

OPEN SESSION

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

Thursday, April 21, 2022 – 9:30AM-11:30AM HYBRID IN-PERSON / ZOOM MEETING

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

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

NOTICE and AGENDA

This Meeting May Be Recorded

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

Consent:

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

Status of Mutual Consents:

8. Monthly Mutual Consent Report (Attachment 1, PDF Page 7)

Variance Requests:

- A. Variance Request 861-Q Ronda Mendoza (Castilla, HH08_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras (PDF Page 9)
- B. Variance Request 430-B Avenida Sevilla (La Corona, 3BR) A Room Addition on Front Exclusive Use Common Area and to Relocate Interior Walls (PDF Page 25)

Items for Discussion:

- 9. ACM: Legal Involvement Progress Update from Chairman
- 10. Water Heaters in Common Area
 - A. Current Status of Issuance and Application of a CAUA

Items for Future Discussion:

11. TBD



Concluding Business:

- 12. Committee Member Comments
- 13. Date of Next Meeting Thursday, May 19, 2022 at 9:30AM
- 14. Adjournment



OPEN MEETING

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

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

REPORT

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

COMMITTEE MEMBERS ABSENT: Reza Bastani, Cash Achrekar

ADVISORS PRESENT: Dick Rader

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

1. Call to Order

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

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

Approved by consensus.

4. Approval of Meeting Report for December 16, 2021

Approved by consensus.

5. Chair's Remarks

None.

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

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

7. Manor Alterations Division Manager Update

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



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

Consent:

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

Status of Mutual Consents

8. Monthly Mutual Consent Report

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

Variance Requests:

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

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

B. Variance Request – 861-Q Ronda Mendoza (Castilla, HH08_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras

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

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

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



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

Items for Discussion

9. ACM: Legal Involvement Progress & Dual Mutual Involvement

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

10. Technology Update Automated Reminders & Permitless Alteration Receipts

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

11. City of Laguna Woods & Manor Alterations Meeting

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

Items for Future Discussion:

12. No issues were raised.

Concluding Business:

13. Committee Member Comments

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

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

15. Adjournment – 10:50 AM

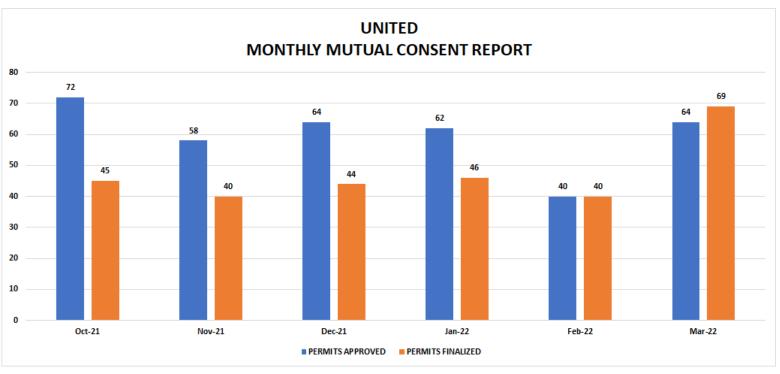
Χ___

Anthony Liberatore, Chair Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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<u>Average Numbers:</u> Phone in-take: received per day / responded to per day = 65 Received per day / 65 Responded per day

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

> Permit Release Timeline: Class I Permits = 5 - 10 Business Days Class II Permits = 5 - 12 Business Days Class III Permits = 45 - 90 Business Days

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DATE: April 21, 2022 FOR: United Architectural Control and Standards Committee SUBJECT: Variance Request: Mr. David Myszko of 861-Q Ronda Mendoza (Castilla, HH08_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras

RECOMMENDATION

Staff recommends the United ACSC approve the request for the installation of (3) exterior battery-operated security cameras with the conditions stated in Appendix A.

BACKGROUND

Mr. Myszko of 861-Q Ronda Mendoza, a Castilla style manor, requests Board approval of a variance for the installation of (3) exterior battery-operated security cameras.

Due to the potential impact on neighbors and the effect on Mutual property, 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. Myszko is proposing to install (3) exterior battery-operated security cameras.

The resident has provided a plan of the proposed mounting positions for the security cameras. The cameras will cover the main entry approach, the balcony, and the bedroom windows. The cameras shall be mounted per the manufacturer's recommendations.

