTACHMENT 7
ACM COMPARISON REPORT

	3. Many times the CAC report findings appear to be contrary to AQMD regulations. Sample materials of multi-layers should be tested separately and not assume it is homogeneous material. Applies to plaster, drywall, mastic/tile, etc.				
	4. Asbestos Percentage Criteria				<1% = CALOSHA - passively governs worker laws/ City Permit requires ASC form
					>1% / >100sqft = AQMD – Via Notification 1403 form / City permit requires copy of 1403 form
	All Demolition must be reported to AQMD Via Notification 1403 form / City Permit requires copy of 1403 form				
	5. No City demo notification needed for P5 clean up in normal cases, as AQMD notification & approval of P-5 Plan. Both MA and City requires permits for demolition work.				
PART 3: ADDITIONAL CODES, DEFINITIONS, AND RULE APPLICATIONS					
A	ACM defined	This is a general note			AQMD ASBESTOS-CONTAINING MATERIAL (ACM) is both friable asbestos-containing material or Class I nonfriable asbestos-containing material. <u>1403(c)(5) - >1%</u>
B	P-5 Releases				Approved Alternative <u>1403(d)(1)(D)(i)(V)(1-3)</u>
C	CAC Testing should include Homogeneous Material Sampling. If material contains layers then each layer must be tested.				Survey shall include all affected materials including all layers1403 (d)(1)(A)(ii) Facility Survey
C1	Sample and test protocols to conform to (1) Sampling of materials suspected to contain asbestos, to comply with this rule, shall be conducted following the provisions of 40 CFR Part 763.86.				
C2	An accredited inspector shall collect, in a statistically random manner that is representative of the homogeneous area of bulk samples from each homogeneous area of friable surfacing material.				
D	100 SF Rule removal of Asbestos by certified contractors only				Only asbestos removal contractors listed at The Cal/OSHA Asbestos Registration are allowed to remove asbestos in the State of California, except where exempt under California Labor Code 6501.5

PART 4: AQMD Rules & Supplemental Information					
	Rule 1403 Compliance - Asbestos Emissions From Demolition/Renovation Activities				
	A person subject to this rule shall prevent emissions of asbestos to the outside air by complying	1403 (d) Requirements			
	Affected Facility or Facility components shall be thoroughly surveyed prior to demolition or renovation activity.	1403 (d)(1)(A)(i) Facility Survey			
	Notification - District shall be notified of intent to conduct any demolition or renovation activity	1403 (d)(1)(B) Notification to AQMD			
	AQMD Notification Form found at	Rule 1403			
	Misc Information found at Asbestos Removal & Demolition: (http://www.aqmd.gov/home/rules-compliance/compliance/asbestos-demolition-removal)				
	AQMD web page: Asbestos Removal & Demolition: (http://www.aqmd.gov/home/rules-compliance/compliance/asbestos-demolition-removal)				
	Certified Asbestos Consultant will NOT be allowed to conduct PACM tests for results on samples they have taken; all samples are required to be tested by a Lab				
1	MA requires a demolition permit due to need to obtain testing report, air clearances, and governmental approvals prior to issuance of new build permit. The City does not require a demo and new build permit separation. MA enacted this separation to receive and file the documents.				

	100 SQUARE FOOT RULE APPLICATION				
	Application of Exemption to Owners 100 SF Rule				
	This is a notification exemption: There is an exemption that applies only to the legal owner of the single unit family dwelling (house) who is a permanent resident of this house and is personally performing this house renovation themselves (not employing a contractor or laborer, and not being helped by friends, family or anyone else). See Rule 1403 (j)(9).				To be confirmed : Phone Call with I H S on 9/17/21
	<u>There are no exemptions for owners of condominiums, townhouses, or apartments.</u>				
	Rule 1403 (J) (1) The notification requirements of subparagraph (d)(1)(B) and the training requirements of subdivision (i) shall not apply to renovation activities, other than planned renovation activities which involve non-scheduled renovation operations, in which less than 100 square feet of surface area of ACM are removed or stripped.	provides exception for notification for <100sqft			
	Rule 1403 (J) (9) The provisions of this rule shall not apply to an owner-occupant of a residential single-unit dwelling who personally conducts a renovation activity at that dwelling.	Provisions to entire 1403 rule do not apply to owners personally conducting work.			
	Point Count				if it is found to be below (<.1 ACM containing) that material is then not regulated and is classified as a non-containing ACM material/substance. Furthermore, IHS (MA relied upon hygienist consultant) explained their process of testing using PLM, if below 1%, testing using 1000 point count to prove its less than 0.1% the material can be treated as Non-ACM. It can then be removed and disposed of as construction debris.

ATTACHMENT 7
ACM COMPARISON REPORT

	Point Counts are allowed and at time required. South Coast AQMD Asbestos Hot Line at (909) 396-2336				sample results of less than 10% must be point counted by 400-point count method or assumed to be ACM >1%. If PLM reveals trace amounts or <1%, then it must be, <u>at a minimum</u> , 400-point counted. If <1% it is noted as “trace” or “<1%” by PLM analysis must be point counted. subject to Rule 1403. 1000-point count & other methods are also acceptable after PLM analysis.
	O&M Workers follow >.1% and <100 SF can use certified workers w/ 16 Hrs training for removal				
	“None Detected” CAC test results equals - any worker may conduct the removal and disposal of construction materials				
PART 5: CONCLUSIONS & RECOMMENDATIONS					
MA1	As part of MA issuing of the new construction permit, MA collects and accepts the CAC Survey Reports as valid without review and comment as does the city.				
MA2	As part of MA issuing of the new construction permit, MA collects and files the Waste Manifest documents.				