



## **OPEN SESSION**

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

**Thursday, February 18, 2021 – 9:30AM  
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 two options:

1. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.
2. 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 Minutes – Thursday January 21, 2021 & Tuesday February 2, 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. Snapshot of Current & Past Permit Inquiries (Attachment #1)

#### **Variance Requests:**

- A. Variance Request – Ms. Patricia Gothard of 61-Q (Calle Cadiz, 6A) – Request to Retain Stair Lift on Common Area Stair Case
- B. Variance Request – Mr. Andre Torng of 188-B (Avenida Majorca, 5) – Request to Complete a Loft Extension

#### **Items for Discussion:**

9. Asbestos Meeting – Proposed Date: February 26, 2021 at 2:00pm (Attachment #2)
10. Permit-Less Proposal Implementation
11. Ongoing Communication with 3<sup>rd</sup> Party Vendors and Community Members
  - i. Revised Mutual Consent, Demolition Permit, Permit-Less Alteration Documents (Attachment #3)
  - ii. Notice of Asbestos Meeting Date
  - iii. Contractor Newsletter
  - iv. IT & Marketing Department Tasked with Updates of Approved Materials



12. KPI Report Generation (Attachment #4)
13. Budget & Staffing Report (Attachment #5)
14. Procedures Alignment Plan

Items for Future Discussion:

- Standard Details Update – Cost Estimates

Concluding Business:

15. Committee Member Comments
16. Date of Next Meeting – March 18, 2021 at 9:30AM
17. Adjournment



**OPEN MEETING**

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

Thursday, January 21, 2021 - 9:30 AM  
Laguna Woods Village Community Center (Virtual GoToMeeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Brian Gilmore, Elsie Addington, Carl Randazzo, Neda Ardani,  
Reza Bastani, Andre Torng

**DIRECTORS PRESENT:**

**COMMITTEE MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Walter Ridley, Mike Mehrair, Juanita Skillman

**STAFF PRESENT:** Ernesto Munoz, Gavin Fogg, Robbi Doncost, Lauryn Varnum,

**1. Call to Order**

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

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Chair Gilmore moved to accept the agenda. Director Randazzo seconded. The committee approved the agenda as presented.

**4. Approval of Meeting Report for December 17, 2020**

The committee approved the meeting report as presented by acclamation.

**5. Chair's Remarks**

Chair Gilmore gave his remarks to the need for more staff communication, Permit Less process evaluation, and address the 3-point plan communicated by Mr. Randazzo.

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



Director Torng requested an efficiency analysis of Manor Alterations (MA) department and procedure, and a workload analysis.

Staff Officer Robbi Doncost explained that a financial analysis will be completed by Friday January 22, which will then be distributed to VMS for review then onto the M&C committee. Mr. Doncost emphasized that additional staff is needed to eliminate the backlog of email/phone call inquiries. MA does not currently have a model to use for an efficiency or workload analysis.

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

Mr. Doncost updated current status of submissions and inquiries within Manor Alterations. Currently, two new staff members have been brought on, and additional VMS staff will assist on a rotating basis until the backlog is remedied. Mr. Doncost explained that a call/email log is already in place however MA does not have the capability to create ticket numbers for inquiries in advance of entering permits into Stellar.

Director Randazzo inquired how MA would offset additional costs of VMS staff.

Mr. Doncost confirmed that this element has not been discussed, however the positions being filled are currently vacant. A confirmation of this staff allocation will be billed to MA.

### **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.*

None.

### **Items for Discussion**

## **8. Review of Consents Issued/Delayed**

Mr. Doncost discussed the current volume of backlogged communications, totaling approximately 600 email inquiries and daily phone calls. Over the next few weeks, additional staff from VMS will be brought in on a rotating basis to assist MA staff addressing the backlog. Mr. Doncost explained that the hope is within the next 2 weeks all backlogged communications will be addressed.

Chair Gilmore inquired if Variance Requests were contributing to the backlog of permits.

Mr. Doncost confirmed that approximately three Variance Requests were currently being considered, however they are not yet active due to incomplete permitting documents. Mr. Doncost explained that a typical Variance Request requires approximately 17 hours of VMS staff time to complete before it is reviewed by the ACSC. Mr. Doncost proposed a temporary moratorium on Variance Requests (3-





6 months) to address backlog. This suggested moratorium will be made on the MA staff hiring memorandum to be made available next week.

Director Addington supported the temporary moratorium on Variance Requests.

Director Ridley confirmed historical position of United ACSC is to reject any Variance Requests which include encroachment into common areas.

Mr. Doncost confirmed that Variance Requests may be reviewed by ACSC if they provide encroachment into exclusive-use common areas.

Director Torng questioned if a long-term solution including automation could reduce wait times, if there was a method to rank requests within Stellar, or if there was a way to approve Variance Requests without the full process of review.

Mr. Doncost confirmed that all Variance Requests must follow the same review procedure, and also confirmed that Variance Requests do not preclude occupancy as they are outside the Standard Alteration set.

Director Randazzo, Director Bastani, and Director Skillman all supported a temporary moratorium on Variance Requests.

Director Randazzo proposed a 3-Point Plan to address backlog of permits and ongoing communication between VMS, residents, and outside vendors.

Director Skillman, Director Addington, and Director Torng supported the proposal to provide a notice within the newsletter and TV Channel.

Director Randazzo asked for clarification on methodology for tracking permits.

Mr. Doncost confirmed that there is no ticketing system in advance of a completed application. Mr. Doncost confirmed there is a tracking Call Log for emails/calls the MA has established, but ticket numbers are assigned via Stellar when the application is deemed complete.

Director Randazzo proposed a supplemental portal within the Laguna Woods Website in which current status of permits are posted. This would serve as a real-time ticketing system for all submitted permits.

Staff Officer Gavin Fogg reminded the ACSC that the backlog of permits are not a result of the non-completed permit submissions, but the overwhelming majority of delay is due to incomplete permit applications. Mr. Fogg confirmed that the average permit requires approximately 7 series of communications from MA. Mr. Fogg confirmed that once a fully completed permit application is received it is an average of 10-14 days to process.



Chair Gilmore referenced the information within the “Permit-less Proposal” drafted by Director Randazzo and Chair Gilmore. Chair Gilmore requested the proposal be distributed within the ACSC to receive feedback, then reconvene within a two-week timeframe to finalize for approval.

Director Randazzo requested confirmation on qualifications for permit-less applications; examples were provided such as sinks, AC exchanges, countertops, component replacements in unaltered areas, etc.

Mr. Fogg confirmed that many of the items listed on the “Permit-less Proposal” currently do not require permitting via VMS. Mr. Fogg confirmed that the list may be added to MA documents distributed, and that the only concern for oversight would be the potential disturbance of ACM.

Director Addington reiterated that Resident Services is a resource for residents in addition to MA.

Director Randazzo called for a motion to include the finalized “Permit-less Proposal” to be reviewed by the United Board.

Chair Gilmore seconded, Director Addington also voted to approve. The motion passed.

Mr. Fogg requested that staff also review the “Permit-less Approval” to ensure that requests comply with current regulations and if they do not, create suggestions on how to amend current regulations.

In consideration of the above, the Permit-Less document will need to have further review prior to a Board presentation and the assembly of a complete resolution for consideration.

## **9. Financial Analysis**

Mr. Doncost confirmed that the formalized Financial Analysis will be completed by January 22, and will be presented to the Board and M&C Committee for review.

## **10. Revised Forms**

Mr. Doncost presented the revised forms distributed by Manor Alterations.

## **11. Asbestos Plan**

Mr. Doncost confirmed that a representative from AQMD, Michael Haynes, has been contacted and is able to speak. Mr. Doncost explained that a confirmed date and time along with a set agenda must be confirmed with the AQMD representative in advance. Mr. Doncost requested that Director Randazzo and Chair Gilmore confirm the date and time.

Director Torng inquired as to a specified instance of a like-for-like replacement within a manor, which Mr. Fogg suggested may be a maintenance issue however suggested that Director Torng contact Mr. Fogg directly outside the meeting.



Director Bastani inquired if MA required a specific bond from contractors working within Laguna Woods. Mr. Doncost confirmed this was not a requirement; contractors are obligated to follow only the insurance requirements as mandated by VMS.

## **12. Goals of Manor Alterations for 2021**

Mr. Doncost summarized the goals as threefold; addressing the backlog, improving communications within the community and by outside vendors, and revising the requirements for "Permit-Less" applications. Mr. Gilmore asked for further discussion on the goals and incorporation of new specific objectives.

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

Standard Details Update Cost Estimates

### **Concluding Business:**

## **13. Committee Member Comments:**

Director Ardani inquired as to an inspection resulting in seemingly conflicting results as to a non-compliant gate. Mr. Fogg stated there may be a myriad of reasons and suggested Director Ardani contact MA directly. Chair Gilmore recommended the discussion be continued outside of the ACSC Meeting.

Director Bastani inquired as to the status of the Asbestos Meeting. Chair Gilmore restated that the meeting date and time must be finalized.

Director Randazzo suggested the goals for MA should include better communication, a longer time frame for the speaker from AQMD, a ticketing system for all communications within MA, and a communication portal between contractors and MA.

## **14. Date of Next Meeting – February 18, 2021**

## **15. Adjournment at 12:05 p.m.**

X \_\_\_\_\_

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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**OPEN MEETING**

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

Tuesday, February 2, 2021 - 12:30 PM  
Laguna Woods Village Community Center (Virtual GoToMeeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Brian Gilmore, Elsie Addington, Carl Randazzo, Neda Ardani,  
Reza Bastani, Andre Torng

**DIRECTORS PRESENT:**

**COMMITTEE MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Walter Ridley, Mike Mehrain, Juanita Skillman

**STAFF PRESENT:** Gavin Fogg, Robbi Doncost, Lauryn Varnum,

**1. Call to Order**

Chair Gilmore called the meeting was called to order at 12:33 PM.

**2. Acknowledgement of Media**

Chair Gilmore acknowledged GoToMeeting video.

**3. Approval of Agenda**

Chair Gilmore raised a motion to include an additional Item for Discussion; Communication Plan for Ongoing Updates.

**4. Chair's Remarks**

None.

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

None.



### **Consent:**

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### **Items for Discussion**

#### **6. Permit-Less Proposal**

Staff Officer Doncost gave a brief overview of the attached rough draft in order to receive feedback. Mr. Doncost confirmed a resolution will be drafted in order to present to the United Board.

Chair Gilmore inquired as to the details of the clause with the proposal addressing “grandfathering” applications received up to 6 months prior if received within the next 6 months. Chair Gilmore made a motion to ensure the “grandfathering” clause was included within the proposal. Director Randazzo seconded.

Mr. Doncost presented the draft of the “Permit-Less Proposal Permit” form for feedback.

Chair Gilmore suggested edits for the draft including: removing receipt number; removing dollar signs; removing permit fee line; City Permit line. Director Addington suggested adding an additional waiver to the form.

Director Randazzo inquired if the Third ACSC had approved the form, suggested that the 3-page category definition sheet be included with the form.

Chair Gilmore requested that a dedicated email address be established, in which members would submit their “Permit-Less Application” including photos, and would receive an automated reply. Director Addington clarified that a notification should be sent by the member in advance of the proposed alteration and after once complete.

Director Randazzo clarified that the finalized form is not necessary, rather only the resolution and Category Definition sheets must be submitted to the Board. Director Ridley expressed the sheets must be condensed into a single page. Director Bastani supported the edit and reduction in size.

Director Torng asked clarifying questions regarding appliance switch-outs. Director Randazzo and Director Addington confirmed how the process would only support “Like-for-Like” replacements, and explained there is already a mechanism in place within Laguna Woods to address appliances outside of these parameters.

Chair Gilmore raised a motion to include the following documents within the submission to the United Board: Resolution; Category Explanation; Original Draft of “Permit-Less Proposal”. If passed, the resolution would be revisited within 6 months.



## **7. Asbestos Meeting**

Mr. Doncost confirmed that VMS had connected with Michael Haynes of AQMD, discussed the parameters of confirming the VMS Meeting, and that Mr. Haynes may be able to speak longer than 30 minutes if notified in advance.

Chair Gilmore stated Manor Alterations must confirm the meeting date & time via IHS and specific contractors in advance of sending the invitation to the members & Board.

## **8. Permit Application Plan of Implementation**

Mr. Doncost clarified that in order to proceed with the requests of an automated ticketing system, an additional portal on the Laguna Woods website, and ongoing updates to existing permit status, Manor Alterations will need to coordinate with Tech Support and the Marketing Department to facilitate.

Director Skillman inquired who would be responsible for generating the ongoing newsletters, and how to determine which contractors would receive the information.

Director Randazzo discussed the goal would be for contractors to confirm updates via the website rather than reaching out to Manor Alterations directly. Director Randazzo confirmed the goal of mass email updates is to relieve the workload experienced by Manor Alterations.

## **Concluding Business:**

## **9. Committee Member Comments:**

Director Ridley proposed the need for a weekly log of action items proposed within ACSC meetings.

Director Skillman inquired as to further explanation of the communication to contractors, and did not favor a formal written newsletter.

## **10. Date of Next Meeting – February 18, 2021**

## **11. Adjournment at 1:32 p.m.**

X \_\_\_\_\_

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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<b>Mutual Consents and Demolition Permits - 2/9/21</b>	
<b>Unread Emails</b>	<b>139</b>
<b>Average # of Phone Calls per Day</b>	<b>25</b>
<b>Average # of Payments Taken per Day</b>	<b>15</b>

<b>Open &amp; In Progress Items in Stellar - 2/9/21</b>			
	<b>2020</b>	<b>2021</b>	<b>Total</b>
<b>Mutual Consents</b>	<b>452</b>	<b>183</b>	<b>635</b>
<b>Demolition Permits</b>	<b>123</b>	<b>43</b>	<b>166</b>
<b>Unoccupied Manor</b>	<b>69</b>	<b>46</b>	<b>115</b>
<b>Resale Inspection</b>	<b>195</b>	<b>79</b>	<b>274</b>
<b>Resale Landscape Inspection</b>	<b>102</b>	<b>30</b>	<b>132</b>
<b>Stop Work Notice</b>	<b>29</b>	<b>3</b>	<b>32</b>
<b>Notice of Correction</b>	<b>146</b>	<b>6</b>	<b>152</b>

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## STAFF REPORT

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**DATE:** February 18, 2021  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Mrs. Patricia A. Gothard of 61-Q (Cadiz, 6A)  
Retain Stair Lift on Common Area Staircase

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### **RECOMMENDATION**

Staff recommends the Board approve the request to retain a stair lift on the entry staircase with the following conditions as stated in Appendix A.

### **BACKGROUND**

On June 18, 2020 Manor Alterations were notified by staff in the Compliance Dept. of a report of an unauthorized installation of a stairlift. Staff investigated the report and issued a correction notice the same day for the unauthorized installation of an alteration stairlift.

Between June 18, 2020 and January 31, 2021, Staff from both Social Services and Manor Alterations, worked with Ms. Gothard to produce enough documentation to submit a variance to retain the stairlift.

Mrs. Gothard of 61-Q Calle Cadiz, a Cadiz style unit, requests Board approval of a variance to retain a stair lift at the staircase leading to the entry of her unit.

The staircase is designated as Common Area and shares common walls with Units A, D, N and Q. However, the staircase only provides access to Units N and Q, and is not a part of the access path to units A or D.

There are no Standard or Architectural plans on file for such an alteration.

Due to the location falling on Common Area, Staff requires Board approval prior to issuing a Mutual Consent for the alterations.

Variance Application, plans and specifications have been submitted for review (Attachment 1 and 2).

### **DISCUSSION**

Mrs. Gothard is asking to retain an outdoor Acorn model 130 stairlift to provide easier accessibility to her 2<sup>nd</sup> floor unit located at 61-Q. The staircase measures 16' long with 16 risers; the width of the staircase is 53 inches (45" from railing to railing).

The plans submitted, show the stair lift on the right side of the staircase (Unit Q's side), using a rail system fastened to the existing steel pan and lightweight concrete staircase; no wall penetrations are required.

The stair lift folds to an approx. 12¼" width when not in use. Idle state is at either the top or bottom landing of the staircase.

Civil Code §4600 (b)(3)(F) provides for a Homeowners Association to grant Common Area for the Exclusive Use of a Member to accommodate a disability. Staff recommends approval of the request to install the stair lift.

Additional conditions have been added that require: a permanent electrical receptacle will be required to be installed in the entry area to Unit 'Q'; a City permit will be required to ensure building code and that maximum power loads are not exceeded for the unit; the stair lift will be uninstalled at the owner's cost should the unit be sold or Membership to the unit change, as well as upon request from the Mutual.

There is currently no open Mutual Consent for Unit 61-Q.

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

A Neighbor Awareness Notice has been sent to Unit 61-N on February 8, due to shared access to the units by the stairway in question.

There are three indoor stair lifts installed at Seville (two-story) units within United Mutual. Two outdoor units have been previously approved by the Board by Variance, one in 2008, located at 212-P and one in 2019, located at 836-O (Attachment 3). Both of these previous approvals were for the same Cadiz floor plan.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 61-Q.

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

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

Robbi Doncost, Manor Alterations Manager

#### **ATTACHMENT(S)**

Appendix A: Conditions of Approval

Attachment 1: Scope of Work

Attachment 2: Variance Request, January 28, 2019

Attachment 3: Photos

Attachment 4: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

1. A permanent electrical receptacle shall be installed in the entry area to Unit 'Q' to provide power to the stairlift to maintain battery charge. The receptacle shall meet minimum requirements from the manufacturer as well as comply with the California Building Code, California Electrical Code, and appropriate local codes.
2. The Alteration Stair lift must be removed upon sale/change of Membership of the unit or in the event that the Mutual Shareholders of Unit **61-Q** are no longer a permanent resident of the unit and all associated costs will be the sole responsibility of the Mutual Shareholders of Unit **61-Q**.
3. Upon notice from a representative for Unit **61-N** or United Mutual, the stair lift may be required to be removed temporally within a reasonable time to accommodate maintenance or accessibility needs of the neighboring unit. Any costs incurred will be the responsibility of the Mutual Shareholders of Unit **61-Q**.
4. No improvement shall be installed, constructed, modified or altered at Unit **61-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 Shareholders ("Shareholder ") 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.
5. A Variance for Alterations has been granted at **61-Q** for Installing Chair Lift on the exterior staircase, 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 Shareholder.
6. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **61-Q** and all future Mutual Shareholders at **61-Q**.
7. 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.

8. 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.
9. 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.
10. Shareholder 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.
11. Shareholder 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. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder 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.
12. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.

13. Shareholder'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.
14. 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>.
15. 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.
16. 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.
17. 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.
18. 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.
19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
21. 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.
22. 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 Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

23. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders 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 Shareholder's improvements and installation, construction, design and maintenance of same.



## ATTACHMENT 1

### Scope of Work, Dwelling and Site Information

#### Owner Information:

Patricia Gothard

61 Calle Cadiz

Unit Q

Laguna Woods, CA 92637

#### Location:

Access Stairs to (2) Dwellings, Units N & Q

#### Configuration:

Right Hand Straight (Standing at the bottom, looking up)

#### Scope of Work:

Installation of an Acorn Model 130 Stairlift on the exterior steps located at address above.

Unit is affixed to the tread of the steps.

Unit is plugged into an existing 110 outlet to charge 2 each 12 volt batteries.

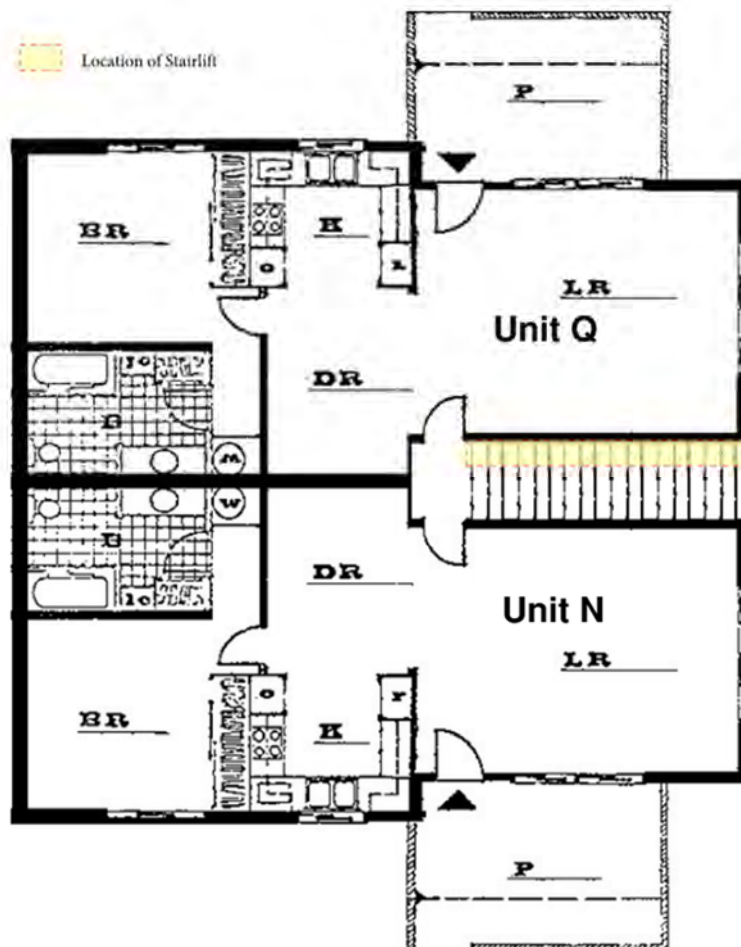
#### Stairwell:

Width - 53 Inches

Steps - 16 Risers

#### Step Construction:

Concrete



Hello!