One potential issue is the nuisance of the siren function of the security cameras. To comply with Article 5 of the Occupancy Agreement regarding nuisance noise, the siren function of the camera system shall be required to be disabled.

There are no open Mutual Consents for this manor.

Staff recommends approval of this request due to finding the proposed camera positions and angles not to be invasive towards the separate interests of the neighbors.

A Neighbor Awareness Notice was sent to Units 854-Q, 854-P, 861-P, 866-A, and 866-N on May 19, 2021 due to sharing common walls, having line of sight, or being potentially affected during construction.

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

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 861-Q.

| Prepared By: | Richard de la Fuente, Alterations Inspector II |
|--------------|--|
| Reviewed By: | Robbi Doncost, Manor Alterations Manager |

ATTACHMENT(S)

| Appendix A: | Conditions of Approval |
|---------------|------------------------|
| Attachment 1: | Scope |
| Attachment 2: | Variance Application |
| Attachment 3: | Photos |
| Attachment 4: | Aerial Photos |
| | |

CONDITIONS OF APPROVAL

<u>Manor:</u>

861-Q

Variance Description: Install (3) exterior battery-operated security cameras

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

Manor-Specific Conditions:

A. <u>General Comments:</u>

- A.1. The security cameras shall be aimed or positioned to the greatest extent possible to avoid directly viewing inside windows and/or private or enclosed exclusive-use common areas of adjacent manors.
- A.2. The alarm/siren function of the security camera system shall be disabled and remain disabled to prevent nuisance noise events, in compliance with Article 5 of the Occupancy Agreement for United Mutual regarding nuisance noise.

B. Materials and Methods:

B.1. Prior to the issuance of a Mutual Consent for Alterations, an example of the camera and its method of installation shall be provided to Manor Alterations for review and approval.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
- D. <u>Requirements for Final Inspection by Manor Alterations:</u>
 - D.1. Prior to Final Inspection by Manor Alterations, the Member shall submit still images from the camera views of their permanent positions for review and approval by Manor Alterations staff.

D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 861-Q, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 861-Q and all future Mutual Members at 861-Q.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member shall be liable for any violation of the Mutual's Governing Documents

by any invitee, including any fine, assessment or other charge levied in connection therewith.

- G.6. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com/residents/resident-services and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting

the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See http://www.lagunawoodsvillage.com.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could

result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

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

ATTACHMENT 1 Variance Request SCOPE OF WORK 861-Q Ronda Mendoza 861-Q DAVE MYSZKO Installation of three exterior, Battery operated (wireless) security cams with locations marked by an (X)" Below. Approximate Gross Internal Area 98.2 sq m / 1057 sq ft Bedroom 1 4.75 x 3.70 15'7 x 12'2 (Approx) Balcony Living / Dining Room W 8.60 x 4.00 28'31x 13'1 (Approx) Bedroom 2 4.15 x 3.20 13'7 x 10'6 (Approx) Kitchen 3.00 x 2.75 IN 9'10 x 9'0 (Approx) 00 00 Illustration for identification purchases only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367220)

Will Compare Request Outdoor Security Camera

SimpliSafe's battery-powered Wireless Outdoor Security Camera comes equipped with a built-in siren, spotlight, and more to give you absolute control over your camera—and your privacy. Whenever the camera detects motion, it will send notifications to your phone and, with Interactive Monitoring, record the event. With its state of the art facial recognition, you'll always know who or what triggered the motion detection.

The camera also features infrared night vision, HDR video, and an easily-installed mounting bracket that attaches to the camera with a high-strength magnet.

Pricing Info

\$169.99 when sold separately

Key Features

- 1080p High Definition Video with sound and 140 degree field of view
- Built-in spotlight for nighttime video
- Night vision with Infrared light, configurable as Auto, On, or Off
- Three to six-month life battery power (dependent on usage) with 5 hour charging time
- Built-in siren to ensure its heard inside and out of your home
- **Built-in Speaker and microphone** provides voice prompts for guided installation, and two-way audio during live video viewing
- Facial Recognition technology allows alerts and recording only when humans are at your door
- Motion Detection prompts recording and push notifications to Interactive users
- Weatherproof design with a temperature rating between -20° to 113° F

