



OPEN MEETING

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

Thursday, January 20, 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

COMMITTEE MEMBERS ABSENT: Reza Bastani, Cash Achrekar

ADVISORS PRESENT:

STAFF PRESENT: Robbi Doncost, Lauryn Varnum

1. Call to Order

Chair Liberatore called the meeting to order at 9:30AM. A brief recess of 10 minutes was called until the remaining members of the committee could join. The meeting resumed at 9:45AM.

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

Approved by consensus.

4. Approval of Meeting Report for December 16, 2021

No meeting report due to previous meeting being canceled.

5. Chair's Remarks

None.

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

None.

7. Manor Alterations Division Manager Update

Staff Officer Gavin Fogg updated the current status of the Manor Alterations staffing. Over the past weeks, an above average amount of call-outs occurred due to sickness. However, the staff positions are completely filled.



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

No comments.

Variance Requests:

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

Staff Officer Richard DeLaFuente summarized the report and the details of the variance. Director Achrekar questioned details regarding the support and the loading beam. Director DeLaFuente addressed the questions, and reminded the committee that the City of Laguna Woods will also review the permit for code compliance. The variance request was approved by consensus.

Items for Discussion

9. Demolition Permit – Potential Adjustment to Mirror City Policy

Director Fogg presented the documents and proposed the concept of negating the demolition permit, simply requiring members to complete the included forms and engaging in a process that mirrored the City of Laguna Woods policy for asbestos. Discussion ensued regarding the responsibility of payment for asbestos, including consulting. Director Bastani inquired if a Manor Alterations staff member could perform the roles of the consultant. Chair Liberatore countered that the Mutual would then incur the costs of employing a qualified person.

Mr. Doncost confirmed that Manor Alteration's role of reviewing reports can be adjusted, meaning that less staff time is devoted to review, that members can connect directly with the City and AQMD regarding asbestos legalities. Chair Liberatore volunteered to bring this discussion to the Third ACSC Chair, in the hopes of reaching a joint agreement.

10. ACM: Legal Involvement Progress & Dual Mutual Involvement – Update from Chairman

No comments made.

11. Technology Update – Initial Online Permit Launch

Mr. Fogg discussed the creation of an online permit, discussing how members will be able to submit permits without needing to print or email large collections of paper. Manor Alterations predicts the launch will be able to occur within the calendar year.

12. Staff Report – 729-D Further Extension of MC



Mr. DeLaFuentes summarized the report and the timeline of approvals given to this Mutual Consent. Director Bastani gave his accounting of the reason for delays, including his position Manor Alterations has changed its policies during the length of the open permit which was detrimental to his plans. Director Bastani clarified that he was requesting a year extension however only a six-month extension was presented as an option due to policy.

Mr. DeLaFuentes explained that the Staff Report served as a timeline of approvals, and that this extension would be the fifth granted. He also clarified that delays incurred by contractors or the City of Laguna Woods are not the responsibility of Manor Alterations to address.

Member Dick Rader questioned the Staff Report details, asking if the extension granted through April 2022 was valid. Director Bastani claimed he had already submitted the paperwork for this extension. Mr. Fogg clarified that Director Bastani has not yet submitted the new paperwork that is required to validate his extension. Director Bastani asked what paperwork was needed and claimed to be unaware that he was required to supply any additional documents.

A motion was raised to approve the extension, the motion failed and the extension was not granted.

Items for Future Discussion:

13. Website Revisions for Manor Alterations

Concluding Business:

14. Committee Member Comments

Director Achrekar commented that Manor Alterations seems to be moving forward in a positive direction.

15. Date of Next Meeting – Thursday February 17, 2022 9:30 AM

16. Adjournment – 10:45 AM

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Anthony Liberatore, Chair

Robbi Doncost, Staff Officer

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