This is Jeff Gothard, son of Patricia at 61 Calle Cadiz Unit Q

I have attached what I could locate to this email.

<<

**Brooks Stairlift SuperGlide model 130 T700 Outdoor**

Serial number 150002235615

(With Class 2 batteries)

Installed at home of

Patricia Gothard

61 Calle Cadiz Unit Q

Laguna Woods CA

**Install measurements:** (see accompanying photo)

SuperGlide Seat handle to wall - 37"

SuperGlide Seat handle to opposite handrail- 34"

Distance between stairway handrails - 45"

Climber Track to opposite wall - 42"

Track width - 5"

Track to closest wall - 5 1/2"

Overall stairway width wall to wall - 52"

\*Seat of Super Glide can be easily removed to temporarily accommodate moving of furniture/large items up or down stairwell at any time, with advanced notice.>>

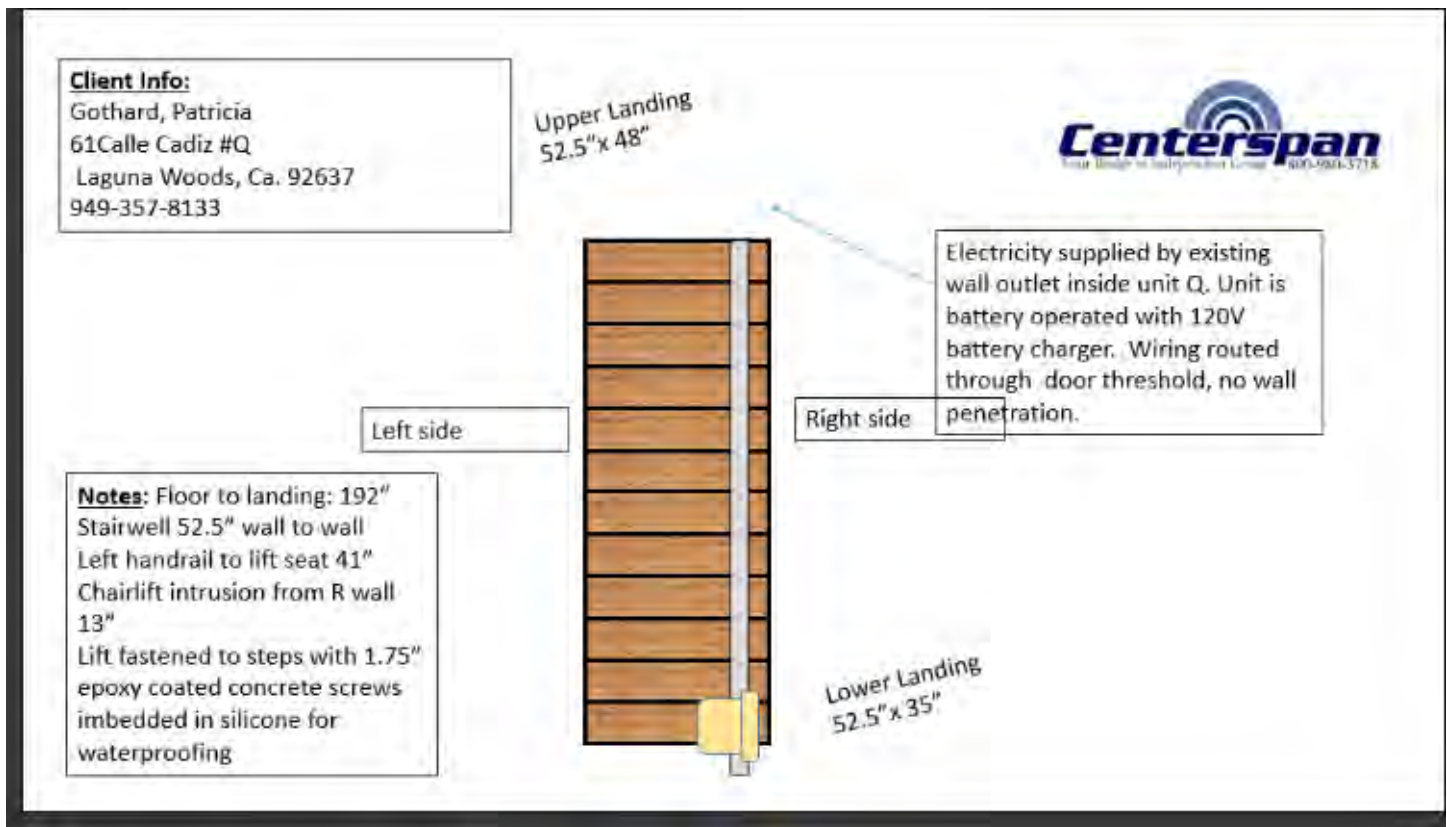
***Jeffrey Gothard***

Creative Director,

Gothard Media Services

**Transform Your Ideas into Images!**

1. Missing details provided as to if the existing stairlift and remaining staircase, top/bottom landing pass building code. The applicant should be providing supporting documents showing all existing building code or any applicable ADA requirements are being met by the alteration. (I.e., evidence the alteration stairlift has not created a building code violation). **[These details must come from the installer]**
2. Installation details of how the electrical supply is provided to the stairlift. Where is the source, what and how modifications were made to the existing unit to provide power to that location. **[Power is from Unit 61 Q and is plugged into the wall inside] – does this mean a hole was drilled from staircase through wall to interior to run the cord? Confirm it is plugged into a regular outlet or is it hardwired?**  
**Per Patricia, a thin power cord runs underneath the screen and wood door and is connected to a regular wall outlet when the battery needs to be recharged. No holes were drilled for the power cord.**
3. Installation details of how the track/stairlift is attached/anchored to the staircase, what methods used to ensure waterproof integrity of the flooring/framing. **[The Stairlift is NOT exposed to weather, as it is inside of a completely covered stairwell serving only the 2 units on that side of the building, the track is securely bolted directly to the actual steps of the stairway, as per manufacturer's recommendations] – we need the manufacturer's recommendations. This would include size of bolts used to anchor the track, along with caulking/epoxying methods for penetrations through the wood-frame/light weight concrete staircase.**



Pete Chamberlin  
 Centerspan Medical

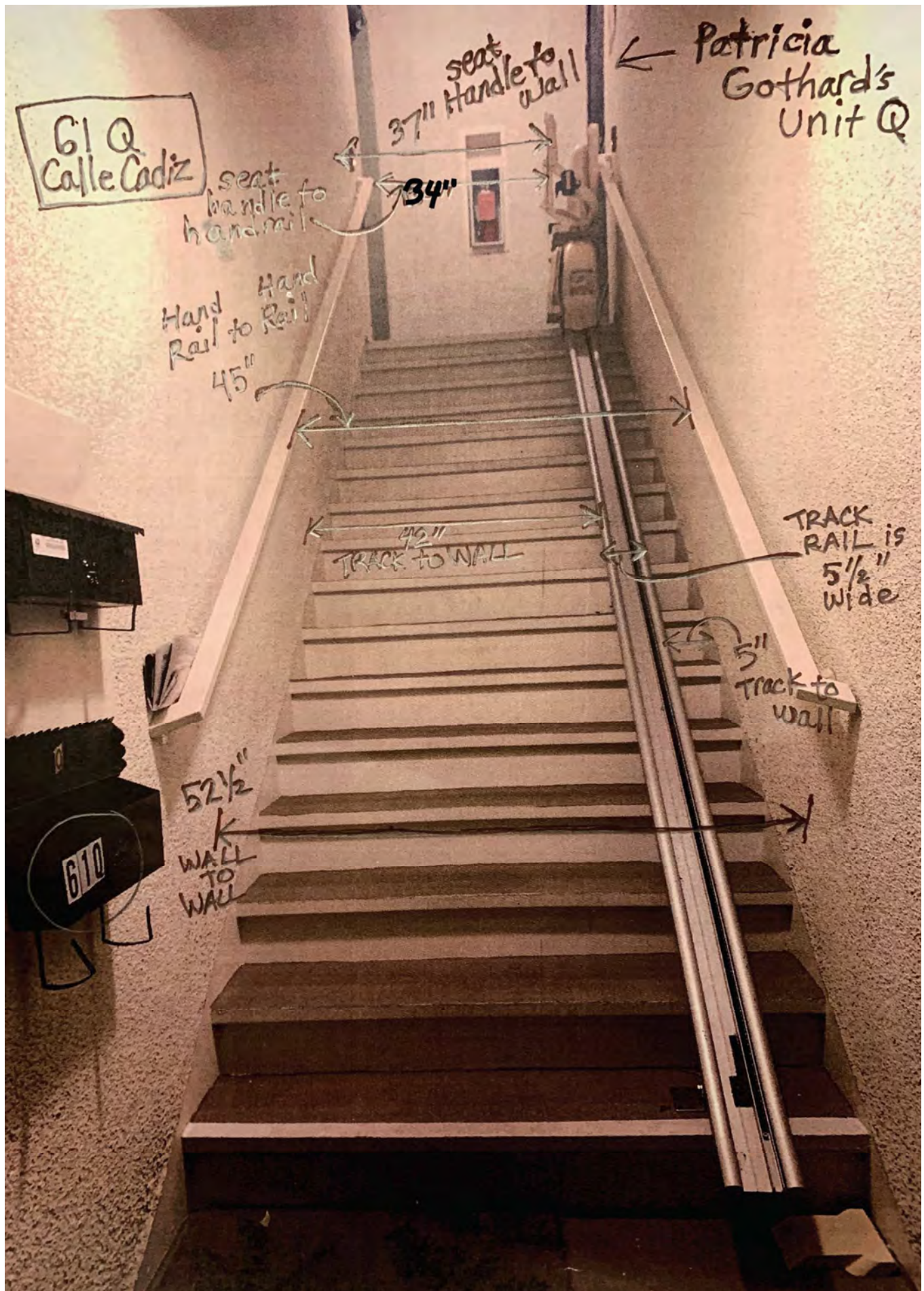
Current  
Staircase  
61-Q



Example  
original  
staircase









# **BROOKS SUPERGLIDE 130 T700 OUTDOOR**

**MANUFACTURED BY BROOKS STAIRLIFTS**

INSTALLER

POWER SUPPLY (PSU)

"CLASS 2"

BATTERIES

DRIVE

MAX SPEED

INPUT 100-240 VAC, 50/60Hz

OUTPUT 28 VDC, 1.5 A

24 VDC (2 X 12 VDC, 7 Ah)

RACK AND PINION

27 fpm (0.15 m/sec)

SERIAL #



150002235615

DATE OF  
MANUF.



Acorn Stairlifts

Acorn 130

FCCID: 2AFDQ-ACORN130

## **WARNING**

RATED LOAD "ONE PERSON ONLY" AT MAX. WEIGHT 300lbs (127kg)  
TESTED TO: ASME A 18.1 - 2014 ASME A 17.5 - 2014

Controller for elevating devices for people with physical disabilities  
Contrôleur d'appareil élévateur pour personne handicapée

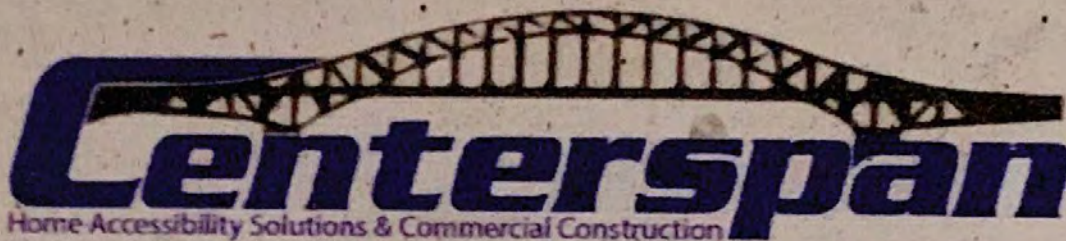
Certified for Electrical safety only

Certifié du point de vue sécurité électrique seulement



CSA B44.1  
ASME A 17.5  
CSA B355



  
**Centerspan**  
Home Accessibility Solutions & Commercial Construction

**Toll Free: (800) 980-3718**

**Office: (631) 482-9423**

**[www.centerspanmedical.com](http://www.centerspanmedical.com)**



Laguna Woods Village

# ATTACHMENT 2

MANOR # \_\_\_\_\_

☐ ULWM

☐ TLHM

## Variance Request Form

SA \_\_\_\_\_

<b>Model:</b>		<b>Plan:</b>		<b>Date:</b> July 7, 2020	
<b>Member Name:</b> Patricia Gothard			<b>Signature:</b> <i>Patricia A. Gothard</i>		
<b>Phone:</b> [REDACTED]			<b>E-mail:</b> [REDACTED]		
<b>Contractor Name/Co:</b> Pete Chamberlin			<b>Phone:</b> [REDACTED]		<b>E-mail:</b> [REDACTED]
<b>Owner Mailing Address:</b> to be used for official correspondence) 61-Q Calle Cadiz, Laguna Woods CA 92637					

### Description of Proposed Variance Request ONLY:

INSTALLATION OF A BROOKS SUPERGLIDE 130T700 OUTDOOR  
STAIRLIFT.

### Dimensions of Proposed Variance Alterations ONLY:

### FOR OFFICE USE ONLY

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

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





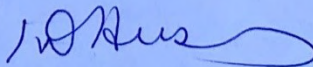
01/26/2021

Patricia Gothard  
61 Calle Cadiz  
Unit Q  
Laguna Woods CA 926373946

To Whom It May Concern:



Sincerely,

*David G Huseby MD* 

David Huseby MD (NPI:1164552717) Internal Medicine



Provider: David G Huseby 01/26/2021 05:55 PM

Document generated by: David Huseby 01/26/2021

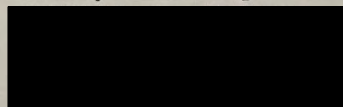


VA

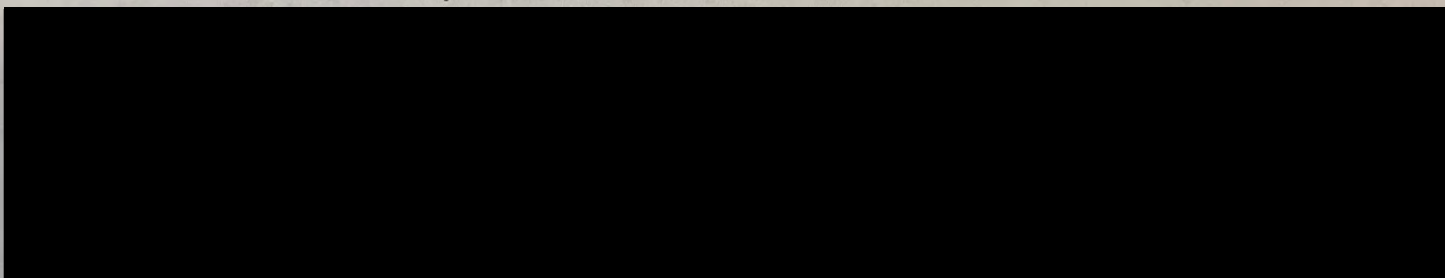


U.S. Department of Veterans Affairs  
VA Long Beach Healthcare System

Community Based Outpatient Clinic



To whom it may concern,



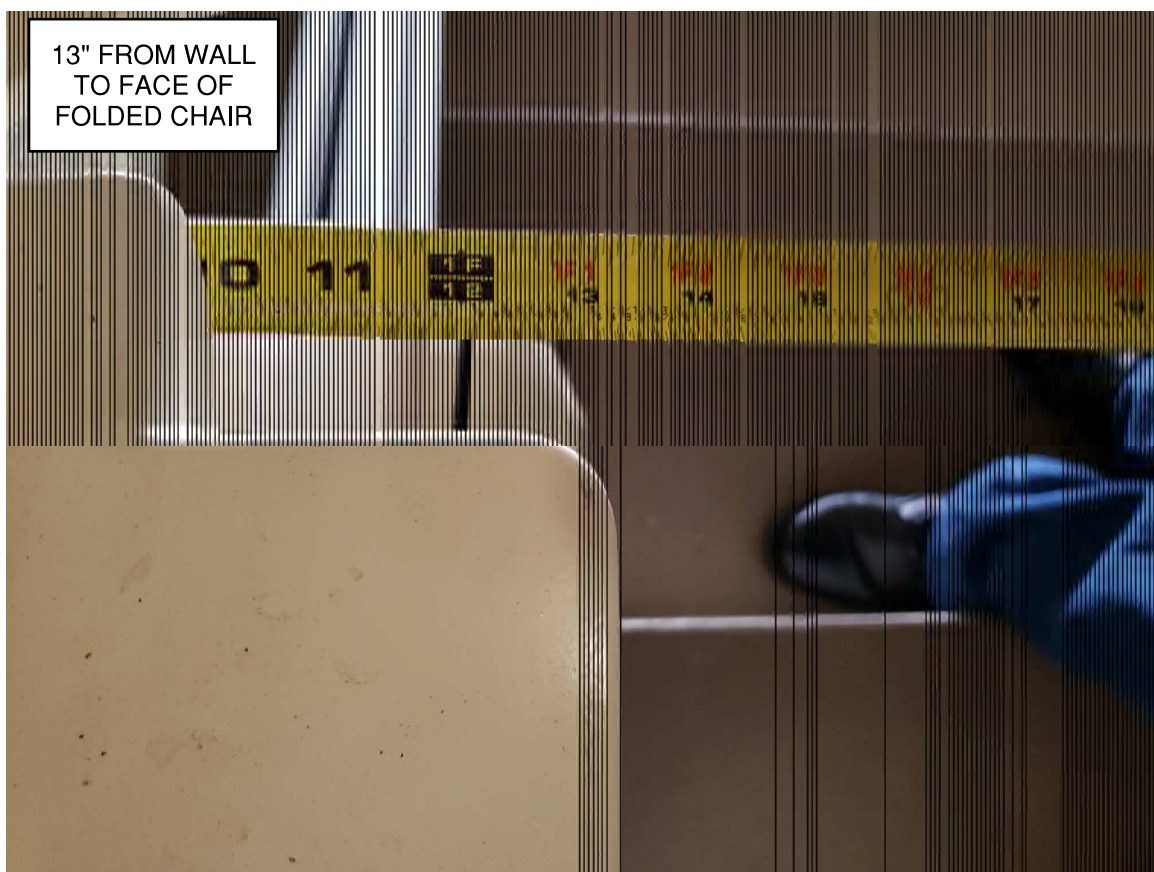
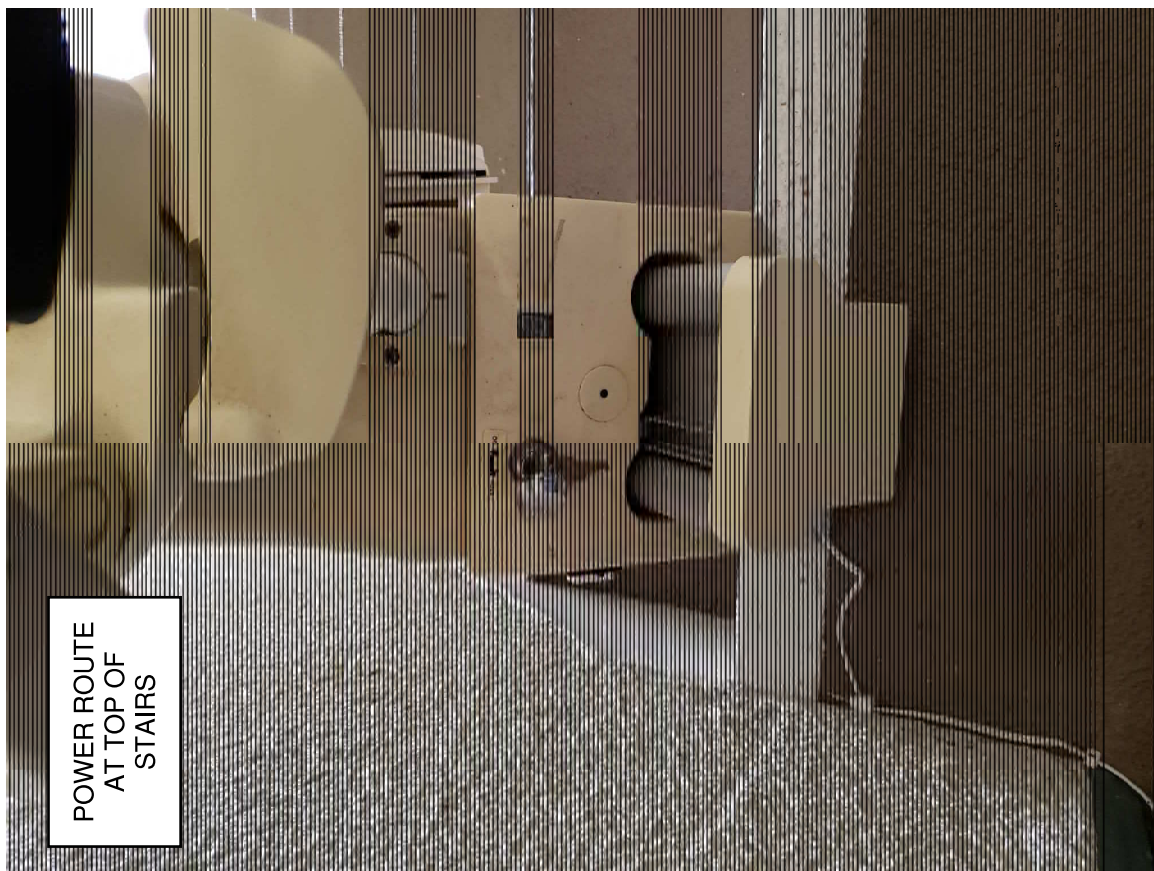
Geoffrey Simmons, RN

A handwritten signature in dark ink, appearing to read "Geoffrey Simmons", with a long horizontal line extending to the right.