Requirements & Specs

- Requires an SS3 Base Station
- USB charging cord for battery
- 78.7mm x 78.7mm x 75mm
- Wi-Fi network on-site (broadcasting 2.4GHz, secured with a WPA2 password, and with active Internet connection to stream video)
- SimpliSafe Home Security App to add, manage, and view cameras
- Requires Apple iOS 12 or higher, or Android 7 or higher + 'Jelly Bean'
- Requires internet connection
- SimpliSafe Account required to register and use cameras, up to ten (10) registered Cameras per Location
- Each Camera must have an individual Subscription to record video or to respond to alarm event

*more settings on following page

Status Mode Light

| Solid Yellow | Installing update |
|--------------------|---------------------------------------|
| Blinking Yellow | Trying to connect to server |
| Solid White | Booting up |
| Blinking White | Ready for setup |
| Solid Blue | Connected, ready to record/stream |
| Blinking Blue | Live view/video recording in progress |
| Blinking Red | Unable to connect to WiFi |
| Quick Blinking Red | Low battery |
| Solid Red | Not connected to Base Station/system |
| Off (no light) | No power/dead |



Mileless Outdoor Occurry Camera

Variance Request 861-Q Ronda Mendoza Camera Event Triggers

| Trigger | Footage Length |
|--|---|
| Camera Motion Detected (Motion Detection setting must be ON) | 10 seconds |
| User Recording | 60 seconds |
| Alarm Event | 180 seconds (First 30 seconds used for video verification if enabled) |
| Secret Alert | 10 seconds |
| System disarmed | No recording |
| Duress PIN Alarm Event and System Disarmed | 180 seconds |
| Duress PIN Alarm Event in Off Mode | 180 seconds |
| Silent Panic Button | 180 seconds |

Camera Settings

| Setting | Description | Options |
|---------------------------------|--|-----------------------------|
| Motion Detection | Determines whether the camera records when motion is detected | On, Off |
| Motion Detection Sensitivity | Determines how sensitive to motion the camera is | Low, Medium, High |
| Motion Activity Zones | Determines areas of the video ignored for motion detection | Customizable grid selection |
| Motion Type | Determines if the camera will use Facial Recognition Technology to only be triggered by human motion | People Only, All Motion |
| Rotate Image 180 | Determines whether the camera stream/recording should be rotated 180 degrees for the viewer | On, Off |
| Picture Quality | Determines the quality of video stream/recording | 480p, 720p, 1080p |
| Night Vision | Emits infrared light to allow camera to view at night. | On, Off |
| Spotlight | Determines whether the Spotlight is used during Night Vision Mode | Standard, Spotlight |
| Spotlight Brightness | When the Spotlight is enabled, determines how bright the light is | Low, Medium, High |
| Flash Spotlight | Determines whether the Spotlight flashes during Alarm Events | On, Off |
| Microphone | Determines if audio is recorded with camera video. | On, Off |
| Siren | Determines if a siren will sound from the camera's speaker during Alarm Events | On, Off |
| Status Light | LED light that indicates when the camera is recording. | On, Off Page 11 of 15 |
| WiFi Network | Allows you to choose the WiFi network for your cameras. | N/APDF Page 19 |

| Variance Request 861-Q Ronda Mendoza ATTACHMENT 2 APPLICATION MANOR # 861-Q Laguna Woods Villag APPLICATION Image: Contractor Name/Co: Model: Contractor Name/Co: Plan: HHO8 Date: 9-19-21 Member Name: Signature Maxee MYSZKO Phone: E-mail: E-mail: Contractor Name/Co: Phone: E-mail: Owner Mailing Address: Owner Mailing Address: Phone: |
|---|
| (to be used for official correspondence) |
| Description of Proposed Variance Request ONLY: |
| INSTALL THREE EXTERIOR, BATTERY OPERATEd (WIRELESS) |
| SECURITY CAMS, PLEASE SEE THE FLOORPLAN WITH |
| THE LOCATIONS OF THE CAMS MARKED WITH AN |
| "(X)." |
| |
| |
| Dimensions of Proposed Variance Alterations ONLY: |
| EACH SECURITY CAM IS 78.7 MM X 78.7 MM X 75 MM. |
| (see spec sheet provideD.) |
| |
| |
| |
| FOR OFFICE USE ONLY |
| |
| RECEIVED BY:DATE RECEIVED:Check#BY: |
| Alteration Variance RequestComplete Submittal Cut Off Date: |
| Check Items Received: Meetings Scheduled: |
| Drawing of Existing Floor Plan Third AC&S Committee (TACSC): |
| Drawing of Proposed Variance United M&C Committee: |
| Dimensions of Proposed Variance |
| Before and After Pictures Board Meeting: |
| Other: Denied Approved |
| Tabled Differ |

