



OPEN MEETING

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

**Thursday, July 21, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

MEMBERS PRESENT: Anthony Liberatore - Chair, Cash Achrekar,
Maggie Blackwell (in for Reza Bastani)

MEMBERS ABSENT: Reza Bastani
Michael Mehrain - Advisor

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Robbi Doncost – Manor Alterations Manager,
Gavin Fogg – Manor Alterations Supervisor, Abraham
Ballesteros – Manor Alterations Inspector II, Sandra
Spencer – Administrative Assistant

1. Call Meeting to Order

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

2. Acknowledgement of Media

The meeting was being broadcast on Granicus and Zoom. No media was present.

3. Approval of Agenda

Hearing no objection, the agenda was approved by unanimous consent.

4. Approval of Meeting Report for May 19, 2022

Hearing no objection, the meeting report for May 19, 2022 was approved by unanimous consent.

5. Chair's Remarks

Chair Liberatore thanked Director Blackwell for standing in for Director Bastani.

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

None.

7. Division Manager Update

Mr. Mejia updated the committee on his efforts to continue to improve and simplify the variance process; the fee schedule; reviewing the list of items that do not need a city permit; the ability to E-file documents to be recorded with the county; and beta-testing an app that will allow resale inspectors to input their findings electronically.

With regard to customer service, incoming telephone calls are recorded for later reference; customer response surveys are available at various stages of the application process in order to find ways to improve the process.

Mr. Mejia noted that Abraham Ballesteros has replaced Richard de la Fuente as Inspector II. Mr. Ballesteros has been with VMS for 7 years including prior experience in Manor Alterations and Resident Services; cross training is taking place to minimize the impact of absent personnel to the services provided by the department; temporary staff has made great progress in processing the backlog of pending mutual consents and variances; and the search continues for an Administrative Coordinator.

Mr. Mejia provided an update on the mutual's involvement in asbestos containing material abatement. A "demolition mutual consent" is currently issued to allow the work to take place. When the abatement is complete, a certified Air Clearance Form is submitted to the mutual to clear the property for occupancy. Staff continues to work towards shortening the length of time it takes to process these requests.

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

8. Monthly Mutual Consent Report

The report was pulled for discussion and Mr. Mejia answered questions from the committee. It was noted that the legend was omitted in error and will be restored for future agenda packets.

Hearing no objection, the Consent Report was approved unanimously.

9. Variance Requests

Mr. Mejia introduced the matrix and explained the reasons for presentation to the ACSC in this manner. The matrix summarizes the variances and eliminates the need for a staff report at the committee level. If the committee approves the variances, a staff report will accompany the attachments to the Board meeting for final approval.

A. 646-C New Patio Screen Wall Openings

Mr. Mejia presented the variance to add patio screen wall openings and a trellis with lighting to the patio of the manor. After discussion, a motion was passed unanimously to recommend the variance for approval to the United Board.

B. 895-C Approve Existing Patio Modifications

Mr. Mejia presented the variance to approve the existing patio modifications which include a partial wall removal, added trellis, and patio tiles.

After discussion, a motion was passed unanimously to recommend the variance for approval to the United Board.

Items for Discussion:

10. Electric Vehicle Charging Update (verbal)

Mr. Mejia updated the committee on the status on the applications at Clubhouse 1 (east of the library) and the PAC. Staff is also looking at programs to improve the electrical system to allow residents to charge in carports including potential programs through Tesla and other sources for grants/assistance.

Items for Future Agendas:

- TBD

Concluding Business:

11. Committee Member Comments

- Director Blackwell appreciated being able to view the plans electronically on the dais tablet, reminded staff and the committee to keep watch on variances that

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may involve common area and thanked the staff for a good report on the status of Manor Alterations.

- Director Achrekar commented on the new resales inspection app.
- Chair Liberatore thanked staff for their efforts.

12. Date of Next Meeting – August 18, 2022

13. Adjournment

The meeting was adjourned at 10:29 a.m.



Anthony Liberatore, Chair

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Baltazar Mejia, Staff Officer
949-597-4616