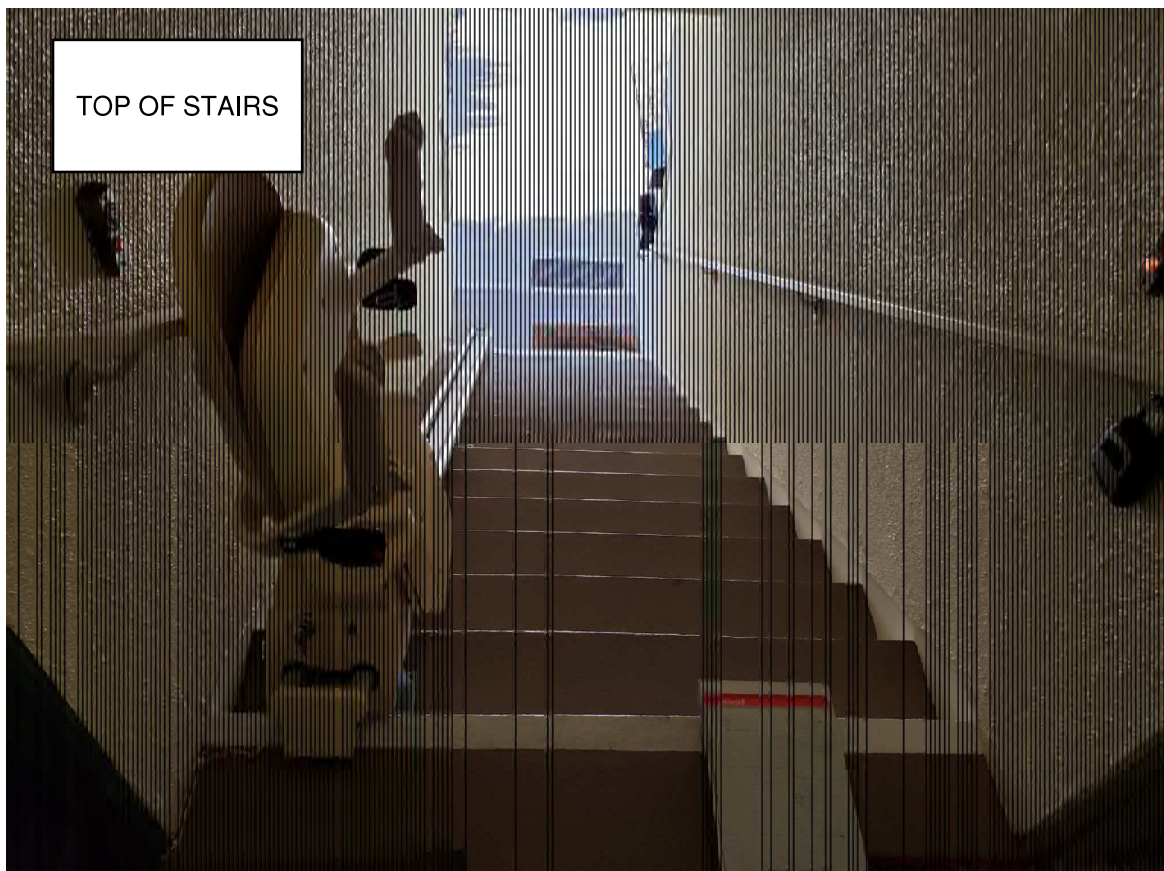


















# ATTACHMENT 4



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## STAFF REPORT

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**DATE:** February 18, 2021  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Mr. Andre Torng of 188-B Avenida Majorca  
(Seville, 5) Loft Extension

---

### **RECOMMENDATION**

Staff recommends the Board approve the request to construct a loft extension with the following conditions as stated in Appendix A.

### **BACKGROUND**

Mr. Torng of 188-B Avenida Majorca, a Seville style unit, requests Board approval of a variance to construct a second story interior loft extension.

There are no Standard or Architectural plans on file for such an alteration.

Plans and specifications have been submitted for review (Attachment 1) with Variance application provided in Attachment 2.

### **DISCUSSION**

The proposed loft extension will not alter the existing footprint of the unit. The conversion consists of extending the current Loft area above the existing Living Room by 6 feet. The overall increase in floor area is 100 square feet.

The loft extension is an interior alteration and does not impact the exterior of the unit. The alteration will not visually impact any adjacent neighbors. New structural posts will be installed along with a portion of new concrete slab/footing to accommodate the additional floor space being added to the second floor (See attachment 1).

A loft extension variance has been granted previously at both 235-A and 235-D Calle Aragon in 1997.

There is currently one open Mutual Consent for demolition for standard (over-the-counter) alterations at Unit 188-B. Plans provided show additional alterations of kitchen remodel, bathroom remodel, etc., which are able to be approved with a standard (over-the-counter) Mutual Consent.

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

All costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 188-B.

A Neighbor Awareness Notice has been sent to Units, 188-A, 188-C and 188-D on February 8, due to the potential noise and parking impacts.

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

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

Robbi Doncost, Manor Alterations Manager

**ATTACHMENT(S)**

Appendix A: Conditions of Approval

Attachment 1: Scope of Work

Attachment 2: Variance Request, January 19, 2021

Attachment 3: Photos

Attachment 4: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

#### Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **118-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 Shareholders ("Shareholder ") 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.
2. A Variance for Alterations has been granted at **188-B** for **Loft Extension**, 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 Shareholder.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **188-B** and all future Mutual Shareholders at **188-B**.
4. 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.
5. 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.
6. A City of Laguna Woods permit is 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.
7. 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 Shareholder 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 Shareholder'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 be repaired at the Mutual's expense prior to installation.

8. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder 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 Shareholder. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
9. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
10. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing material such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
11. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
12. 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.
13. Shareholder hereby consents to and grants to the Mutual and the Division, 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 Division, 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.
14. Shareholder 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. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder 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.

15. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
16. Shareholder'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.
17. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
18. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Shareholder or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Shareholder; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Shareholder's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
19. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Shareholder agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
20. Any remaining Conformance Deposit is refundable if the Shareholder notifies the

Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Shareholder's address of record with the Mutual. Under no circumstances shall Shareholder be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Shareholder within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.

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>. 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 Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

30. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders 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 Shareholder's improvements and installation, construction, design and maintenance of same.

## ATTACHMENT 1

### Scope of Work, Dwelling and Site Information

#### Owner Information:

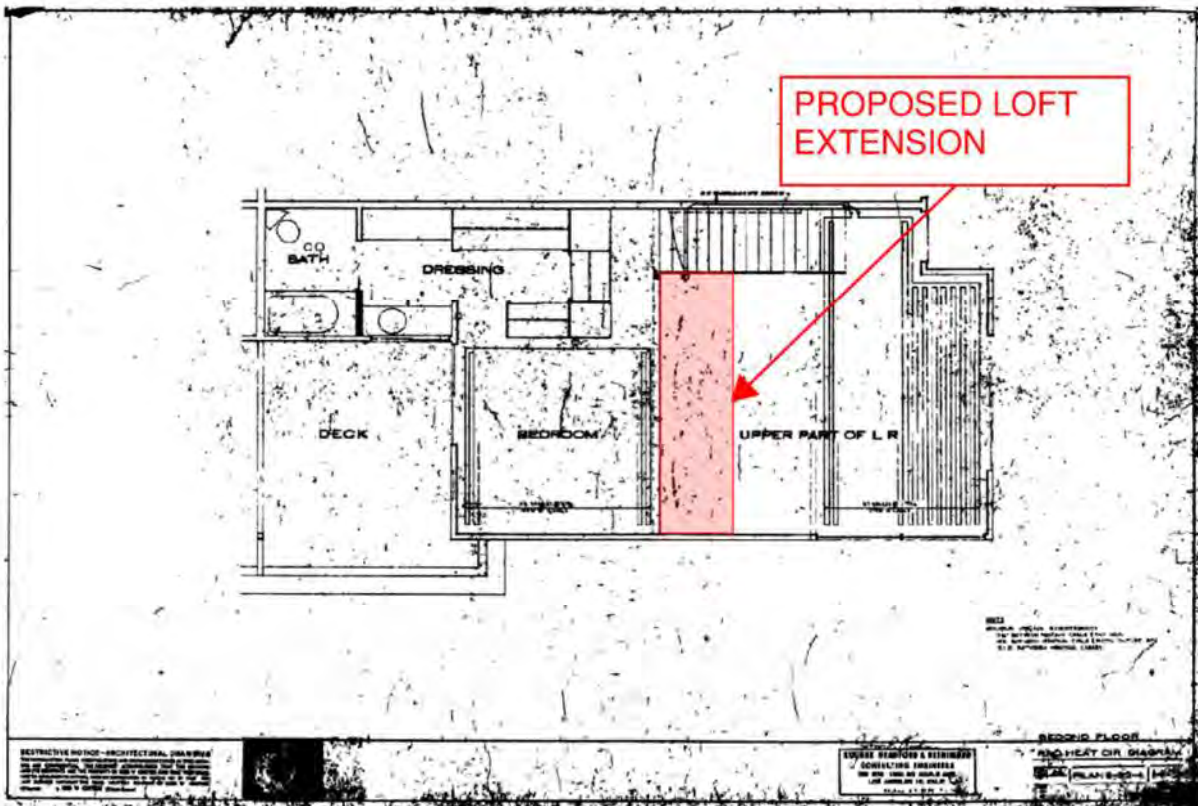
Andre Torng  
188 Avenida Majorca  
Unit B  
Laguna Woods, CA 92637

#### Location:

Interior, Second Floor

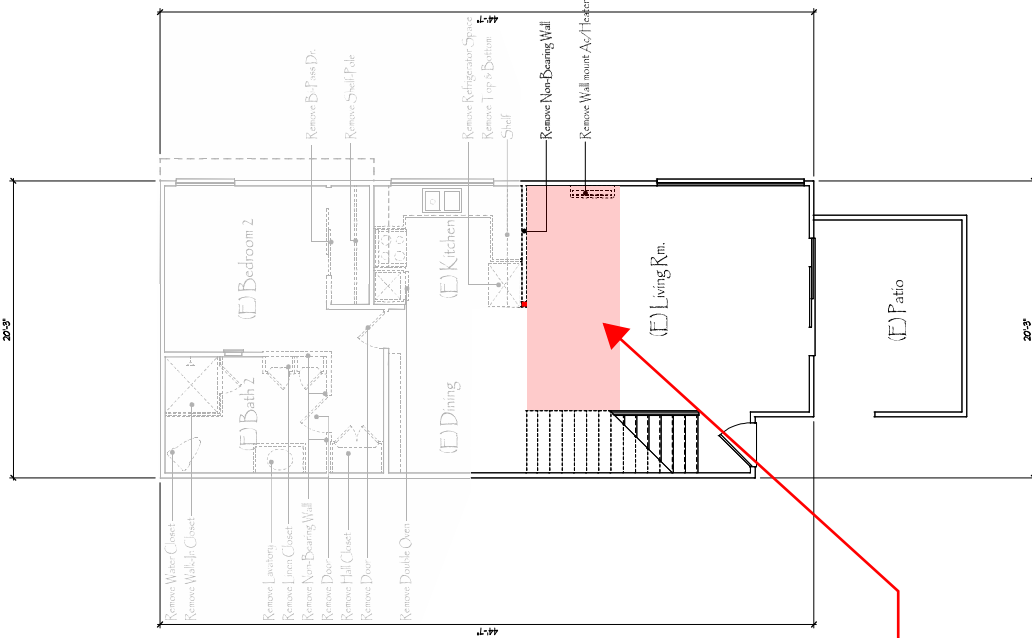
#### Scope of Work:

Construction of Loft extension



2ND FLOOR - AS-BUILT PLAN  
(REVERSE)





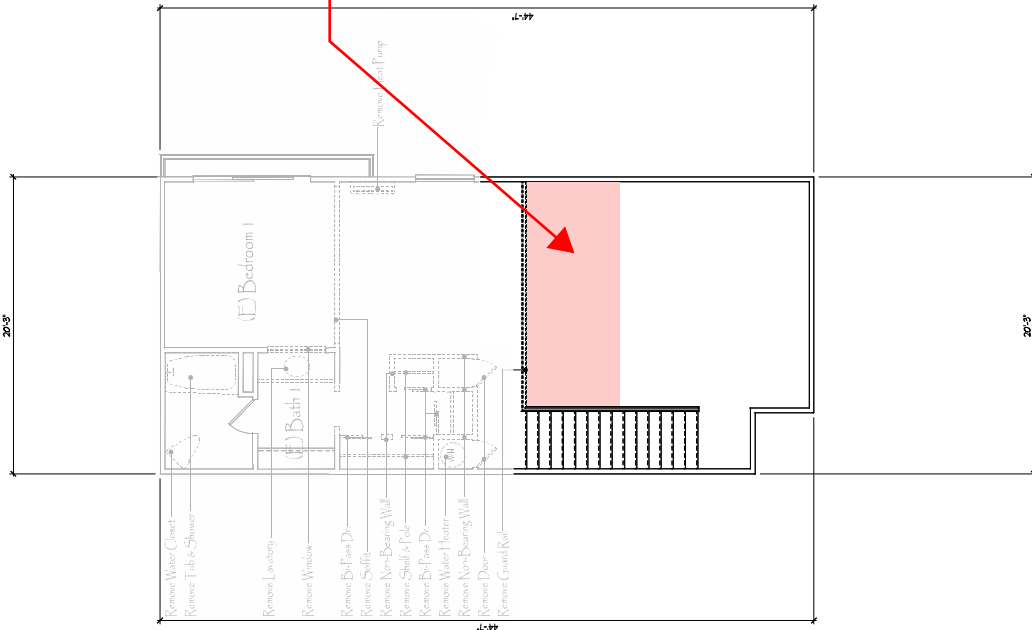
**EXISTING/DEMO FIRST FLOOR PLAN**  
 SCALES: 1/4"=1'-0"

FLOOR PLAN KEY
DEMO DROP CEILING
NOT PART OF SCOPE OF WORK
DROP CEILING
DEMO WALL TO BE REMOVED
NEW WALL

**PROPOSED  
 VARIANCE SCOPE  
 LOFT EXTENSION  
 (100 SQ. FT.)**

**PROPOSED  
 VARIANCE SCOPE  
 LOFT EXTENSION  
 (ABOVE)**

SQUARE FOOTAGE
(E) BASE FLOOR 1324 sq ft
PROPOSED ADDITION 100 sq ft
<b>TOTAL 1424 sq ft</b>
<small>PERMANENTLY REDUCED BASE FLOOR AREA 100 SQ. FT.</small>



**EXISTING/DEMO SECOND FLOOR PLAN**  
 SCALES: 1/4"=1'-0"

[illegible]

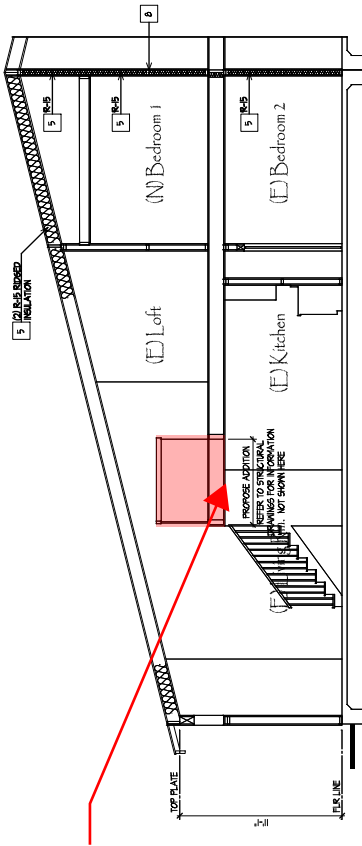
FUTURE SCHEDULE						
ITEM	FIXTURE	COLD WATER	HOT WATER	VENT	STORM DRAIN	DESCRIPTION
1	BATH/TUB SHOWER COMBO	3/4"	3/4"	2"	1/2"	STURDIER W/ 60 GPM 1/2" CUPPED TIE IN 60 GPM SELECTION USED BY OWNER
2	LAUNDRY	1/2"	1/2"	2"	1/2"	1/2" PER 60 GPM TUB 1/2" PER 60 GPM TUB 1/2" PER 60 GPM TUB
3	KITCHEN CLOSET	3/4"	3/4"	2"	1/2"	1/2" PER 60 GPM TUB 1/2" PER 60 GPM TUB 1/2" PER 60 GPM TUB
4	SHOWERS	3/4"	3/4"	2"	1/2"	1/2" PER 60 GPM TUB 1/2" PER 60 GPM TUB 1/2" PER 60 GPM TUB

NOTE: HANGABLE ROOMS SHALL NOT BE LESS THAN ANY HORIZONTAL DIMENSION (SEE R304.2) CEMENT FIBER-CEMENT FIBER-GLASS REINFORCED CEMENT GLASS MAT Gypsum OR FIBER REINFORCED POLYESTER FIBERGLASS BACKERS SHALL BE USED AS A BASE FOR WALL TILE IN TUB AND SHOWER AREAS AND WALL AND CEILING PANELS IN SHOWER AREAS (SEE R304, R302.42)

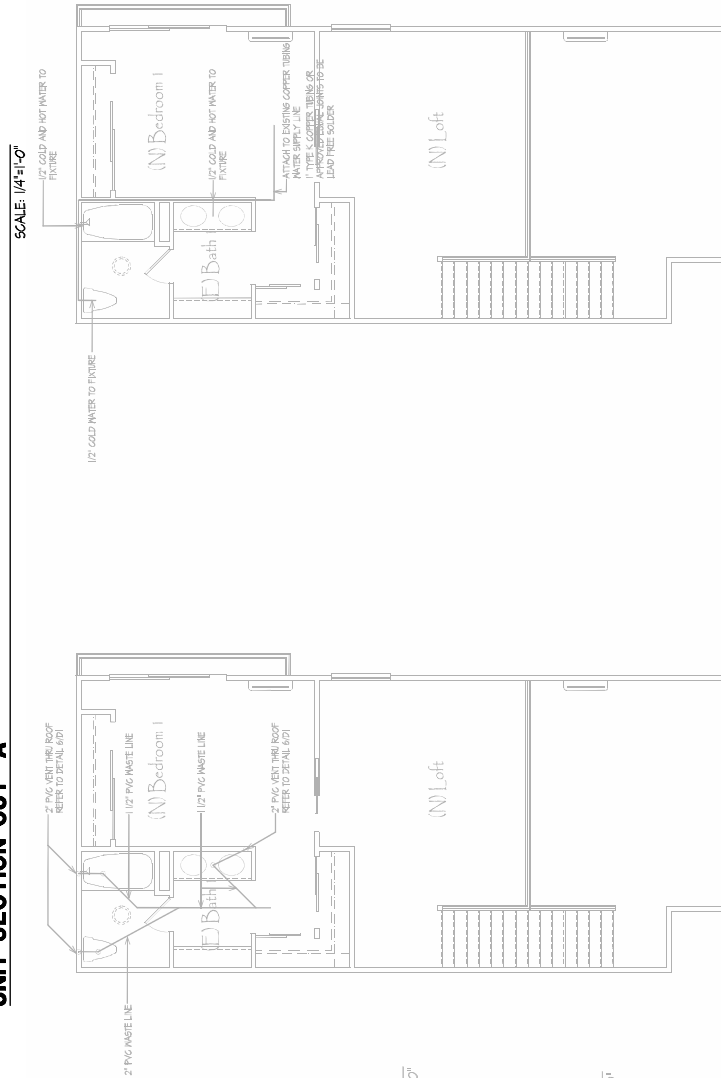
SHOWER STALLS AND BATHTUB WALL SHALL BE FINISHED WITH A NON-ABSORBENT SURFACE FOR A MINIMUM OF 6" ABOVE THE FLOOR