Pagev12.pf 15





CAMERA POSITION AT ENTRY



CAMERA VIEW FROM ENTRY

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APPROXIMATE VIEW FROM CAMERA AT BEDROOM WINDOW



VIEW FROM BALCONY CAMERA

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ATTACHMENT 4 AERIALS



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STAFF REPORT

DATE: April 21, 2022 FOR: United Architectural Control and Standards Committee SUBJECT: Variance Request: Mr. David Young of 430-B Avenida Sevilla (La Corona, 3BR) Dining Room Addition on Front Exclusive Use Common Area and to Relocate Interior Walls

RECOMMENDATION

Staff recommends the United ACSC approve the request for a room addition on front exclusive use common area and to relocate interior walls with the conditions stated in Appendix A.

BACKGROUND

Mr. David Young of 430-B Avenida Sevilla, a La Corona style manor, requests ACSC and Board approval of a variance for a room addition on front exclusive use common area and to relocate interior walls.

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

Preliminary design plans of a New Floor Plan and Elevations, and an Application have been submitted for review (Attachment 1).

DISCUSSION

Mr. David Young is proposing to demolish the existing exclusive use common area patio wall and patio slab to build a room addition, and relocate interior walls as part of a larger remodel. The room addition shall be limited to the outside perimeter of the existing patio masonry wall, 11'-5" by 12'-10" as shown on the record documents (Appendix B) and New Floor Plan (Attachment 1 – Scope of Work. The existing roof framing and structure shall remain and be reinforced to accommodate the new roofing. The roofing, materials, and finishes shall match existing and be painted to match. All new wall surface painting shall be required to be extended to the next wall intersection for blending purposes.

The wall and closets between the two bedrooms shall be removed and replaced with a new closet as part of the front bedroom.

The wall and closet near the kitchen shall be remodeled to accommodate a washer and dryer and linen closet.

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A bathroom split, kitchen cabinet remodeling, air conditioning, and water heater relocation are part of the scope of the remodel. These items will comply with standards and are outside the scope of this variance.

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

Staff recommends approval of the variance request for the following reasons: the room addition is similar to a standard plan for this style of manor; the interior remodeling will not affect views of adjacent units.

- 1. This addition does not increase the number of bedrooms of the manor.
- 2. No additional exclusive use common area is being added to this manor.
- 3. No alterations shall be allowed beyond the original construction exclusive-use common area limitations per original plan as shown in Appendix B.
- 4. Existing trusses will not be allowed to be cut or modified.

The area to be occupied by the addition shall be demolished and replaced with a new slab, footings and moisture barrier per current building code, to match the existing interior floor slab elevation. An overpour will not be allowed.

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

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

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

A Neighbor Awareness Notice was sent to manors 430-A, 430-C, 428-B, 428-C, 429-A, 429-B, 429-C, 353-B, 353-C, 353-O and 353-P, on April 11, 2022 due to sharing common walls, having line of sight, or being potentially affected during construction.

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

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 430-B.

Prepared By:Richard de la Fuente, Alterations Inspector IIReviewed By:Gavin Fogg, Inspections SupervisorRobbi Doncost, Manor Alterations ManagerBaltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

| Appendix A: | Conditions of Approval |
|---------------|------------------------|
| Appendix B: | Record Documents |
| Attachment 1: | Scope |
| Attachment 2: | Variance Application |
| Attachment 3: | Photos |
| Attachment 4: | Aerials |

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CONDITIONS OF APPROVAL

Manor:

Variance Description: Room Addition and Relocation of Interior Walls

430-B

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

Manor-Specific Conditions:

A. <u>General Comments:</u>

- A.1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.2. The Member shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.
- B. Materials and Methods:
 - B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
- C. <u>Requirements for Mutual Consent for Alterations:</u>
 - C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
 - C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure

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no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.

- C.3. Prior to the Issuance of a Mutual Consent for Alternations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- C.4. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.
- C.5. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a 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 Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- C.6. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
- C.7. The Member shall install an appropriate rain gutter system for proper drainage of roof water away from the foundation system.
- C.8. Member's designer to confirm that the existing roof covers the entire addition requested. The Member's drawings indicate and represent this roof coverage.

C.9. The Member shall set the exterior wall back sufficiently to accommodate the roof eave line and not extend any improvements into Common Area.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 430-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 Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 430-B and all future Mutual Members at 430-B.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member shall be liable for any violation of the Mutual's Governing Documents

by any invitee, including any fine, assessment or other charge levied in connection therewith.

- G.6. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com/residents/resident-services and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting

the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

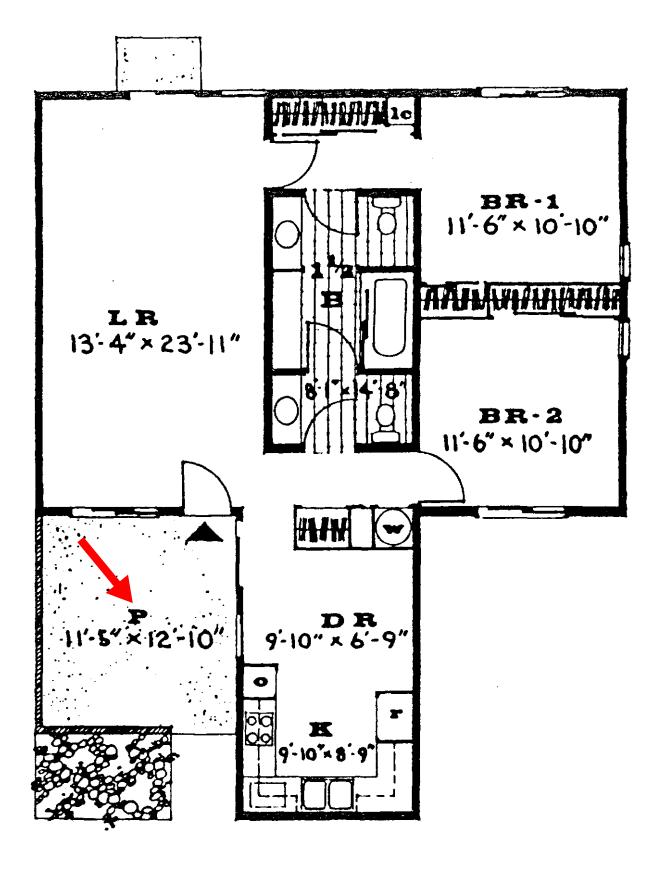
- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See http://www.lagunawoodsvillage.com.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could

result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

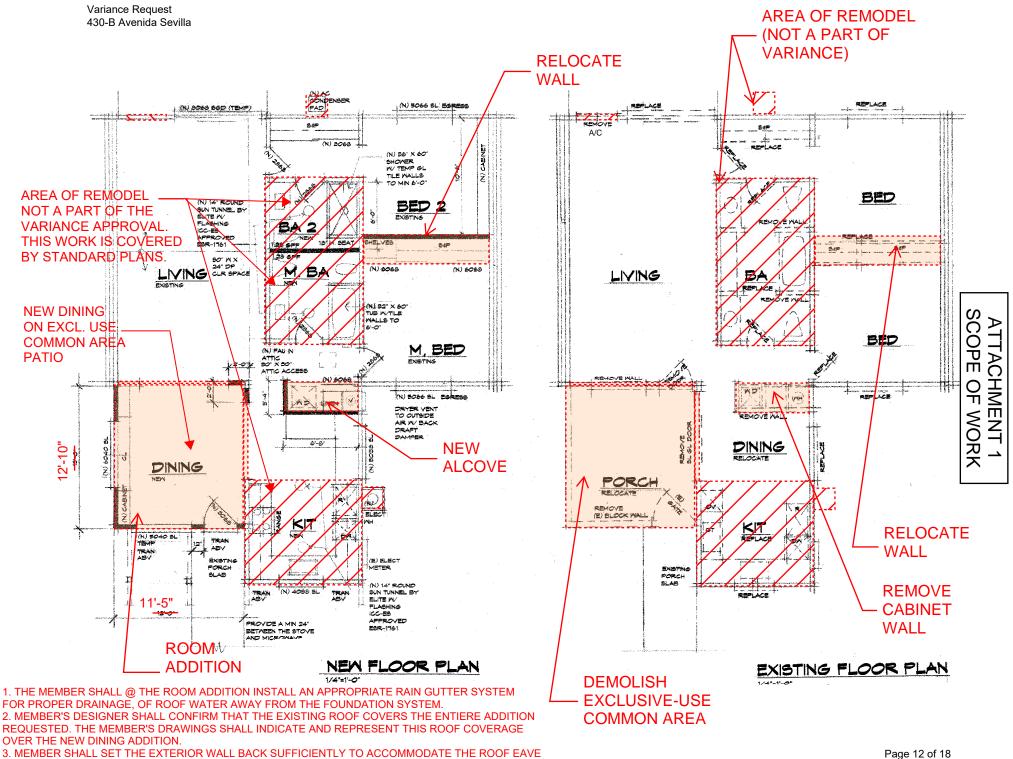
G.22. Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation,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