## SECTION NOTES

- 1 ROOF MATERIAL TO MATCH EXISTING
- 2 ROOF SHEATHING
- 3 EXTERIOR FINISH TO MATCH EXISTING
- 4 2 X CEILING JOISTS (REFER TO FRAMING PLAN)
- 5 INSULATION
- 6 HANGER (REFER TO FRAMING PLAN)
- 7 CONTINUOUS DOUBLE 2X TOP PLATE
- 8 2 X BLOCK AT MID-HEIGHT
- 9 2 X 2" D.F. SILL PLATE
- 10 CONCRETE SLAB (REFER TO STRUCTURAL FOUNDATION PLAN)



## UNIT SECTION CUT "A"



## FLOOR PLUMBING ISOMETRIC

WASTE AND VENT

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



## FLOOR PLUMBING ISOMETRIC

WATER

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

## SECOND FLOOR PLUMBING PLAN

WASTE AND VENT

## SECOND FLOOR PLUMBING PLAN

WATER SUPPLY

NOTE:  
PIPING SHALL BE SEISMICALLY BRACED IN ACCORDANCE WITH  
SMACNA GUIDELINES FOR SEISMIC RESTRAINT

NOTE: PROVIDE WALL CLEANOUTS AT SINK IN ACCORDANCE W/ APPLICABLE SECTIONS OF UPC PIPING SHALL BE SERVICALLY BRACED IN ACCORDANCE W/ SNACMA GUIDELINES FOR SEISMIC RESTRAINT

A4

188-B AVENIDA MAJORCA  
LAGUNA WOODS, CA 92637

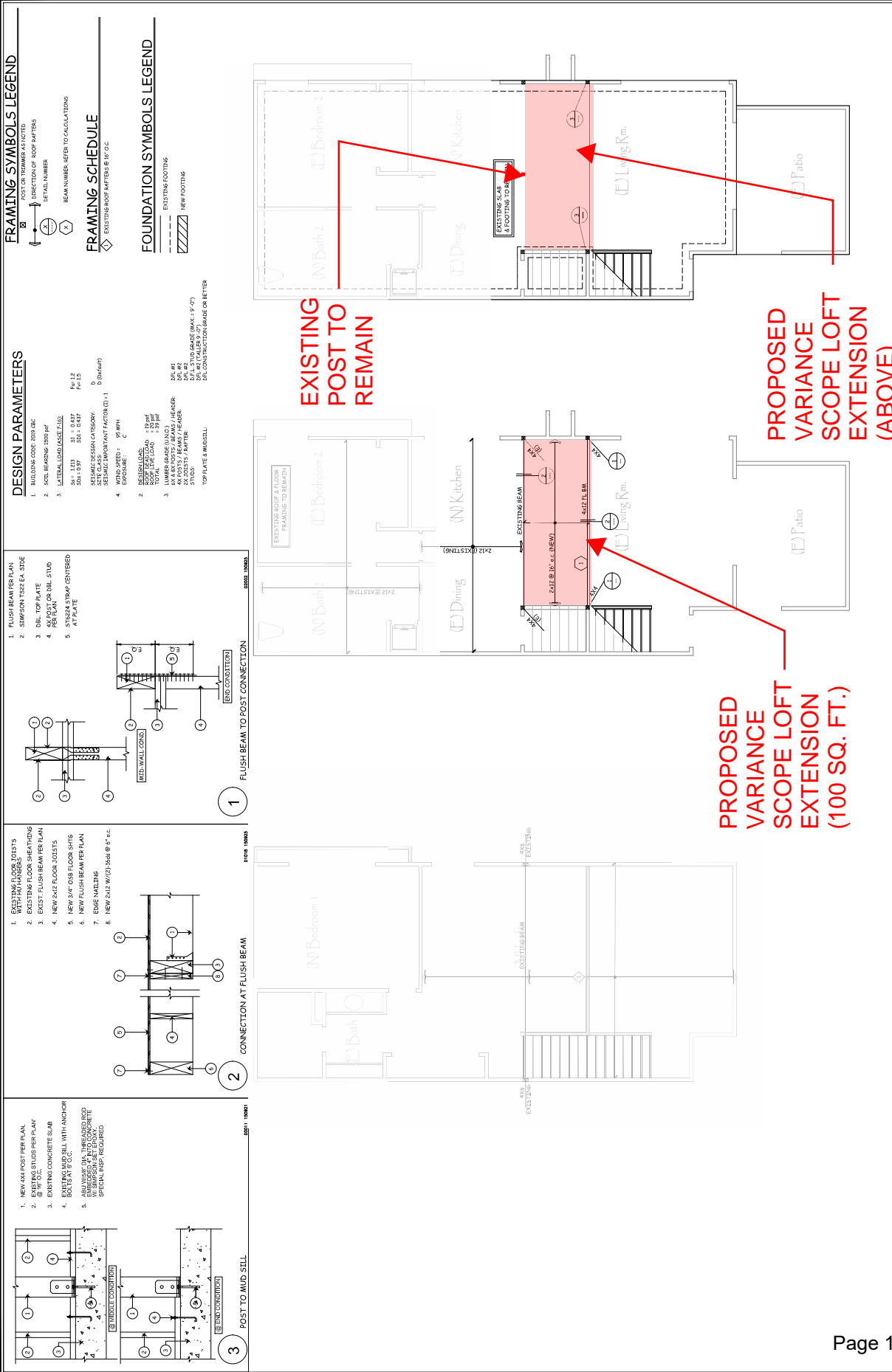
design






1-25-2020 BUILDING DEPT

PLOT DATE: 12/21/2020

10/10/2011





		
BEAM NUMBER	SECTION OF ROOF APERTS	DETAIL NUMBER
BEAM NUMBER, LETTER TO CALCULATIONS		
<b>FRAMING SCHEDULE</b>		
	EXISTING ROOF APERTS @ 1/4" O.C.	
<b>FOUNDATION SYMBOLS LEGEND</b>		
----- EXISTING FOOTING		
 NEW FOOTING		

# DESIGN PARAMETERS

1. BUILDING CODE: 1991-BC	
2. SOIL BEARING CAPACITY: 150 KPa	
3. LATERAL LOAD CASE: ULS	
SE: 1.93      SA: 0.477 SD: 1.00      SI: 0.000	Fe: 1.2 D: 1.0
DESIGN DESIGN CATEGORY: D (Seisuf)	
SEISMIC IMPORT FACTOR: 0.1	
4. WIND SPEED: 50 MPH	
5. EXPOSURE: C	
6. DESIGN WIND: 90 mph	
7. DESIGN WIND: 100 mph	
8. LUMBER GRADE (UNCL):	
9. POSTS / BEAMS / HEADS:	
10. STUDS:	
11. TOP PLATE & MISCELL:	
DR: #1	
DR: #2	
DR: #3 (TALLER 9'-0")	
DR: #4 (TALLER 9'-0")	
DR: #5 (TALLER 9'-0")	
DR: #6 (TALLER 9'-0")	
DR: #7 (TALLER 9'-0")	
DR: #8 (TALLER 9'-0")	
DR: #9 (TALLER 9'-0")	
DR: #10 (TALLER 9'-0")	
DR: #11 (TALLER 9'-0")	
DR: #12 (TALLER 9'-0")	
DR: #13 (TALLER 9'-0")	
DR: #14 (TALLER 9'-0")	
DR: #15 (TALLER 9'-0")	
DR: #16 (TALLER 9'-0")	
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DR: #47 (TALLER 9'-0")	
DR: #48 (TALLER 9'-0")	
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DR: #99 (TALLER 9'-0")	
DR: #100 (TALLER 9'-0")	

1. FLUSH BEARING PLATE  
2. SHEAR STUD  
3. DBL. TOP PLATE  
4. 200mm DIAM. STUD  
5. STUD AT PLATE

FIG. 10.10.1

Architectural drawing showing a section of a building with a 'MED. WALL' and a list of construction items:

- EXISTING FLOOR JOISTS WITH NEW HANDS
- EXISTING FLOOR SHEATHING
- EXIST. FLUSH BEAM PER PLAN
- NEW 2x12 FLOOR JOISTS
- NEW 3/4" OSB FLOOR SHEET
- NEW FLUSH BEAM PER PLAN
- EDGE NAILING
- NEW 2x12 W/12" @ 8' s.c.

1. NEW 4#10 PER PLAN  
2. EXISTING STUBS PER PLAN @ 15' O.C.  
3. EXISTING CONCRETE SLAB  
4. EXISTING MU/SILL WITH ANCHOR  
5. 60% L AT 15' O.C.

REINFORCEMENT TO BE COORDINATED WITH THE EXISTING SPECIAL UNITS REQUIRED

BRIDGE SLAB

MIDDLE CONDITION

END CONDITION

(F) Bedroom 2

(N) Bath 2



EXISTING  
POST TO

FLOOR TO REMAIN

bedroom 2

EAM TO POST CONNECTION

DWG NO. 109895

2 POST TO MIND STILL 10001 10002 3

The diagram is a floor plan of a house. A central rectangular area is shaded in light red and labeled 'EXISTING SLAB & FOOTING TO BE REMOVED'. This area is located between the 'Kitchen' and 'Living Rm.' on the right side of the plan. Red arrows point from the text 'EXISTING SLAB & FOOTING TO BE REMOVED' and 'Living Rm.' to the red-shaded area. The plan also shows a 'Dining' area on the left and a staircase at the bottom right.

Architectural floor plan showing a proposed addition (pink) and existing structure (grey). The plan includes a kitchen, dining area, and stairs. A red arrow points to a specific location on the exterior wall of the addition, labeled "SED ICE".

Architectural floor plan of the second floor. The plan shows a proposed extension (shaded in light blue) and existing structure (outlined in black). The extension includes a large open area and a staircase. The existing structure includes a bathroom and a staircase. Labels include 'PROPOSED EXTENSION', 'EXISTING', 'BATH', and 'STAIRS'.

FOUNDATION PLAN

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

D.P. ratio

PROPOSED  
VARIANCE  
SCOPE LOFT  
EXTENSION  
(ABOVE)

LOFT  
SION  
2. FT.)

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

Page 12 of 17

MANOR # 188-B☐ ULWM☐ TLHM

## Variance Request Form

SA \_\_\_\_\_

Model: <u>SEVILLE</u>	Plan:	Date: <u>01-19-2021</u>
Member Name: <u>Alice Torng</u>	Signature: <u><i>Alice Torng</i></u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>FHI Constructions Inc.,</u>	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) <u>188-B Avenida Majorca, Laguna Woods, CA 92637</u>		

## Description of Proposed Variance Request ONLY:

Extend out the existing loft about 6 feet over the ground level main floor area.

## Dimensions of Proposed Variance Alterations ONLY:

15'8"W X 6'4"D X 8'10"H

## FOR OFFICE USE ONLY

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

<b>Alteration Variance Request</b>  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: _____ _____	<b>Complete Submittal Cut Off Date:</b>  Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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### ATTACHMENT 3



FRONT ELEVATION



SIDE ELEVATION





LIVING ROOM



LIVING ROOM FROM BOTTOM OF STAIRS



LIVING ROOM FROM BOTTOM OF STAIRS



LIVING ROOM



# ATTACHMENT 4



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**PROPOSED AGENDA: ASBESTOS RULES & REGULATIONS MEETING**

**Friday, February 26, 2021 – 2:00 PM**

**GoToMeeting Portal**

**AGENDA**

1. Introduction – (5 min)
2. Objectives – (5 Min)
3. Contractors View – (20 Min)
  - Understanding of what contractor's role should be with regard to this issue and a history of how asbestos removal was accomplished in the past.
4. Members View – (10 min)
  - A member who has experienced remodeling in this community on a personal level.
5. Summary of Concerns – (10 Min)
6. Regulations: AQMD – (30 Min)
7. Inspection: IHS – (30 Min)
8. VMS Position – (15 min)
9. Summary, Consensus and Path Forward – (30 Min)

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MUTUAL CONSENT FOR DEMOLITION

ATTACHMENT #3

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), requests permission of the Corporation to perform the demolition required to make the alteration described below to the dwelling. Said alteration (hereafter sometimes referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a, contractor is to perform said alteration; and which is incorporated herein and made a part hereof.

United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor: \_\_\_\_\_

Street: \_\_\_\_\_

Demo Consent # \_\_\_\_\_

City Demo Permit # \_\_\_\_\_

Final Date: \_\_\_\_\_

City Permit # \_\_\_\_\_

Final Date: \_\_\_\_\_

NAF: \_\_\_\_\_

☐ WASTE LINE

☐ LANDSCAPE

MANOR MODEL NAME:PLAN #:

APPLICANT INFORMATION

Name:

Phone:

Street Address:

City:

State:

Zip Code:

Email:

PROPERTY OWNER INFORMATION

Name:

Phone:

Street Address:

City:

State:

Zip Code:

Email:

CONTRACTOR INFORMATION

Company Name:

Phone:

Street Address:

City:

State:

Zip Code:

Email:

License#:

Class:

Expires:

DEMOLITION DESCRIPTION:	VALUATION: \$

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS MAY BE PRESENT IN ALL BUILDING COMPONENT, SUCH AS CEILINGS, FLOORS, AND MANY MORE. SUCH MATERIALS DO NOT IMPOSE RISK IF NOT DISTURBED. LEAD-BASED PAINT AND LEAD CONTAINING CERAMIC TILES MAY A L S O BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATED TO PROPER TESTING, PERMITS & REQUIRED LICENCES DURING DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS. DISPOSAL MANIFESTS AND POST REMOVAL CLEARANCES MUST BE PROVIDED TO THE CORPORATION.

ALL DEMOLITION IS TO BE PERFORMED PER STATE, FEDERAL, CITY, AND MUTUAL REGULATIONS

MEMBER: IMPORTANT. PLEASE READ CAREFULLY

1. The Mutual’s Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Consent applies, where applicable. To ensure compliance, the Member’s signature indicating receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual rules and regulations, and that I may be subject to a Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.
3. I understand and agree that I am responsible for all risks in connection with all the alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with all alteration(s) or improvement(s), including any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.

I certify that all items listed above will be properly listed on the Demolition Permit from the City of Laguna Woods. I also understand that the Mutual Consent will EXPIRE within 180 DAYS of approval.

► Signature of Member:Date:

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards, Rules and Regulations. In addition, I certify that I am a contractor licensed pursuant to the laws of the state of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application.

► Signature of Contractor:Date:

FOR OFFICE USE ONLY

Alteration Code(s):

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## ATTACHMENT #3

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 : \_\_\_\_\_



MUTUAL CONSENT FOR MANOR ALTERATION(S)  
ATTACHMENT #3

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), hereby requests permission of the Corporation to make the alteration described below to the Manor. Said alteration (hereafter sometimes referred to as the "Work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor.

United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor: \_\_\_\_\_  
Street: \_\_\_\_\_  
Mutual Consent#: \_\_\_\_\_  
Final Inspection: \_\_\_\_\_  
A copy of the signed City Final Inspection is required for final acceptance by the Mutual  
City Demo Permit#: \_\_\_\_\_  
Final Inspection: \_\_\_\_\_  
City Permit#: \_\_\_\_\_  
Final Inspection: \_\_\_\_\_  
NAF: \_\_\_\_\_

MANOR MODEL NAME: \_\_\_\_\_PLAN #: \_\_\_\_\_

APPLICANT INFORMATION

Name: \_\_\_\_\_Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_State: \_\_\_\_\_Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_State: \_\_\_\_\_Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_

CONTRACTOR INFORMATION

Company Name: \_\_\_\_\_Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_State: \_\_\_\_\_Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_License: \_\_\_\_\_Class: \_\_\_\_\_Expires: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_VALUATION: \$ \_\_\_\_\_

ALTERATIONS TO BE COMPLETED PER MUTUAL RULES & STANDARD SECTION(S):

PER MUTUAL APPROVED STANDARD PLAN(S) #

PER MUTUAL APPROVED VARIANCE RESOLUTION #

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual’s Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Mutual Consent applies, where applicable. To ensure compliance, the Member’s signature below indicates receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual Rules and Regulations, and that I may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.
3. I understand and agree that I am responsible for all risks in connection with all alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with all alteration(s) or improvement(s), including any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.

I understand that I am responsible for the actions of my contractor(s), I understand that I am responsible for any damages, claims, fines, or violations that result from the actions or inactions of my contractor(s) or guest(s).

I will ensure that items requiring inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that the Mutual Consent will EXPIRE within 180 DAYS.

Signature of Member: \_\_\_\_\_Date: \_\_\_\_\_

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards regarding this alteration(s). In addition, I am a contractor licensed pursuant to the laws of the State of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application. I will ensure that items requiring inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

Signature of Contractor: \_\_\_\_\_Date: \_\_\_\_\_

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND UPON REQUEST, COPIES OF DISPOSAL MANIFESTS WILL BE PROVIDED TO THE CORPORATION.

FOR OFFICE USE ONLY

This application is approved and said member is hereby granted permission to make the above described alteration(s).

Alteration Code(s): \_\_\_\_\_

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 : \_\_\_\_\_



Laguna Woods Village®

## DEMOLITION PERMIT APPLICATION INSTRUCTIONS

To obtain a Mutual Consent for Demolition, print out and/or download required attachments. Follow the list of requirements below necessary to provide a complete permit submission. All submissions must be sent to Manor Alterations Department ([alterations@vmsinc.org](mailto:alterations@vmsinc.org)).

1. Complete the **Mutual Consent for Demolition Application**
  - Include the homeowner's property address within the community, signature, and valid email address (ATTACHMENT 1)
  - The Contractor information and signature will be required
2. Complete **Mutual Consent for Demolition Checklist** including mandatory signature by homeowner (ATTACHMENT 2)
3. Provide a copy of the floor plan that corresponds to your unit/manor including-
  - Scope of work inclusive of all proposed alterations
  - Highlighted location of all proposed permit items within scope of work noted on floor plan (ATTACHMENT 3)
  - Manor Alterations will determine if Structural Drawings will be required dependent upon the proposed project
4. If the **General Contractor** and or the **Abatement Contractor** listed on your application has not conducted work within the community, we will require a **Certificate of Liability** indicating the appropriate parties as "Additionally Insured", minimum coverages noted for General Liability, Worker's Compensation, and Automobile Insurance. (ATTACHMENT 4)
5. Please provide either an **Asbestos Report** or an **Abatement Contract**
  - A. **Asbestos Reports:** Please contact a local Asbestos consultant company that can provide test results with all areas tested that will be disturbed through the demo process
    - If test results are negative or None-Detected then your General Contractor may complete the scope of work
    - If test results are positive Manor Alterations requires an abatement contract from an abatement contractor
  - B. **Abatement Contract:** Obtained by hiring an abatement contractor who is licensed and certified to work in areas that contain asbestos while properly & safely containing the asbestos materials. Provide an abatement contract signed by all parties involved i.e. Abatement Contractor, homeowner and/or General Contractor
6. Payment will be obtained after your completed permit is approved by a Manor Alterations Inspector.
7. Please email complete submission to initiate the processing of your documents.

Once approved Manor Alterations will contact the applicant via the information provided to collect credit card payment for the permit fees. An email will be sent with your approved documents to all parties involved to continue the process at the city.

*Please Note: Currently we have no predictive submission time frames available as we are experiencing an extremely high volume of submissions a day. Be assured that Manor Alterations is working extremely hard to expedite the process for all submissions. Status requests cannot be answered at this time as it detracts from processing time.*



### MUTUAL CONSENT APPLICATION INSTRUCTIONS

To obtain a Mutual Consent, print out and/or download required attachments. Follow the list of requirements below necessary to provide a complete permit submission. All submissions must be sent to Manor Alterations Department ([alterations@vmsinc.org](mailto:alterations@vmsinc.org)).

1. Complete the **Mutual Consent for Application**
  - Include the homeowner's property address within the community, signature, and valid email address (ATTACHMENT 5)
  - The Contractor information and signature will be required
  - Review the Standards for Alterations for your proposed alteration. If a proposed alteration does not follow the standard provided, a Variance Request will be required in advance of alterations. (ATTACHMENT 6)
  - Include specifications of any products/items to be installed in your unit as related to your proposed alteration. (ATTACHMENT 7)
2. Provide a copy of the floor plan that corresponds to your unit/manor including-
  - Scope of work inclusive of all proposed alterations
  - Highlighted location of all proposed permit items within scope of work noted on floor plan (ATTACHMENT 3)
  - Manor Alterations will determine if Structural Drawings will be required dependent upon the proposed project
3. If the **General Contractor** listed on your application has not conducted work within the community, we will require a **Certificate of Liability** indicating the appropriate parties as "Additionally Insured", minimum coverages noted for General Liability, Worker's Compensation, and Automobile Insurance. (ATTACHMENT 4)
4. Payment will be obtained after your completed permit is approved by a Manor Alterations Inspector.
5. Please email complete submission to initiate the processing of your documents.

Once approved, Manor Alterations will contact the applicant via the information provided to collect credit card payment for the permit fees. An email will be sent with your approved documents to all parties involved to continue the process at the city.

*Please Note: Currently we have no predictive submission time frames available as we are experiencing an extremely high volume of submissions a day. Be assured that Manor Alterations is working extremely hard to expedite the process for all submissions. Status requests cannot be answered at this time as it detracts from processing time.*

MUTUAL CONSENT FOR DEMOLITION

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), requests permission of the Corporation to perform the demolition required to make the alteration described below to the dwelling. Said alteration (hereafter sometimes referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a, contractor is to perform said alteration; and which is incorporated herein and made a part hereof.

United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor: 1234-A

Street: Avenida Majorca

Demo Consent #

City Demo Permit #

Final Date:

City Permit #

Final Date:

NAF:

☐ WASTE LINE

☐ LANDSCAPE

MANOR MODEL NAME: San Sebastian

PLAN #: A

APPLICANT INFORMATION

Name: William Smith

Phone: (949) 321-7654

Street Address: 987 First Street

City: Costa Mesa

State: CA

Zip Code: 92627

Email: william.smith@gmail.com

PROPERTY OWNER INFORMATION

Name: John Q. Homeowner

Phone: (949) 123-4567

Street: 1234-A Avenida Majorca

City: Laguna Woods

State: CA

Zip Code: 92637

Email: john.q.homeowner@gmail.com

CONTRACTOR INFORMATION

Company Name: A Standard Contractor

Phone: (949) 987-6543

Street Address: 123 B Street

City: Aliso Viejo

State: CA

Zip Code: 92656

Email: james.t.contractor@gmail.com

License#: 123456

Class: A-50

Expires: 1/1/22

DEMOLITION DESCRIPTION:

VALUATION: \$108

Removal of popcorn ceiling within living room and dining room

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS MAY BE PRESENT IN ALL BUILDING COMPONENT, SUCH AS CEILINGS, FLOORS, AND MANY MORE. SUCH MATERIALS DO NOT IMPOSE RISK IF NOT DISTURBED. LEAD-BASED PAINT AND LEAD CONTAINING CERAMIC TILES MAY A L S O BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATED TO PROPER TESTING, PERMITS & REQUIRED LICENCES DURING DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS. DISPOSAL MANIFESTS AND POST REMOVAL CLEARANCES MUST BE PROVIDED TO THE CORPORATION.

ALL DEMOLITION IS TO BE PERFORMED PER STATE, FEDERAL, CITY, AND MUTUAL REGULATIONS

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual’s Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Consent applies, where applicable. To ensure compliance, the Member’s signature indicating receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual rules and regulations, and that I may be subject to a Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.
3. I understand and agree that I am responsible for all risks in connection with all the alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with all alteration(s) or improvement(s), including any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.

I certify that all items listed above will be properly listed on the Demolition Permit from the City of Laguna Woods. I also understand that the Mutual Consent will EXPIRE within 180 DAYS of approval.

Signature of Member: John Q. Homeowner

Date: 1/15/21

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards, Rules and Regulations. In addition, I certify that I am a contractor licensed pursuant to the laws of the state of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application.

Signature of Contractor: James T. Contractor

Date: 1/18/21

FOR OFFICE USE ONLY

Alteration Code(s):



ATTACHMENT A

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 tor 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 severalty 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 : \_\_\_\_\_
- Page 2 of 2
- Page 8 of 28



ATTACHMENT #3  
MUTUAL CONSENT FOR MANOR ALTERATION(S)

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), hereby requests permission of the Corporation to make the alteration described below to the Manor. Said alteration (hereafter sometimes referred to as the "Work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor.

United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor: 1234-A San Sebastian

Street: Main Street

Mutual Consent#: \_\_\_\_\_

Final Inspection: \_\_\_\_\_

A copy of the signed City Final Inspection is required for final acceptance by the Mutual

City Demo Permit#: \_\_\_\_\_

Final Inspection: \_\_\_\_\_

City Permit#: \_\_\_\_\_

Final Inspection: \_\_\_\_\_

NAF: \_\_\_\_\_

MANOR MODEL NAME: San Sebastian

PLAN #: A

APPLICANT INFORMATION

Name: John Q. HomeownerPhone: (949) 123-4567

Street Address: 1234-A Main Street

City: Laguna WoodsState: CAZip Code: 92637

Email: john.q.homeowner@gmail.com

PROPERTY OWNER INFORMATION

Name: John Q. HomeownerPhone: (949) 123-4567

Street Address: 1234-A Second Street

City: Laguna WoodsState: CAZip Code: 92637

Email: john.q.homeowner@gmail.com

CONTRACTOR INFORMATION

Company Name: A Standard Contractor Co.Phone: (949) 987-6543

Street Address: 123 A Street

City: Aliso ViejoState: CAZip Code: 92656

Email: james.t.contractor@gmail.comLicense: 123456Class: A-50Expires: 1/1/22

PROJECT DESCRIPTION:

VALUATION: \$108

Installation of (2) Velux 14" sun tunnels within dining area, spaced 10 linear feet apart.

ALTERATIONS TO BE COMPLETED PER MUTUAL RULES & STANDARD SECTION(S):

PER MUTUAL APPROVED STANDARD PLAN(S) #

PER MUTUAL APPROVED VARIANCE RESOLUTION #

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual’s Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Mutual Consent applies, where applicable. To ensure compliance, the Member’s signature below indicates receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual Rules and Regulations, and that I may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.
3. I understand and agree that I am responsible for all risks in connection with all alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with all alteration(s) or improvement(s), including any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.

I understand that I am responsible for the actions of my contractor(s), I understand that I am responsible for any damages, claims, fines, or violations that result from the actions or inactions of my contractor(s) or guest(s).

I will ensure that items requiring inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that the Mutual Consent will EXPIRE within 180 DAYS.

Signature of Member: John Q. HomeownerDate: 1/15/21

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards regarding this alteration(s). In addition, I am a contractor licensed pursuant to the laws of the State of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application. I will ensure that items requiring Inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUIDLING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

Signature of Contractor: James T. ContractorDate: 1/20/21

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND UPON REQUEST, COPIES OF DISPOSAL MANIFESTS WILL BE PROVIDED TO THE CORPORATION.

FOR OFFICE USE ONLY

This application is approved and said member is hereby granted permission to make the above described alteration(s).

Alteration Code(s):

# ATTACHMENT A

## ATTACHMENT #3

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 : \_\_\_\_\_

ATTACHMENT 2



MUTUAL CONSENT FOR DEMOLITION CHECKLIST

The following items will be required prior to obtaining a Mutual Consent for Alterations and/or Demolition:

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Any unit within a building that has received epoxy treatment on plumbing lines is required to adhere to plumbing practices as stated by the ePIPE warranty care guidelines provided.
<input type="checkbox"/>	<input type="checkbox"/>	Prior to connecting into ANY plumbing, the waste line is to be inspected by the Mutual at the Member(s) expense. This is required to be completed after all demolition is complete and air clearance has been obtained. Our staff will schedule the waste line inspection.
<input type="checkbox"/>	<input type="checkbox"/>	Mutual Consent for Demolition Application <b>must</b> be filled out and signed by both Member and Contractor.
<input type="checkbox"/>	<input type="checkbox"/>	Legible Demo and/or Alteration site plan with locations <b>clearly</b> marked must be provided. <b><i>Failure to clearly mark on site plans in accordance with application/scope of work will result in application denial.</i></b>
<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Survey report in full compliance with AQMD requirements signed by State Certified Asbestos Consultant (CAC).
<input type="checkbox"/>	<input type="checkbox"/>	As applicable, based on the survey report, an Abatement Contract/Proposal with the scope of work signed by a Licensed & Registered Asbestos Abatement Contractor and either the Homeowner or the General Contractor.
<input type="checkbox"/>	<input type="checkbox"/>	A final clearance (visual and air) for the interior is required upon completion of asbestos related work, to verify that all ACM (Asbestos Containing Materials) have been completely removed and the unit is clear for occupancy. Adequate number of air samples is required based on the extension and scope of the project.

Manor # \_\_\_\_\_

Name typed or printed: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

- If the CAC confirms the material to contain more than 0.1% and removal involves <100 sq. ft., the contractor (and anyone else involved in the project) must conduct the work in compliance with California Contractors State License Board and Cal OSHA Regulations including proper containments, workers protection, training, etc.
- If the CAC confirms that the results for all three samples of the same homogeneous material are “None Detected”, any worker may conduct the removal and disposal of such construction materials.
- The Certified Asbestos Consultant will NOT be allowed to conduct PCM analysis on samples they have taken; all samples are required to be tested by an accredited Laboratory.

ATTACHMENT 3



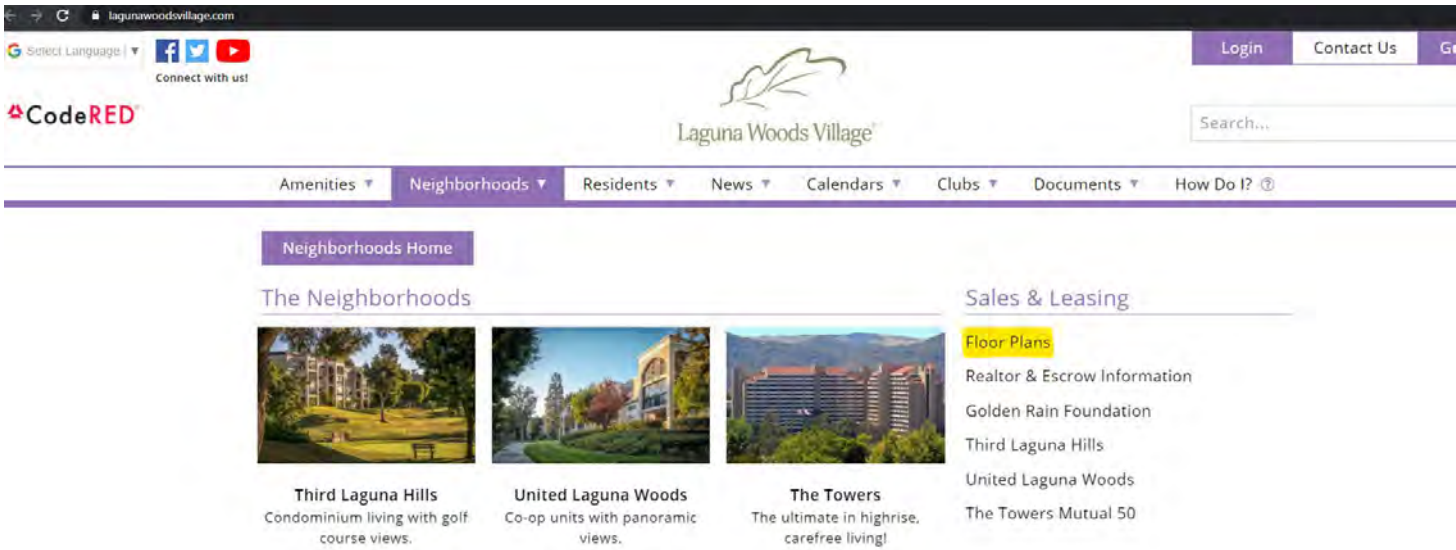
LOCATING YOUR FLOOR PLAN

To obtain a required floorplan for your Mutual Consent Application and/or Demolition Application, follow the list of instructions below.

- 1. Visit our website [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) and click “Neighborhood” Tab



- 2. Under “Sales & Leasing” Click “Floor Plans”





ATTACHMENT 3



3. Click on the Purple Tab for “Third Laguna Hills” or “United Laguna Woods ” to search for your plan.
- You may narrow your search by selecting the corresponding number of bedrooms, square footage, and/or parking.



Home / Neighborhoods / Floorplans



Community

Third Laguna Hills

United Laguna Woods

The Towers

Bedrooms

1

2

3

Square Feet

< 1000ft

1000ft +

Parking

Carport

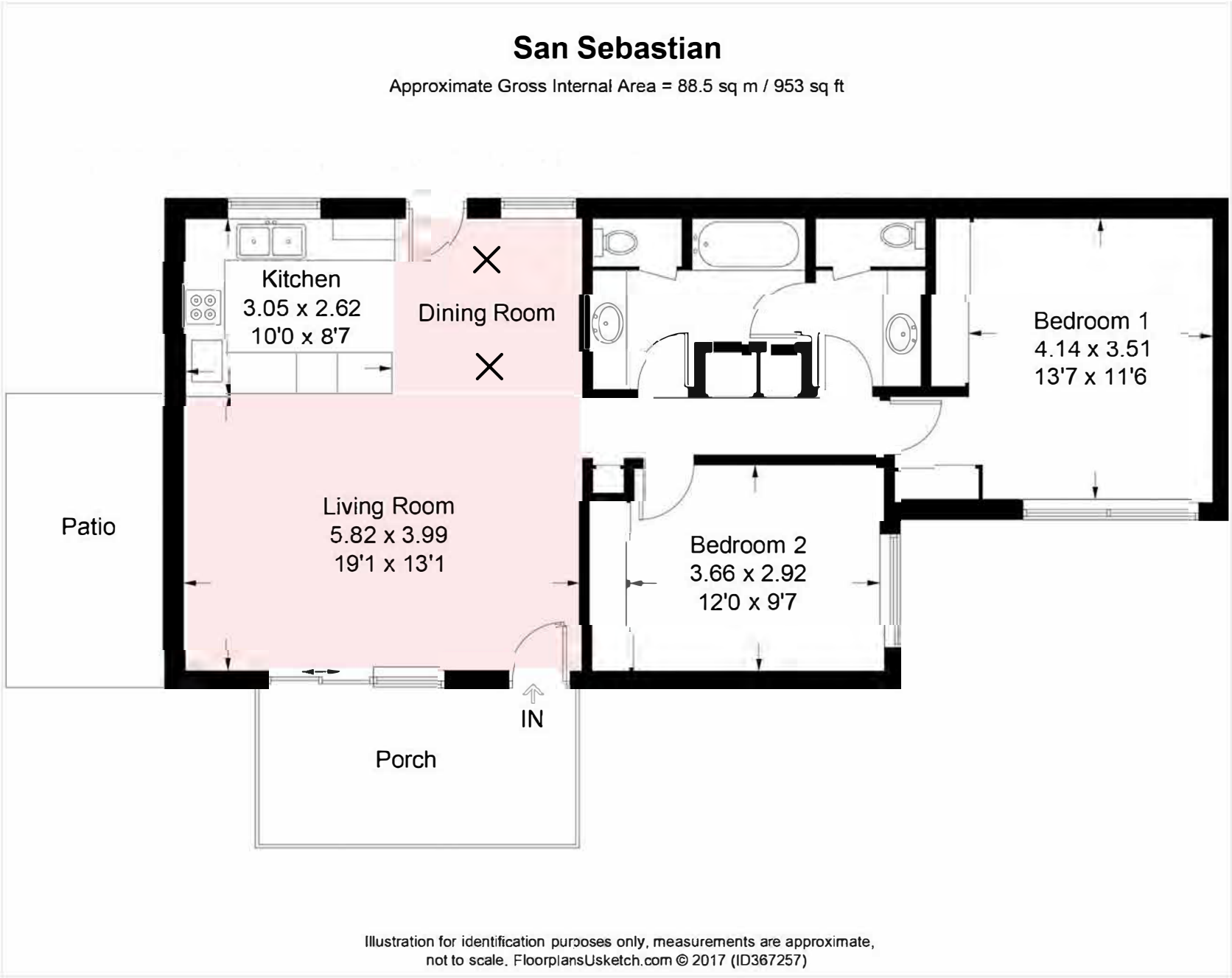
Garage

Underground

Clear Filters

- Co-ops = United Mutual
- Condos = Third Mutual

Red Highlighted Section indicates location of Asbestos Removal  
ATTACHMENT #3  
X Mark indicates location of skylights



THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

### INSURANCE INFORMATION

CONTACT

NAME:

PHONE

(A/C, No. Ext):

FAX

(A/C, No):

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : ABC INSURANCE COMPANY

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED

### CONTRACTOR INFORMATION

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY			A1234	10/10/20	10/10/21	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
X	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
X	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	ANY AUTO						
	ALL OWNED AUTOS						
	HIRED AUTOS						
	SCHEDULED AUTOS						
	NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				
	RENTED/LEASED EQUIPMENT						LIMIT: 50,000 DED: 500 EXAMPLE LIMIT AND DED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

GOLDEN RAIN FOUNDATION OF LAGUNA WOODS VILLAGE MANAGEMENT SERVICES INC.  
 THIRD LAGUNA HILLS MUTUAL  
 UNITED LAGUNA WOODS MUTUAL  
 P.O. BOX 2220  
 LAGUNA HILLS, CA 92654

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SIGNATURE HERE



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PRODUCER

### INSURANCE INFORMATION

CONTACT

NAME:

PHONE

(A/C, No, Ext):

FAX

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A :

ABC INSURANCE COMPANY

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED

### CONTRACTOR INFORMATION

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY			A1234	10/10/20	10/10/21	EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
X	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
X	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	RENTED/LEASED EQUIPMENT						LIMIT: 50,000 DED: 500
							EXAMPLE LIMIT AND DED

IF A CONTRACTOR USES ONLY THEIR PERSONAL VEHICLE A LIABILITY OF \$500,000 IS ACCEPTED WITH DOCUMENTATION. CONTRACTORS UTILIZING COMPANY VEHICLES MUST MAINTAIN A \$1,000,000 POLICY

CONTRACTORS WITHOUT ANY EMPLOYEES MAY AT THE DISCRETION OF VMS BE ALLOWED TO PROVIDE WRITTEN SUBSTANTIATED PROOF THEY DO NOT HAVE EMPLOYEES IN ORDER TO SATISFY THIS REQUIREMENT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

GOLDEN RAIN FOUNDATION OF LAGUNA WOODS VILLAGE MANAGEMENT SERVICES INC.  
THIRD LAGUNA HILLS MUTUAL  
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AUTHORIZED REPRESENTATIVE

SIGNATURE HERE



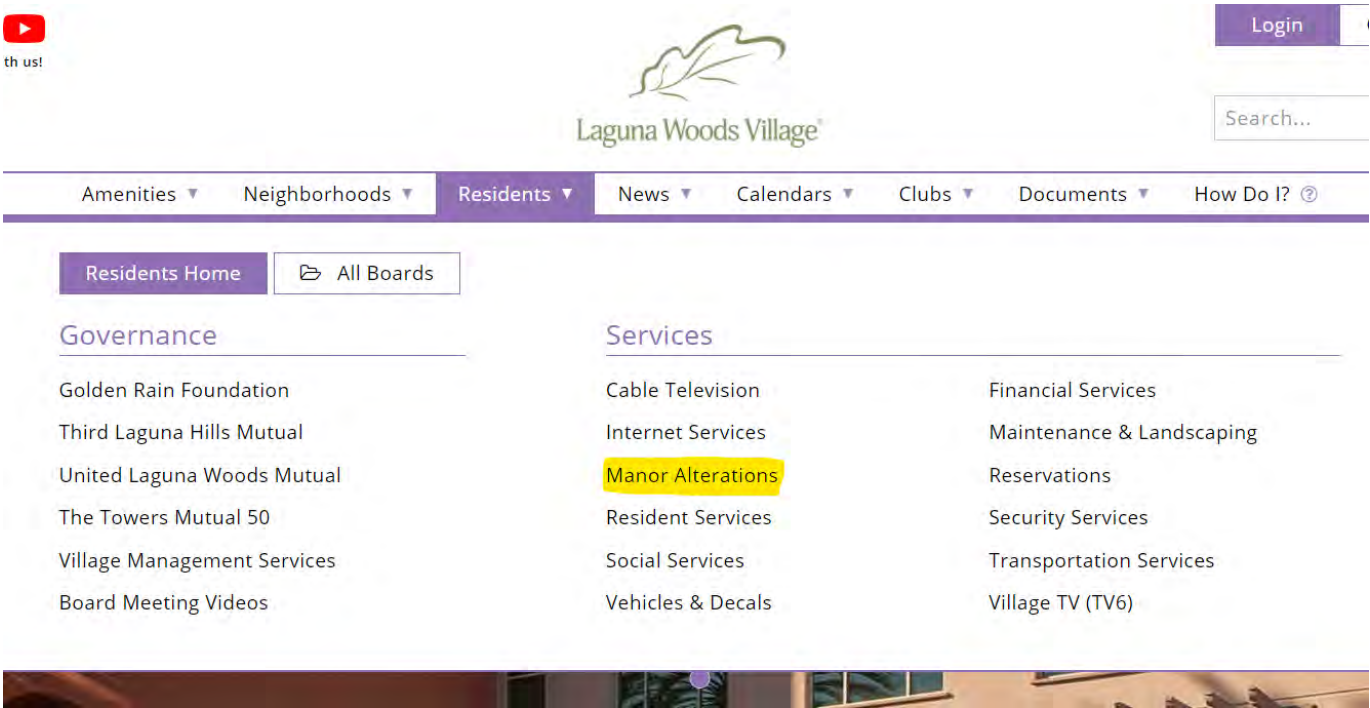
ATTACHMENT 6



ALTERATION STANDARDS

To review the Alteration Standards for your Mutual Consent Application and/or Demolition Application, follow the list of instructions below.