APPENDIX B RECORD DOCUMENTS

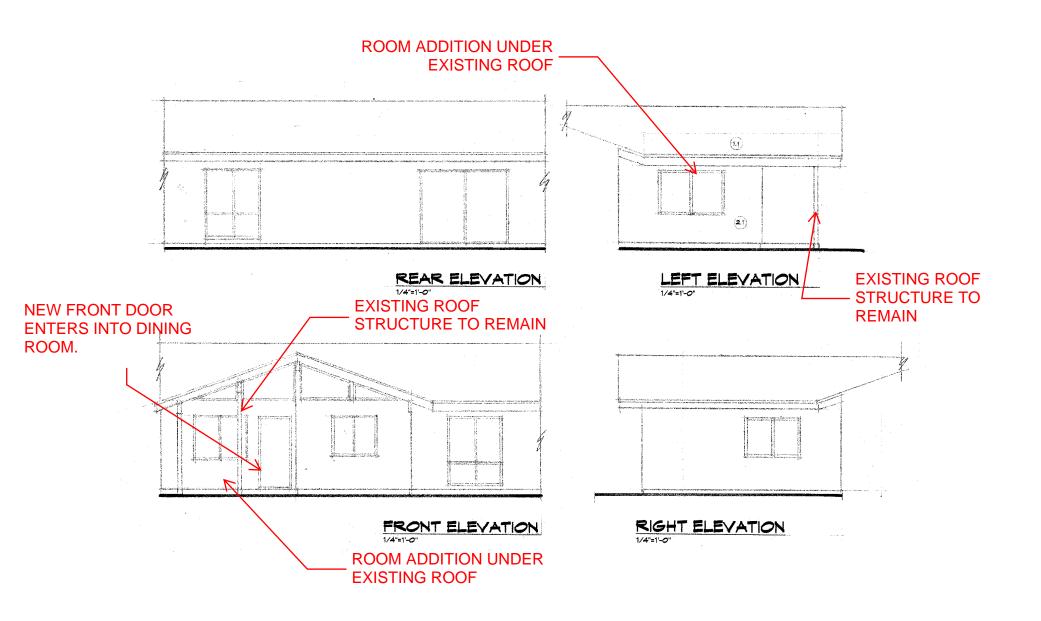
LA CORONA(3 PLAN)



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LINE AND NOT EXTEND ANY IMPROVEMENTS INTO COMMON AREA.