- 1. Visit our website [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) and click the "Residents" tab. Within the dropdown menu, click on "Manor Alterations" tab.



- 2. Scroll down to your Mutual's assigned tab denoted in PURPLE

UNITED ARCHITECTURAL STANDARDS

Manor Alterations

[MANOR ALTERATION FEE SCHEDULE](#)

[MEMBER GUIDELINES FOR ALTERATIONS \(THIRD MUTUAL\)](#)

[MEMBER GUIDELINES FOR ALTERATIONS \(UNITED MUTUAL\)](#)

United Architectural Standards

[LAGUNA WOODS VILLAGE TRACT MAP](#)

[ALTERATION FEE SCHEDULE EFFECTIVE 6-22-2020](#)

[MUTUAL CONSENT FOR MANOR ALTERATIONS FEES](#)

[UNITED ARCHITECTURAL REVIEW PROCEDURES 2015](#)

[UNITED RESALE CORRECTION POLICY](#)

[UNITED UNAUTHORIZED ALTERATION FEE](#)

[INTERIOR INSPECTION OF UNOCCUPIED UNIT POLICY](#)

[CLOSETS AND INTERIOR PARTITION WALLS POLICY](#)

[TEMPORARY CONTAINER POLICY](#)

[ALTERATION OF SOFFITS AND SUSPENDED CEILINGS POLICY](#)

[TABLE OF CONTENTS FOR UNITED STANDARDS](#)

ATTACHMENT 6



THIRD ARCHITECTURAL STANDARDS

UNITED SECTION 40 ROLL-UP EXTERIOR SHADES (SUN SCREENS)

UNITED SECTION 41 ELECTRIC VEHICLE CHARGING STATIONS

UNITED SECTION 42 SOLAR PANELS 2 STORY BUILDINGS

UNITED SECTION 43 BATHROOM SPLITS

UNITED SECTION 44 FENCING - VINYL

Standard Plans

Third Architectural Standards

LAGUNA WOODS VILLAGE TRACT MAP

ALTERATION FEE SCHEDULE EFFECTIVE 6-22-2020

MUTUAL CONSENT FOR MANOR ALTERATIONS FEES

THIRD ARCHITECTURAL REVIEW PROCEDURES

THIRD RESALE CORRECTION POLICY

THIRD UNAUTHORIZED ALTERATION FEE

ALTERATION OF ATTICS, SOFFITS AND SUSPENDED CEILINGS POLICY

CLOSETS AND INTERIOR PARTITION WALLS POLICY

EXPIRATION FOR ALTERATION PERMITS POLICY

LOW FLOW TOILET STATEMENT OF COMPLIANCE

SOLAR GUIDELINES: SOLAR PANELS, TWO-STORY BUILDINGS

TEMPORARY CONTAINER POLICY

SECTION 1 GENERAL REQUIREMENTS

3. Scroll down to the Alteration Standard relating to your proposed alteration.  
Example: Installing (2) Skylights within Dining Room

UNITED SECTION 15 FLOORCOVER

UNITED SECTION 16 FENCES - WROUGHT IRON

UNITED SECTION 17 PATIO GATES AND COURTYARD DOORS

UNITED SECTION 18 GUTTERS DOWNSPOUTS

UNITED SECTION 19 MODESTY PANELING BALCONY

UNITED SECTION 20 PATIO COVER - ALUMINUM

UNITED SECTION 22 PATIOSLAB

UNITED SECTION 24 SKYLIGHT

UNITED SECTION 25 TUBULAR SKYLIGHT INSTALLATIONS

UNITED SECTION 26 SOLARIUM

UNITED SECTION 27 SOFTWATER

UNITED SECTION 28 STORAGE CABINETS

UNITED SECTION 29 WASHER DRYER

## ATTACHMENT 6



4. Review the Alteration Standard to confirm materials, application, regulations, and potential product information. If your proposed alteration does not conform to a Standard Alteration, it may require a Variance.

### ALTERATION STANDARD EXAMPLES:

**STANDARD 25: TUBULAR SKYLIGHT INSTALLATIONS**  
SEPTEMBER 1995  
REVISED SEPTEMBER 2003, RESOLUTION 01-03-131  
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104  
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08  
REVISED FEBRUARY 2019, RESOLUTION 01-19-21

**1.0 GENERAL REQUIREMENTS**

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

**2.0 DEFINITION**

**2.1** "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

**2.2** Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

**3.0 APPLICATIONS**

**3.1** Tubular skylight installer shall guarantee in writing, the watertight integrity of the skylight, tube and related roof area for 5 years from date of installation, and shall repair, without charge to owner, any such defects.

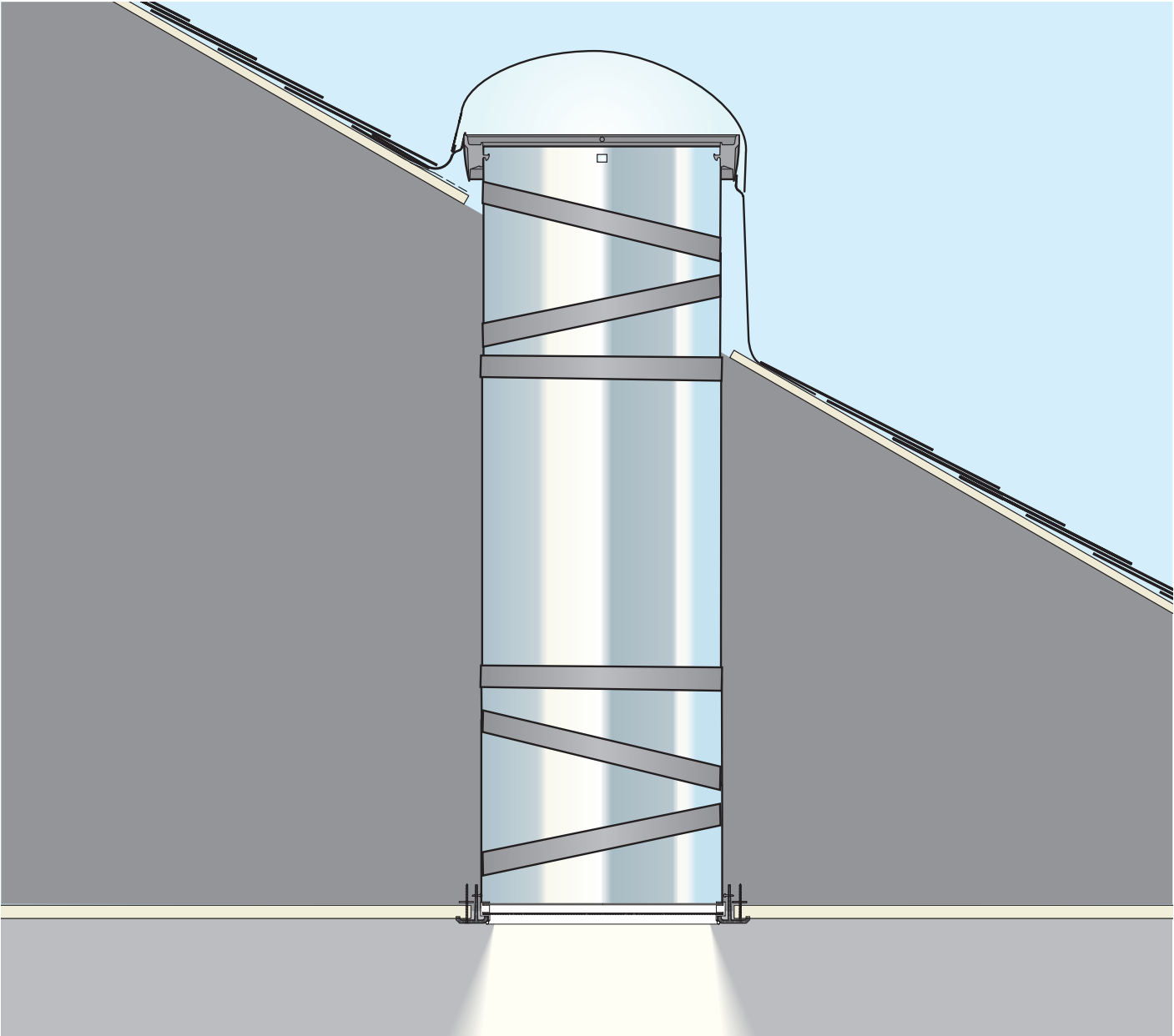
**3.2** All roofing work shall be in strict conformance with current building codes and any applicable Mutual Standard Drawings.

**3.3** No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.

ATTACHMENT 7



TGR/THR/TMR



- ENGLISH:** Installation instructions for rigid sun tunnel TGR/THR/TMR
- ESPAÑOL:** Instrucciones de instalación para túnel solar rígido TGR/THR/TMR
- FRANÇAIS :** Instructions d'installation du tunnel de lumière rigide TGR/THR/TMR

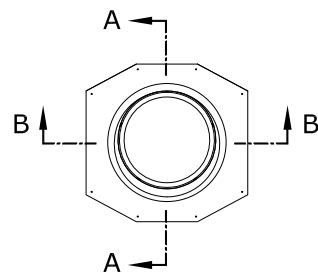




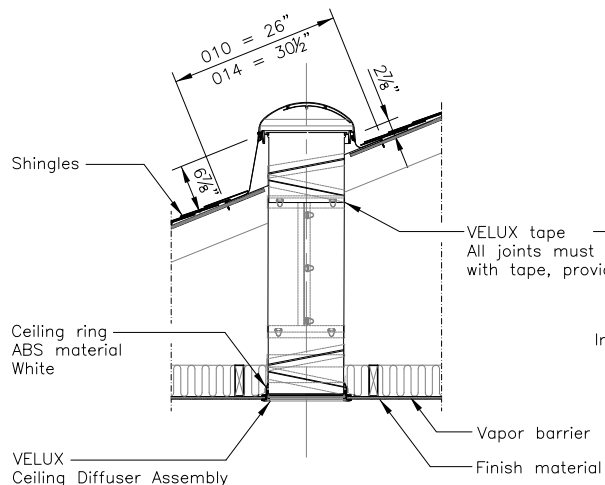
# ATTACHMENT #3 General Notes

## ATTACHMENT 7

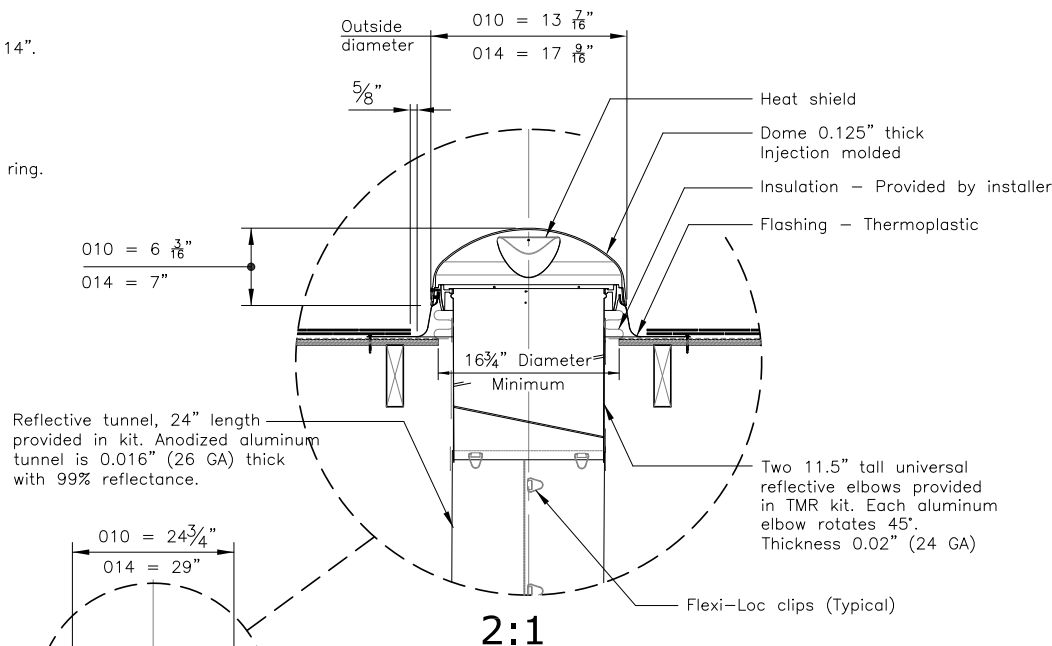
1. This drawing emphasizes the THR pitched flashing VELUX SUN TUNNEL Skylight. It illustrates a general arrangement layout (plus recommendations) for a VELUX THR installation in a 14–60 degree roof pitch application utilizing either a suspended acoustical tile or grid ceiling installation.
2. The architectural/structural design and specifications for the inclusion of a tubular daylighting device, such as the VELUX THR, in any roofing/ceiling application is determined and provided by others. The design criteria includes, but is not limited to design loads, structural configurations, structural framing member sizes and material, architectural finishes and integration with the roofing/ceiling systems of the building. VELUX assumes no responsibility or liability in the design, construction and performance of a building structure by others.
3. Dimensions shown are nominal, unless indicated otherwise.
4. THR 010 0000 nominal diameter is 10". THR 014 0000 nominal diameter is 14".
5. Maximum tunnel length is 20'. Minimum tunnel length is 16".
6. Ceiling rough opening cut for 010 = 10 $\frac{3}{4}$ ", 014 = 14 $\frac{3}{4}$ ".
7. Minimum 1 1/4" clearance required around ceiling rough opening, to fit trim ring.



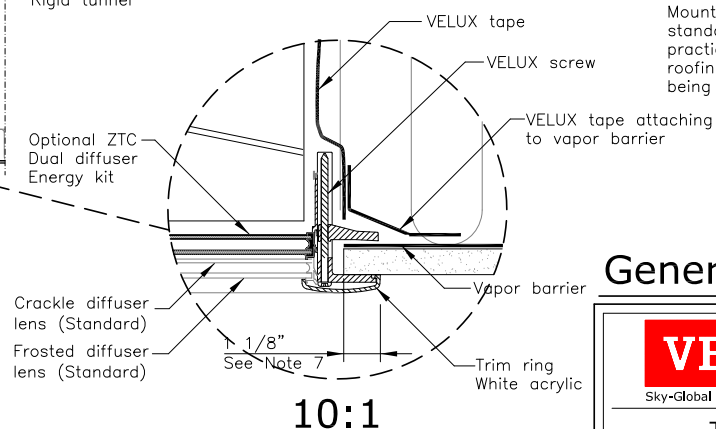
Plan View



Section A-A



Section B-B



## THR Components

### THR 014 0000/THR 010 0000

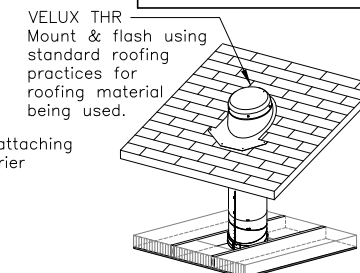
- Acrylic Dome
- Counter flashing assembly
- Hardware bag
- Option
  - THR 014 1000/THR 010 1000 Impact Polycarbonate dome
- 24"/.61m Rigid tunnel
- (2) 11.5"/.29m Rigid elbows
- Tape for tunnel joints
- Hardware bag
- Ceiling ring assembly with crackle over frosted diffuser
- Gasket material for diffuser
- Hardware bag
- Options
  - ZTC 014 0002US-Prismatic diffuser
  - ZTC 014 0003US-Fresnel diffuser

### Option: ZTC 014/ZTC 010 0041US Energy kit

- Residential energy kit (Heat shield & quad diffuser)

### Option: ZTR 014/ZTR 010 Rigid Tunnel Extensions

- ZTR 014/ZTR 010 0002 24"/.61m Rigid tunnel
- ZTR 014/ZTR 010 0004 48"/1.22m Rigid tunnel
- ZTR 014/ZTR 010 0006 72"/1.83m Rigid tunnel
- ZTR 014/ZTR 010 0012 144"/3.66m Rigid tunnel
- ZTR 014/ZTR 010 0024 288"/7.32m Rigid tunnel



## General Arrangement Layout



VELUX  
1418 Evans Pond Road  
Greenwood, SC 29649  
1-800-88-VELUX  
www.VELUXUSA.com

THR - Residential SUN TUNNEL

This drawing is an instrument of service and is provided for informational use only.

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ATTACHMENT 7

Date: June 7, 2017  
Created by: CNJ  
TGC/TMC Product Data Sheet  
Starting Production Code: BF06 (June 2016)



Description	General	An engineered day lighting system consisting of a field assembly of an exterior frame/roof flashing unit and an interior diffuser system joined by a rigid, reflective tunnel. The system is capped with an acrylic or polycarbonate tall dome with Sun Curve (22") or low profile dome (14") and diffuses the light with an interior Round to Square ceiling adaptor with an acrylic diffuser or a round diffuser sytem.
Installation	Instructions	Installation instructions included in every box. VAS 453607
	Applications	Flashing - G90 Galvanized flashing with water diverters for composite shingles, thin wooden shakes, slate, or membrane type roofing material.
	Roof Pitch	0° to 60° (TGC 0° to 30°; TMC 14° to 60° recommended)
Compatibility	Flashings	Flashing is built on to the unit.
	Interior Accessories (Optional)	ZTB - Decorative Diffuser
		ZTC 0041US - Energy kit (for insulation at ceiling level)
		ZTC 0401US- Energy kit (for insulation at roof level)
		ZTP - Daylight Controller
		ZZZ 233 - Dimmer Power Supply
	Exterior Accessories (Optional)	ZZZ 192 - Exterior Fire Band
		ZTR - Additional rigid tubing available in 2', 4', and 6" lengths.
		ZTQ - Security bars
		ZTZ 211 - Rotating coupler
		ZTE - Rotating elbows
		ZTY - Vapor barrier (for use with THC)
		ZTA - Turret extender
		ZTZ 203 - Suspension wire kit
		ZTM - Tile Flashing for Pitched Sun Tunnels (TMC Only)
		ZTZ 209 - Diffusion Enhancer
Materials	Dome	92% transparent impact resistant acrylic with UV absorbers or polycarbonate
	Flashing	G90 Galvanized metal low profile flashing (TGC) projects 4" above the roof deck and is available in 14" and 22". G90 gvanized metal pitched flashing (TMC) allows for a horizontal dome installation when installed on a pitched roof and projects 9" above the roof deck and is available in 14" only.
	Diffuser Assem (Rd to Sq)	1/8" thick White Acetal copolymer or Kynar (plenum rated), Available with Fresnel, Prismatic or Frosted diffuser
	Diffuser Assem (Drywall)	22" or 14" Round - White ABS Thermoplastic ceiling ring, dual diffuser system with a 1.5 mm clear secondary acrylic diffusion panel, Dia. 350.5 mm (014), Dia. 551 mm (022) and a 3 mm primary acrylic diffusion panel in either frosted, prismatic, or fresnel , Dia. 350.5 mm (014), Dia. 551 mm (022).

ATTACHMENT 7

Materials Cont.	Diffuser Assem (Open Ceiling)	22" Round Polycarbonate/Acrylic alloy frame with either frosted, prismatic, or fresnel single lens.	
	Ceiling Ring Gasket	Triple sealing flexible vinyl.	
	Rigid Tubing	Highly reflective silver coated aluminum, 98% reflective	
	Rigid Elbows	45° Rotating elbows, 11.5" tall, 0.02" (0.51 mm) thick	
	Tape	2" wide Aluminum tape	
	Screws	1" Self fastening screws for fastening dome and lower reflective elbow.	
	Tunnel clips	Flexi-Loc clips	
Sizes	Standard Sizes	TGC - 14" and 22" diameters TMC - 14" diameter	
	Tunnel lengths	Maximum	20'
		Minimum	16"
	Dome 014	Thickness = 1/8" or 3mm, Height = 6 15/16" or 176.5mm, Outside diameter= 17 9/16" or 446.2mm, Inside diameter = 16 7/8" or 429.5mm.	
	Dome 022	Thickness = 1/8" or 3.2 mm, Height = 16-5/16" or 415 mm, Outside diameter= 25-5/8" or 650.2 mm, Inside diameter = 25" or 633.7 mm.	
	Flashing 14"	29.00" x 29.00" (736.5mm x 736.5mm)	
	Flashing 22"	37" x 37" (940mm x 940mm)	
	Ceiling Ring Size	14" Models	22" Models
Inside Diameter = 356.5 mm, Outside Diameter = 426 mm.		Inside Diameter = 557.5 mm, Outside Diameter = 627 mm.	
Certification	Air/Water/ Structural	<input checked="" type="checkbox"/> Hallmark <input checked="" type="checkbox"/> Florida <input type="checkbox"/> TDI <input type="checkbox"/> Miami Dade <input type="checkbox"/> IAPMO-ES <input type="checkbox"/> LA Research Report	
	Thermal (Energy Models)	<input checked="" type="checkbox"/> U-Factor <input checked="" type="checkbox"/> SHGC <input type="checkbox"/> Energy Star Option	
Warranty	Complete Product	10 years from the date of purchase, VELUX warrants that the SUNTUNNEL skylight will be free from defects in material and workmanship	
Changes from Earlier Versions	Exterior	Introduce Flexi-Loc system, Sun Curve, Tall Dome, New elbows	
	Interior	New accessories - Decorative diffuser, plenum rated accessories	
Type Sign	Example	48BD11A	
	Location	Sticker located on the black intermediate ring.	
Other Information	Features & Benefits	Great source of natural light, for spaces where regular skylights are not as practical or where diffuse light is desired.	

ATTACHMENT 7

ENGLISH:

Contents of packaging:

- 1 Dome
- 2 Flashing
- 3 Pivot ring
- 4 Upper elbow
- 5 Rigid tunnel section  
(additional sections are available)
- 6 Lower elbow
- 7 Ceiling ring
- 8 Diffuser (primary and secondary)

Plastic bag:

- Screws
- Tape
- Tunnel clips
- Foam gasket

ESPAÑOL:

Contenido del paquete:

- 1 Cúpula
- 2 Tapajuntas
- 3 Anillo pivotal
- 4 Codo superior
- 5 Sección de túnel rígido  
(secciones adicionales disponibles)
- 6 Codo inferior
- 7 Anillo del cielo raso
- 8 Difusor (principal y secundario)

Bolsa plástica:

- Tornillos
- Cinta
- Sujetadores para túnel
- Empaquetadura de gomaespuma

FRANÇAIS :

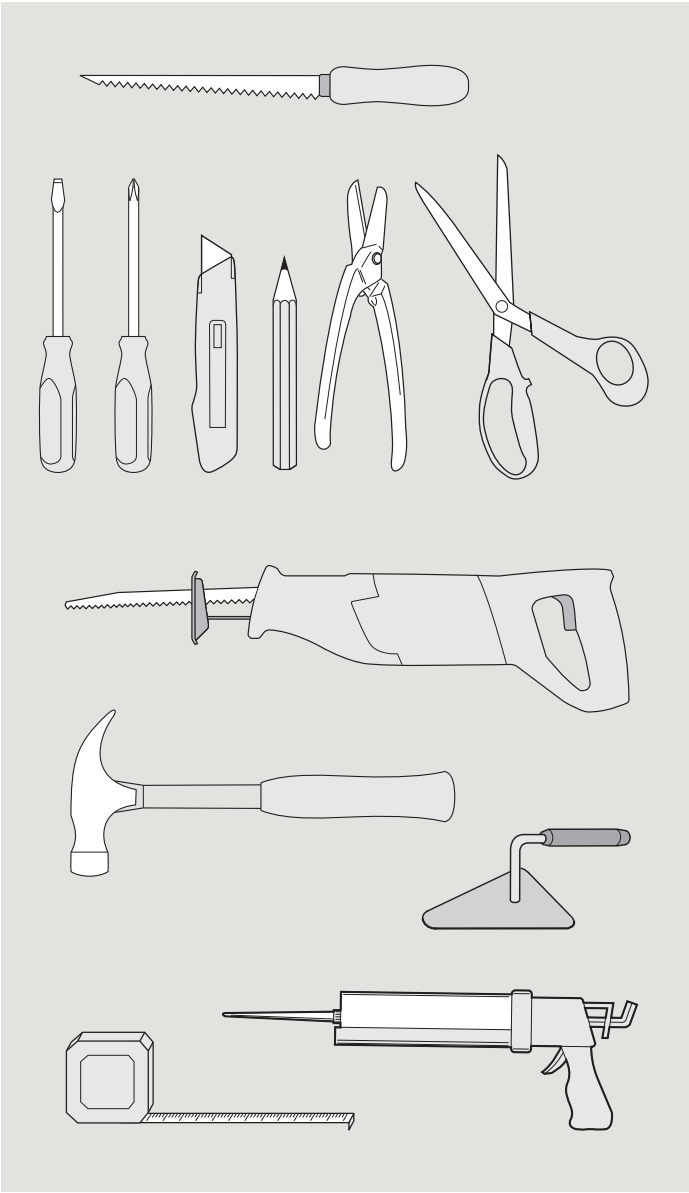
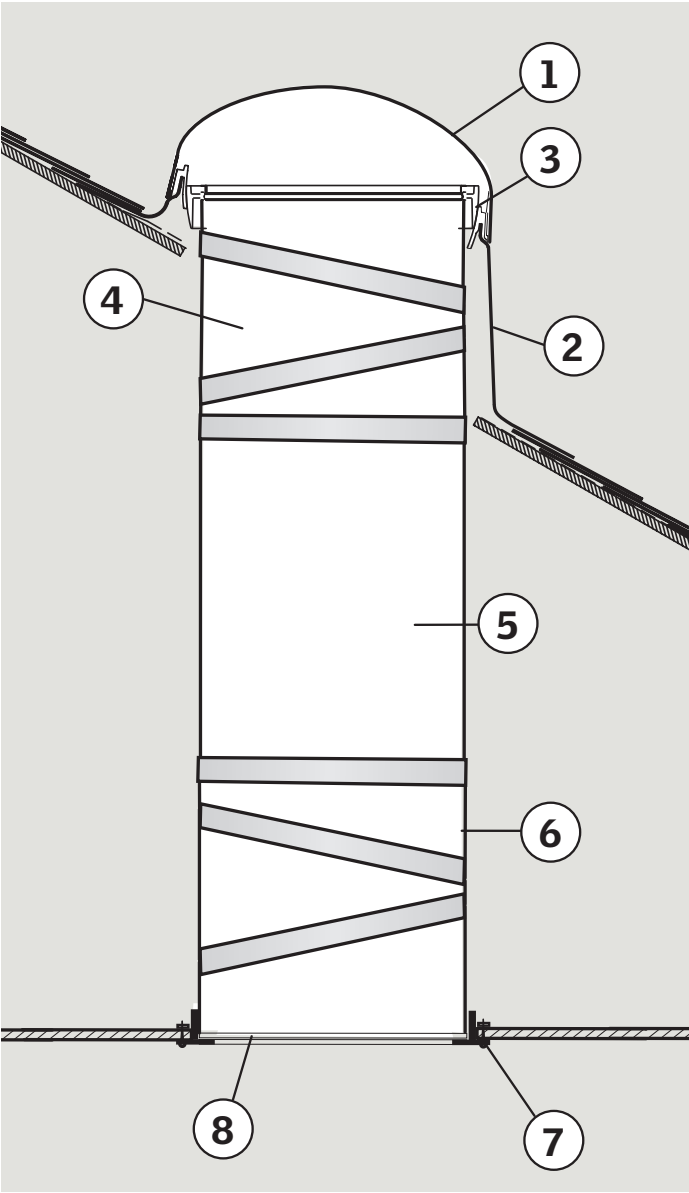
Contenu de l'emballage :

- 1 Dôme
- 2 Solin
- 3 Anneau pivotant
- 4 Coude supérieur
- 5 Section de tunnel rigide  
(sections additionnelles disponibles)
- 6 Coude inférieur
- 7 Anneau de plafond
- 8 Diffuseur (primaire et secondaire)

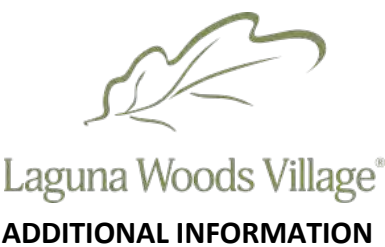
Sac de plastique :

- Vis
- Ruban
- Attaches du tunnel
- Joint en mousse

TOOLS · HERRAMIENTAS · OUTILS







For additional information including alteration guidelines, visit the Laguna Woods website at [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com). Select the "Residents" Purple Tab. A dropdown menu will appear. Select Manor Alterations under the Services heading.

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Third Laguna Hills Mutual  
United Laguna Woods Mutual  
The Towers Mutual 50  
Village Management Services  
Board Meeting Videos

Services

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Manor Alterations  
Resident Services  
Social Services  
Vehicles & Decals

Financial Services  
Maintenance & Landscaping  
Reservations  
Security Services  
Transportation Services  
Village TV (TV6)

Home / Residents / Resident Services

At Your Service

This page will provide you with informational resources such as Alteration Standards, Alteration Fee Schedule, contractor information, and contact information for the Manor Alterations division.

Manor Alterations

If you are hiring a contractor to do work on your manor, you must ensure they are following the community's rules. For questions contact Manor Alterations in Resident Services by calling 949-597-4616 or emailing [alterations@vmsinc.org](mailto:alterations@vmsinc.org).

Your contractor may perform work only during the following designated times:

- Monday through Friday from 7 a.m. to 5 p.m. (only quiet work permitted between 7 a.m. and 8 a.m.)
- Saturdays from 9 a.m. to 3 p.m.
- No work is permitted on Sundays and VMS Observed Holidays.

To access the Village, contractors must obtain an Alterations Contractor Pass, which is issued with a Mutual Consent. Contractors are prohibited from parking in visitor parking; they must use street parking.

Your contractor is your responsibility. Please ensure the contractor follows the [construction waste rules](#). If your contractor does not abide by the rules your Mutual has set, you may be held responsible. Consequences can include a hearing before the Board and fines.

Contractor List

Third Alterations Guidelines

United Alterations Guidelines

Construction Waste Rules

Third Alterations Standards

United Alterations Standards

Alteration Fee Schedule

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## Laguna Woods Village®

### MEMBER NOTICE

## ASBESTOS AND LEAD HAZARDOUS MATERIALS

All homes in Laguna Woods Village were constructed in the 1960s and 1970s. At that time, asbestos and lead-containing materials met local codes as well as state and federal regulations. These materials, known to be hazardous, were used extensively throughout many building products.

#### Asbestos Containing Materials include but are not limited to:

- Ceiling tile
- Floor tile/linoleum and mastic
- Textured wall surfaces
- Stucco & Tex-coat
- Cove Base Mastic
- Transite Panels behind bathroom shower walls
- Sprayed acoustical ceilings & attic overspray
- Fire doors
- Structural fireproofing
- Pipe/boiler insulation
- Attic insulation
- Heating duct material/insulation

#### Lead Containing Materials include:

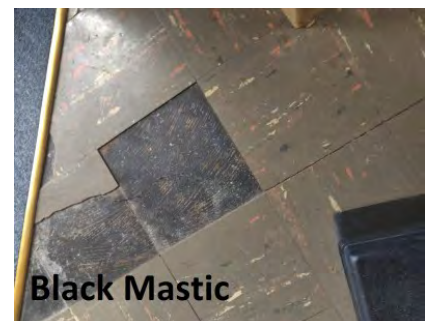
- Lead Based Paint
- Lead containing ceramic tiles

Disturbing these hazardous materials without proper safeguards can be hazardous to your individual health, the worker's health and the environment.

Prior to any disturbance of such suspect materials, it is required that they first be tested and categorized by CA-State Certified Asbestos/Lead consultants. Based on such determination based on the levels of lead and asbestos content, the proposed renovation activities may have to be assigned to a contractor specifically licensed for asbestos/lead work in compliance with federal, state and local laws, codes and regulations. Work performed without providing the required documentation may result in exposure, costly cleanup process, legal liability, fines & penalties to the member. Violators also may be reported to CAL-OSHA and EPA/AQMD.

There are major legal consequences and fines set forth by city, state and federal regulations in addition to the legal liability concerning the health effects on contractors and workers conducting the work.

Mutual members and their contractors are required to abide by all applicable federal, state and local laws, ordinances, codes and regulations relating to disturbance, removal, transportation and disposal of asbestos and lead containing materials in their homes, in addition to any requirements set forth by the member's Mutual. Members must check with the Manor Alterations Division at Laguna Woods Village prior to performing any upgrades or renovations to the unit.



**FOR MORE INFORMATION VISIT [HTTPS://WWW.EPA.GOV/ASBESTOS](https://www.epa.gov/asbestos)**

## PERMIT-LESS ALTERATION FORM

This form shall be completed by the member in accordance with Resolution XX-XX-XX and submitted to Manor Alterations via email address: [alterations@vmsinc.org](mailto:alterations@vmsinc.org). Member shall receive a confirmation email from Manor Alterations upon receipt of this completed form, including an assigned receipt number. Members must retain that receipt number for records.

**Manor:**
**Street:**
**Receipt #:**

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, a (hereinafter referred to as the "Corporation"), hereby submits this completed form in order to make the alteration described herein to the Manor. Said alteration shall be performed in accordance with City of Laguna Woods code and the Mutual policies. A duly licensed and insured contractor shall perform all code required work; and which is incorporated herein and made a part hereof. United Laguna Wood Mutual, per Resolution XX-XX-XX, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

### ALTERATION DESCRIPTION

"Like for Like" Alterations are inclusive of same size envelope and location, same power connection, voltage, amperage, function, flow, and plumbing connections outside of wall. Any alterations beyond "Like-for-Like" scope will require a Mutual Consent and/or Demolition Permit. If you have questions, please contact Manor Alterations at [alterations@vmsinc.org](mailto:alterations@vmsinc.org) or (949) 547- 4616.

#### CATEGORY I

☐ Refrigerator  
☐ Stoves/Oven  
☐ Toilet  
☐ Vanity  
☐ Dishwasher  
☐ Faucets/Sinks/Garbage Disp.  
☐ Kitchen Counter Top (& Backsplash)  
☐ Kitchen Cabinets Doors (& Fronts)  
☐ Microwave  
☐ Ceiling Fan  
☐ \*Hot Water Heater  
☐ In-wall Heat Pump/AC  
☐ \*Shower & Tub Enclosure  
☐ Central & Split System AC/Heat Pump

#### CATEGORY II

☐ Refrigerator  
☐ Stoves/Oven  
☐ Microwave  
☐ Dishwasher  
☐ Faucets/Sinks/Garbage Disposal  
☐ Kitchen Counter Top (& Backsplash)  
☐ Kitchen Cabinets Doors (& Fronts)  
☐ Bath Faucets/Sinks/Counter Tops  
☐ Vanity  
☐ \*Shower & Tub Enclosure  
☐ \*Hot Water Heater

\*Requires a City Permit

### APPLIANCE AND/OR PRODUCT INFORMATION

**Make**
**Model**
**Spec**

#### SHAREHOLDER WAIVER

I understand & acknowledge that I am responsible for the actions of myself and/or my contractor(s), I understand & acknowledge that I am responsible for any repercussions, damages, claims, fines, or violations that result from the actions or inactions of myself and/or my contractor(s).

**Name**
**Date**
**Signature**

**IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND UPON REQUEST, COPIES OF DISPOSAL MANIFESTS WILL BE PROVIDED TO THE CORPORATION.**



### ATTACHMENT #3

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 : \_\_\_\_\_



The common consensus is that Board members should focus on “oversight”, but not “management”. KPI is a great tool to help Board and Committee members focusing on issues and resolve them before they become major issues. Some issues are not obvious in the beginning, but a KPI trend will tell a definite story. Board and Committee members can use KPI to verify if everything is still in good order without getting into management. Here I propose 3 sets of basic KPIs, and will use Manor Alteration as examples to demonstrate what they are and how they can be used as an oversight tool without getting into management:

- 1- **Workload KPIs** – Workload KPIs indicates **how many works** of a division, department, or a category. Assume we collect these information weekly. It includes the following KPIs:
  - a. Basic KPIs -
    - i. **Beginning Permit Application Count** – How many outstanding permit applications at the beginning of the week. This should be carried over from last week’s ending permit application count;
    - ii. **New Permit Application Count** – How many new permit applications received this week.
    - iii. **Closed Permit Application Count** – How many permit applications closed this week.
    - iv. **Ending Permit Application Count** – Total outstanding permit application at the end of the week. This count should be the same count of next week’s Beginning Permit Application Count
  - b. **Balancing Algorithm** –
    - i.  $(\text{Beginning Count}) + (\text{New Count}) - (\text{Closed Count}) = (\text{Ending Count})$
    - ii.  $(\text{Current Week Beginning Count}) = (\text{Previous Week Ending Count})$
  - c. **How to interpret Workload KPI** – Basically the workload is measured by Ending Count. The trend of the Ending Count tells whether the workload is increasing or decreasing.
    - i. When the workload trend of the Ending Count is **decreasing** (say in 3 consecutive weeks), this is a good sign. It could be either the New Count is decreasing, the Closed Count is increasing, or both. Management needs to check the causes, study the impact to the operation and make adjustments accordingly if necessary;

- ii. When the workload trend of the Ending Count is **increasing** (say in 3 consecutive weeks), this should be a warning sign. It could be either the New Count is increasing, the Closed Count is decreasing, or both. Management needs to check the causes, study the impact to the operation and make adjustments accordingly if necessary.
- iii. Example – During the pandemic period, the Ending Count for application permit could increase from 10 to 20 to 30 to 50 to 70 to 100 ... etc. This kind of increasing trend should give management a warning that the workload is beyond the capacity of current staff. Some actions need to be taken to bring it back to normal. Don't wait until it becomes a big problem.
- d. **Slice and Dice** – This workload analysis can be further broken down at category level, team level, or aggregate to the organization level. This can be made to hold different levels of staff accountable for their own performances. In the case of Manor Alteration, we can have WorkLoad analysis by permit categories. Some category may take a long duration for approval, some may take short duration. This trend by category can identify specific issues related to each categories. Above example of workload increase may be mostly on certain application permits. Is there proper action that can focus on those certain categories?
- e. **Benefit:** With this workload KPI analysis, Our current MA process delayed problem could have been detected within 3 weeks as soon as the trend started. Recommendations could have been prepared and proposed quickly to the Executive management and Board for remediation. Executives and Board members should be alerted way before it becomes a major issue, and communication can be made to inform residents the situation and what will be done to reverse the trend. A proactive and preventive action will help alleviate the potential problem.
- f. **Data collection:** Please provide me 13 weeks of Beginning, new, closed, and ending application permit request counts. I will generate KPIs for your review.

2- **Efficiency KPIs** – These KPIs are used to find out **how fast** the application permit process is. Basic KPIs are the same as Workload KPIs,

a. **Basic KPIs** – all below KPIs are calculated in a **3 or 4 weeks moving average** to eliminate periodic spikes;

- i. 4 Weeks Average Ending Count and
- ii. 4 Weeks Average Closed Count;
- iii. Actual Staffing Hours= Total hours in a week staff worked on application permits
- iv. 4 Weeks Average Actual Staffing Hours
- v. Full Staff Working Hours = Total hours in a week staff planned to work on application permit

b. **Algorithms** –

- i. Efficiency KPI = (Closing Count) \* (Full Staff Working Hours) / (Actual Staffing Hours)
- ii. Remaining Effort KPI = (Ending Count) / (Closed Count)

c. **How to read these KPIs** –

- i. **Efficiency KPI** measures how many permit can be process during a week for full staff.
  1. The higher the efficiency KPI, the faster and more efficient the current staff work based on full staff. When the trend is going down for 3 consecutive weeks, the management should find out what's causing the trend and prepare a plan for idle staffs;
  2. The lower the efficiency KPI, the longer the less efficient the current staff work based on full staff. When the trend is going up for 3 consecutive weeks, the management should find out what's causing the trend and prepare that staff to speed up or increase staff level.
- ii. **Remaining Effort KPI** indicates how long will it take to finish current Ending Count permit applications;
  1. This KPI measures the efficiency of actual staff.
  2. If the trend is going up, it means the staff cannot catch up with work load, even though they may work efficiently as indicated by Efficiency KPI. Management needs to look into reasons and alternatives to improve this KPI.

3. If the trend is going down, it means the staff is doing good with work load, even though they may not work efficiently as indicated by Efficiency KPI. Management may need to look into reasons and alternative to improve staff's efficiency.
- d. **Slice and dice** – These KPIs can be used to measure by category to further identify if there is a trend of certain category is done faster or slower, and prepare for that direction, by team or group, or aggregate to organization level.
- e. **Benefit:** A consecutive trend will alert different management levels to check if processes need to be adjusted to react to business demand changes and needs.
- f. **Data collection:** Please provide me weekly staff working hours starting from next week. I will generate efficient KPIs for your review after 4 weeks data.



3- **Effectiveness KPIs** – Efficiency means working fast, effective means **working the right way so no time is wasted**. If the approach is not perfect, the faster the staff work, the more work it will generate. This effectiveness KPI measures how many times it requires communication between staff and applicants needed before a permit decision is made. By improving the communication, staff will be able to provide applicants faster service and close the application earlier.

a. **Basic KPIs** –

- i. Application Contact Count – Number of contacts for an application to be closed;
- ii. Repeated Contact Report – A report of permit applications count by number of contacts for each category.

b. **Algorithms** –

- i. TBD

c. **How to read these KPIs** –

- i. Those categories with highest number of contact counts indicates complexity of application process, may need to redesign the process flow to ease the application process;

d. **Slice and Dice** – The same slice and dice concept can be applied to team, department, or aggregate to organization level

e. **Benefit:** By modifying and ineffective process, reducing back and forth communication between staff and applicants, reducing the time required to process some applications, the efficiency can be Improved and closed count will be improved.

f. **Data collection:** This data collection process will be delay until above two sets of KPIs are well understood.