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| Variance Request 430-B Avenida Sevilla | | 112012 |
|---|---|--|
| | ATTACHMENT 2 APPLICATION | MANOR # <u>430B</u> ULWM TLHM |
| Variar | nce Request Form | SA |
| Model: La Corona Plan: | | Date: 11/25/21 |
| Member Name: DAVID YOUNG | Signature Dan | il young |
| Phone: | E-mail: | |
| Contractor Name/Co: | Phone: | E-mail: |
| Owner Mailing Address: to be used for official correspondence) | | |
| Description of Proposed Variance Requ | est ONLY: | |
| 2. RELOCATE INTERIOR WALLS PER NEW | | DINING AREA |
| BEARING WALLS AND FOUNDATIONS. | | |
| | | |
| Dimensions of Proposed Variance Alter | rations ONLY: | |
| Dimensions of Proposed Variance Alter | rations ONLY: 1'-5" X 12'-10" テー | NET SQUARE FOOTAGE |
| 1 | rations ONLY: 11-5" X 12'-10" F F BY 12 FT- | NET SQUARE FOOTAGE OF 156 SQ FT |
| 1. EXTERIOR WALLS OF 15 | rations ONLY: 11'-5" X 12'-10" FT BY 12 FT- | NET SQUARE FOOTAGE OF <u>IS6 SQ FT</u> 147 SQ FT |
| 1. EXTERIOR WALLS OF 15 | rations ONLY: 11'-5" X 12'-10" FT BY 12 FT- | NET SQUARE FOOTAGE OF 156 SQ ET 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION | 11'-5" X 12'-10" FT BY 12 FT- | NET SQUARE FOOTAGE OF <u>IS6 SQ FT</u> 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION | OR OFFICE USE ONLY | NET SQUARE FOOTAGE OF <u>ISG SQ FT</u> 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION | OR OFFICE USE ONLY | 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION | OR OFFICE USE ONLY | 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION FOR ROOM ADDITION FOR RECEIVED BY:DATE RECEIVED BY: | 11'-5" X 12'-10" F F B Y 12 F F OR OFFICE USE ONLY CEIVED: | 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION FOR ROOM ADDITION | OR OFFICE USE ONLY CEIVED:Che Complete Submittal Meetings Scheduled: | 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION | OR OFFICE USE ONLY CEIVED:Che Complete Submittal Meetings Scheduled: Third AC&S Committee (1 | 147 SQ FT hck#BY: Cut Off Date: TACSC): |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION FOR ROOM ADDITION FOR RECEIVED BY: DATE REC Alteration Variance Request Check Items Received: Drawing of Existing Floor Plan | OR OFFICE USE ONLY CEIVED:Che Complete Submittal Meetings Scheduled: Third AC&S Committee (1 United M&C Committee: | 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION FOR ROOM ADDITION FOR RECEIVED BY: DATE REC Alteration Variance Request Check Items Received: Drawing of Existing Floor Plan Drawing of Proposed Variance | OR OFFICE USE ONLY CEIVED:Che Complete Submittal Meetings Scheduled: Third AC&S Committee (T United M&C Committee:Board Meeting: | 147 SQ FT |
| I. EXTERIOR WALLS OF 15 FOR ROOM ADDITION FOR ROOM ADDITION FOR RECEIVED BY: DATE REC Alteration Variance Request Check Items Received: Drawing of Existing Floor Plan Drawing of Proposed Variance Dimensions of Proposed Variance | OR OFFICE USE ONLY CEIVED:Che Complete Submittal Meetings Scheduled: Third AC&S Committee (T United M&C Committee: _ Board Meeting: | 147 SQ FT |

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Alterations Department/Variance Request Laguna Woods Village 24351 El Toro Road Laguna Woods, CA 92637

Subject: 430 Avenida Sevilla Unit B (La Corona Model)

Dear Staff:

We purchased our home in November 2021 and are planning a complete remodel. The home is mostly original with a skylight in the bathroom. We have hired a professional contractor, Ron Harbin, who understands the rules, regulations and insurance requirements for Laguna Woods. After we complete the variance process, our contractor will complete the permit applications for construction.

Our conceptual drawings and preliminary plans of the proposed alteration are attached. In summary, the variances are:

- Enclosing the front patio to make it a new dining area; a net growth of 156 square feet
- Installing a new window in kitchen (smaller than the original window)

We will raise the current patio ground to match the existing floor for the adjoining living room and kitchen. The enclosed dining area will stay within the original patio footprint.

We look forward to working with you and improving our home. We are anxious to get started, hopefully, we can move in the second half of next year. Please call us with any questions.

Sincerely,

David Young Jun K. Jor

David and Teakum Young

ATTACHMENT 3 PHOTOS



VIEW FRON 430-C REAR COMMON AREA



PATIO AT FRONT ENTRY

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FRONT ELEVATION



REAR COMMON AREA AT SLIDING GLASS DOOR

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ATTACHMENT 4 AERIALS