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## STAFF REPORT

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**DATE:** February 4, 2021  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Manor Alterations Staff Additions  
Historical Context & Additional Staff Request

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### **RECOMMENDATION**

- I. Recommend to the Board the following full-time permanent positions be added to the Manor Alterations Division (MA):
  1. Counter Staff (2) Operations Specialists,
  2. Phone Staff (2) Operations Specialists,
  3. Resales (1) Float Inspector, and (1) Operation Specialist,
  4. Float Inspector (1).

The above adds seven (7) staff members to the Manor Alterations Division. A financial analysis is provided as Attachment One - Financial Analysis which describes the fiscal impact of the added staff by the valid adjustment of increased fees and fines to the Fee Schedule. Attachment Two - Organization Chart Division 925 is included to graphically depict the added positions within the division. Attachment Three – Revised Fee Schedule indicating modifications to the fees for certain items noted in the Financial Analysis.

- II. Recommend a six (6) month moratorium on Variance review and report preparation.

### **BACKGROUND**

Past circumstances relating to the Pandemic, computer malware issues, and high demands from both resales and mutual consent applications have placed significant stress on the Manor Alterations division operations resulting in long wait times, delays in responding to emails and phone calls, long processing of mutual consents, and resale inspection processing. The following is a more descriptive example of the causes:

#### **Changes Driven by COVID 19:**

- The Pandemic required a drastic change in the standard operational procedures of how applications, payments, and inquiries were managed. In an effort to continue service to members, the public counter was closed and all submittals were then made, and continue to be made, by digital submission. This caused a large dynamic shift in the interaction with the members, contractors, and realtors as follows:

- Member phone calls increased exponentially, creating an unprecedented backlog of calls, resulting in significant delays in responding to phone messages; which in turn created additional phone calls in the queue. The Manor Alterations Division simply does not have adequate staffing to address the new volume of calls and questions resulting from the new Pandemic-operational requirements. This shift to a new digital model will have a permanent impact on the Division's operations which requires additional staffing to address the resulting service deficiency. On average, it requires three or more conversations to explain to members/contractors how to complete an application and explain how the permit process works. This is due to the complex rules and regulations which must be administered by staff on behalf of the two mutuals, which directly affect the architectural, restoration, asbestos regulations, and escrow requirements for the resale of Manors.
- Website changes are needed. Permit submittals require additional processing time as multiple submissions have to be made due to the difficulties the members face when obtaining information from the website. The members are required to download floor plans, certificates of insurance, and mutual consent forms. This information may be difficult to find on the website, and presents a challenge to walk members/contractors through it step-by-step via the phone, requiring significant man-hours to handle in a timely manner.

### **Changes Driven by Malware:**

- **Website and Application Procedural Revisions:**
  - A prior report requested revisions to the website content and simplification of the location of links for ease of member access and to information. This revisions have been delayed due to the malware problem.
  - Application documents, check lists, asbestos hand-out material, insurance certificate changes, and mutual consent modifications were marked up to better assist in the completion of applications. Many electronic versions of these files were lost during the malware problem prompting a re-type of the forms.
  - Standard details to be revised. United Mutual ACSC agreed to review cost estimates to revise the standard details to facilitate faster review time and expedient counter permit issuance. This revision has also been delayed due to the malware problem.
  - Classification of the permit process was suggested and well received by VMS and the ACSC committees.
    - This new process of classifying the applications into three (3) classes was well received and tied to the standard drawing revision concept. The mutual consents "MC" would be placed into three distinct classifications of either I, II, or III.
    - Their classification was dependent on the complexity of the Scope of Work. The restructuring of the Division's "intake" group would allow Classification I permits to be issued out-right without the burden to inspectors' further review, thereby streamlining the process.



- **Asbestos Containing Materials or “ACM” Management Burden:**

- Asbestos is known to exist in many buildings in the Village and became a prominent part of mutual concern as early as 2018. It is commonly found in the Village in materials such as stucco, drywall tape and joint compound, floor tile, and tile mastic. The presence of this highly regulated material forced MA to manage the receipt of separate demolition documents to prove the completion of demolition work in accordance with SCAQMD, CalOSHA, and local City guidelines. This procedure is in place to protect the Mutual, members, contractors and VMS employees. This requires additional work and submission from the members of:
  - Issuance of a separate demolition permit
  - Initial ACM testing
  - Air Clearance Testing at work completion
  - Regulated removal and manifest processing
- The completion of an additional demolition permit adds more time and confusion to the member/contractor. The distinction between the two permits and scope of work requires causes frustration among permit applicants.
- ACM has caused an additional burden to the mutual consent process and staff manpower allocation.

The above conditions have caused increased phone and consent wait times even with the revisions to mutual consent classifications. The asbestos regulations are governed by SCAQMD and CalOSHA. VMS staff does not add or subtract from these stringent requirements. Staff simply ensures they be met to protect the mutual, staff, and residents. The future website revisions will not dramatically reduce the wait times associated with meeting asbestos requirements. Additional staffing and restructuring of the Manor Alterations Division is required to improve service in this area overall.

## **DISCUSSION**

The long wait times are not the result of a single event and have taken place over a long length of time. Clearly there is not one modification, but changes on many levels, that are needed to decrease wait times in areas of phone inquiry, mutual consent review, and process communications. The addition of staff, reclassification of certain permits (for “over the counter” issuance), and website revision all contribute to cure the current service deficiencies, which will result in a better service experience for the members.

As a temporary measure to assist with the management of the large volume of un-answered email and phone calls VMS is lending existing VMS staff to supplement Manor Alterations. There are four (4) people providing assistance to MA by contributing a total of 32 hours cumulatively per week to answering calls and respond to emails. This has been an asset as the VMS staff is familiar with the Stellar program and can record information in the system. The Manor Alterations Coordinator is providing 8 hours/week to this specific endeavor as well. These added personnel are helping greatly to: 1) acknowledge receipt of resident inquiries and applications; and 2) provide a general timeframe of when their applications will be processed,

and 3) log in information into the Log. This is provided as interim assistance to the members while new staff is hired and trained.

The following are staffing recommendations:

- **Division 925 Intake Revisions:**
  - Promoted Geovany Cortez (completed) to a Sr. Operations Specialist
  - Request of (4) additional staff members for “Intake” supplement to phone and email responses.
  - Request of (1) Float (work between both mutual) Inspector.
- **Division 925 Resales Personnel Revisions:**
  - Add new resales Inspector (1) and Operation Specialist (1).
- **Division 925 Variance Inspector:**
  - Fill this previously approved and budgeted position (not yet filled)

*A complete organization chart for the Manor Alterations Division 925 staff has been assembled and provided with this Report as **Attachment Two**. The suggested new positions are not considered to be a “short-term” solution but will be needed for a “long-term” solution to meeting member service.*

- **Inclusion of Resale Inspections:**
  - Resale inspections and real estate agents’ demands have further burdened the division with expedited requests for closings as unauthorized work continues to occur. Realtors and escrow companies demands have grown exponentially. A Virtual Realtor meeting was held last month in an effort to exchange information to better communication and provide consents in a timely manner.

MA suggested that realtors request a 1<sup>st</sup> Inspection as soon as possible to give MA more time to complete the report and allow the owner to make corrections for a final release. The outcome of this request is not yet known. Adding a new resale inspector and operations specialist positions is a critical component to faster inspection and processing of documents to escrow.

- **Classification of Mutual Consents**

**CLASSIFICATION I** - Elementary permit: This level involves a type of Alterations permit issuance that can be made “over-the-counter” in a one visit or single request to Alterations. Provide minor Stellar program search for any extenuating circumstances. Permits in this classification will only require a final inspection for close-out and no city permit is required. A completed application for Consent, COLI, and permit fee are all that is required. The following are permits allowed in this classification:

1. Solar Tubes, Carport Cabinets, A/C replacements, water heater replacements, minor flooring alterations,
2. Wall Hangers, gates.

Standard Plans Needed: Revisions to details would be of assistance for permit issuance. Many of these current standard details are not legible and the information contained therein should be changed due to erroneous or incomplete information. Revise standard details are needed to update readability, and ease of constructability.

**CLASSIFICATION II – Medium Complexity:** This level involves a type of Alterations permit issuance that would be accepted “over-the-counter” and will require an Alterations Inspector review and approval. Some will require a Demolition permit as well. A City permit is likely required depending on any minor structural and mechanical permits (like plumbing, electrical, mechanical) needed. Permits in this classification will only require an Alterations final inspection for close-out and member submittal of final city permit. However, if a variance of any item is required, then it becomes a Classification III. The following are permits grouped in this classification:

1. Kitchen Renovation, Bathroom Renovation, HVAC unit modifications, Partition Wall modifications,
2. Patio Covers, window replacements, ceiling lighting, mechanical alterations of electrical, HVAC ducting, plumbing (waste and/or water line revisions).
3. Doorway extensions.

**CLASSIFICATION III:** This level involves a type of Alterations permit issuance that must be reviewed in depth by an Inspector. Permits in this classification will require a demolition consent, asbestos monitoring, reporting, and clearances, improvement permit, city permit, and final inspection for close-out. There may be a need for a variance approval and land covenant processing. The following are permits grouped in this classification:

1. Atrium Enclosure, Breakfast Room Addition,
2. Modifications to exclusive common area,
3. Structural modification of any nature,
4. Solar Roof Panels,
5. Garage encroachment build-out.

The above revisions are intending to yield the following results:

Classification I: Processing Timing: 6 Working Days

Water heater, A/C or Heater replacement Like for Like,

Classification II: Processing Timing 14 Working Days

Bathroom splits, Garage Door Replacements, Solar Tube, Kitchen Remodel, Bathroom Remodel.

Classification III: Processing Timing 21 Working Days (not including Mutual processing)

Variances of any kind (suspended for 6 months), full manor renovations, balcony modifications, existing common area modification, new common area modifications

- **Moratorium on New Variance Applications**

The current work load necessitates a reduction in some of the work in an attempt to get past the backlog of prior requests, and to allow education of new staff hired. A typical variance for a patio enclosure, or building structural modification requires on average 17 hours to produce. The process involves site visits, extensive document review,

comment and communications with design professionals, reporting, and project tracking. The Mutual would place a temporary hold of 6 months on all variance requests to allow staff some reduction in the work load.

**Prepared By:** Robbi Doncost – Manor Alterations Manager

**Reviewed By:** Gavin Fogg – Manor Alterations Supervisor

Ernesto Munoz – Maintenance & Construction Director

**ATTACHMENT(S)**

**Attachment One – Financial Analysis**

**Attachment Two - Organization Chart Division 925**

**Attachment Three – Revised Fee Schedule**

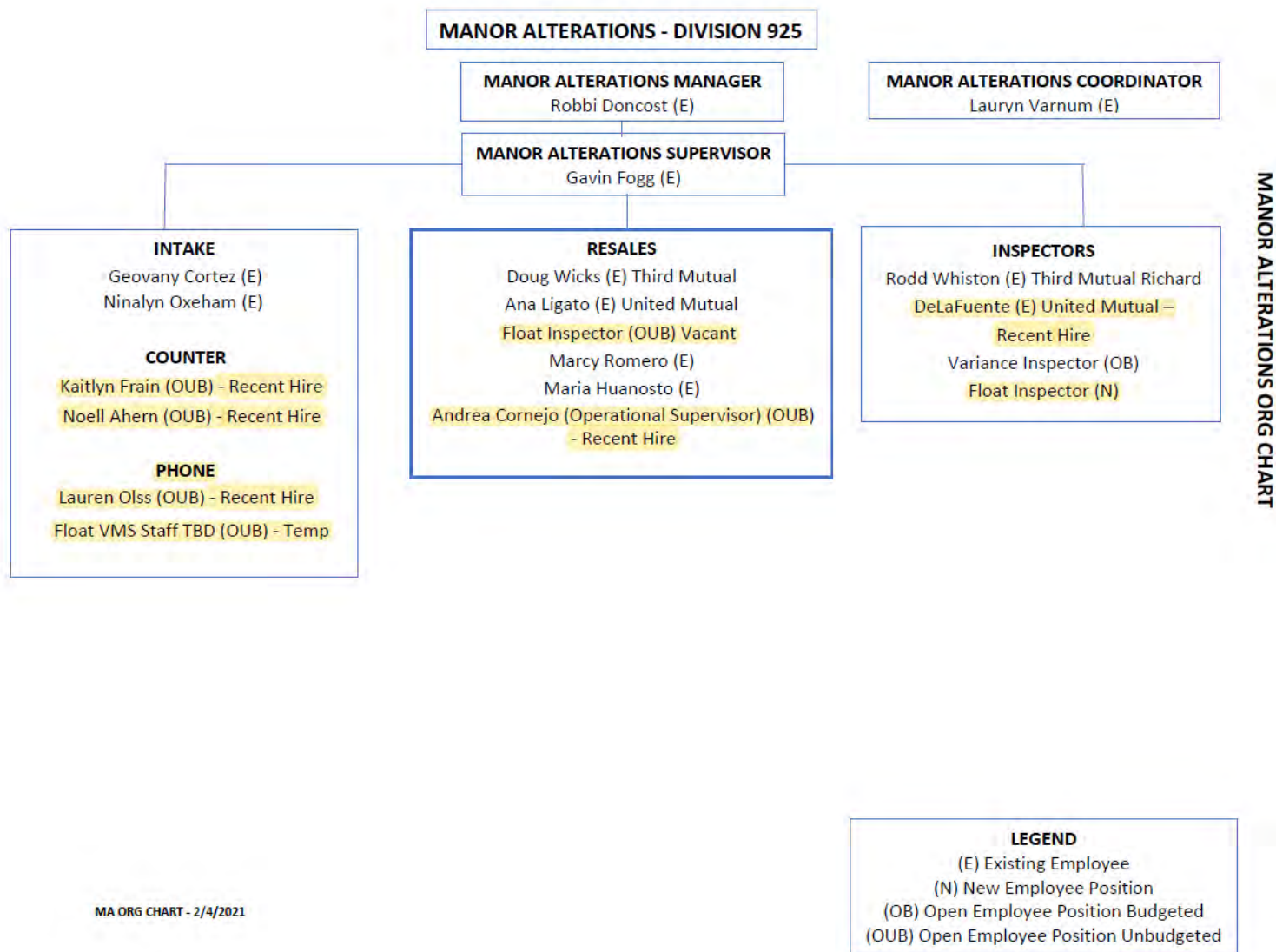


## Attachment One – Financial Analysis

925 ADDED STAFF FINANCIAL ANALYSIS					
DIVISION 925		January 15, 2020			
See Organizational Chart for listing of new positions and new staff added.					
STAFF ADDITIONS		Economical Impact			
<u>Counter Staff Added</u>		<u>Rate/Hr.</u>	<u>Yearly Pay</u>		
0	promotion-Sr. Op Specialist	2.2	\$ 4,576	1) Previously Appv'd position	
1	1 Counter Operational Specialist	19	\$ 39,520		
2	2 Counter Operational Specialist	19	\$ 39,520		
<u>Phone Staff Added</u>					
3	3 Phone Operational Specialist	19	\$ 39,520		
4	4 Phone Operational Specialist	19	\$ 39,520		
<u>Resales Staff Added</u>					
5	5 Inspector Float	28.85	\$ 60,000		
6	6 Operational Specialist	19	\$ 39,520		
<u>Inspectors Staff Added</u>					
7	7 Float Inspector (3rd & United)	28.85	\$ 60,000		
			<b>Total Salary Increase Per Org Chart</b>	<b>\$ (322,176)</b>	
<u>Economical Resource Alternatives</u>					
<u>Mutual Consents</u>		Current Fees	MC Proposed Fee Increase		
MC Permit Fees Collected 2020		\$ 110,500	\$ 120,000.00	2) MC Permit Fees Calculated See Exhibit "A"	
<u>Resale Inspection &amp; Report Fees</u>		Current Fees	Proposed Fee Increase		
Third Resale Inspections		\$ 37,375	\$ 45,000.00	3) Resale Inspection & Report Fees Calculated See	
United Resale Inspections		\$ 48,750	\$ 45,000.00	Exhibit "A" for Fees	
		\$ 86,125	\$ 90,000		
			Proposed Fee Increase		
		Current Fees			
			4) Resale Inspection & Report Fees See Exhibit "A"		
<u>Variances</u>		24	24		
		VARs/YEAR	VARs Actual	Additional Fee Generated	
Variance Fee \$150/VAR.		\$ 3,600	\$ 7,944	\$ 4,344	5) 24 Variances per year average.
<u>Added Fines</u>					
MA Issued IN110 Stop Notice		Fine of \$500 X 17 events	\$ 8,500	6) 1.42 per month	
MA Issued N of Correction 9378		Fine of \$250 X 43 events	\$ 10,740	7) 3.58 per month	
			<b>Added Proceeds for Various Cost Revisions</b>	<b>\$ 323,584</b>	
			<b>Total Financial Impact</b>	<b>\$ 1,408</b>	<b>per year</b>
			Added Income		
NOTES:					
1) This rate is noted as the increase from prior position to new position rate increase as previously approved.					
2) MC Permit Fees see Exhibit "A" for Current & Proposed Fees					
3) Resale Fees see Exhibit "A" for Current & Proposed Fees					
4) Resale Inspection & Report Fees See Exhibit "A"					
5) Increase of Variance fee proposed to cover acutual cost to owner					
6) MA Stop Notice Fee- Many are issued for illegal work or ACM P-5 Cleanup					
7) Correction Notice Issuance for work not conforming to Standards and Policy					
The current variance fee of \$150 doesn't come close to covering the site visits, staff reporting, and preparation					

EXHIBIT "A"				
MUTUAL CONSENT CURRENT FEES				
Mutual Consent Current fee based on Average of records searched in 2020				
MCs processed '2020	325 records for the AV yr.			
MC Fee Av 2020	\$	340	for PA01 & PA02 Mutual Consent	
MC FEES COLLECTED 2020	\$	110,500		
MUTUAL CONSENT PROPOSED FEE INCREASE				
United \$100 Fee Increase X 600 AV MC's/yr	\$	60,000	Fee Increase only	
Thirđ \$100 Fee Increase X 600 AV MC's/yr.	\$	60,000	Fee Increase only	
MC PROPOSED FEE INCREASE	\$	120,000	Proposed Fee Increase	
RESALE INSPECTION & REPORT FEES CURRENT & PROPOSED				
Current Fees 2020				
Thirđ Report Cost Current : \$115	\$	37,375	325 resales inspections	
United Report Cost Current: \$150	\$	48,750	325 resales inspections	
	\$	86,125	Current Fees	
Fee Increase				
Resale Inspections in 20211				
United \$100 Fee Increase X 450 Insp't	\$	45,000.00	Fee Increase only	
Thirđ \$100 Fee Increase X 450 Insp't	\$	45,000.00	Fee Increase only	
	\$	90,000	Proposed Fee Increase	
Projected an increase in Resale Inspections due to staff and no malware problems				
VARIANCE FEES ACTUAL				
Per 2021 Bill Rates Schedule				
	\$	38.94		
			Hrs.	Total
Inspection Site Visit & Gen. Data	\$	38.94	1.5	\$ 58.41
Manor Research Tickets/MC's/Violations	\$	38.94	2.5	\$ 97.35
Operations Specialist Report	\$	38.94	1.5	\$ 58.41
Operations Specialist Filing & Transmittal	\$	38.94	1.5	\$ 58.41
Misc. Reissue & Resale Coord. O.S.	\$	38.94	1.5	\$ 58.41
			8.50	\$ 330.99
			Hrs	per report
				Actual Cost
	Actual Fee 24 X @330.99 =			\$ 7,943.76
EXHIBIT "B"				
VARIANCE ASSEMBLY & REPORT PROCESSING FEE ALLOCATION				
Per 2021 Bill Rates Schedule				
	\$	38.94	Hrs.	Total
Rev of Variance Initial Req. & Discssions	\$	38.94	0.5	\$ 19.47
Initial Stellar & Policy Review	\$	38.94	1	\$ 38.94
Site Visit & Doc Assembly	\$	38.94	4	\$ 155.76
Report Assembly	\$	38.94	7	\$ 272.58
Added Plan Coordination/MC	\$	38.94	2	\$ 77.88
Supervisor Review & Comments	\$	38.94	1.5	\$ 58.41
Manager Review & Edits	\$	38.94	1	\$ 38.94
			17	\$ 661.98
			Hrs	Per Variance
				Actual Cost

**Attachment Two - Organization Chart Division 925**





## Attachment Three – Revised Fee Schedule

Rev. January 25, 2021 : Alteration Fee Schedule Proposed



### Alteration Fee Schedule

#### Mutual Consent for alteration(s) fee schedule

For items not listed, please call the Alterations Department at 949-597-4818

[alterations@vmsinc.org](mailto:alterations@vmsinc.org)

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans

All items require HOA Mutual Consent for manor alterations; city permit required as shown.

All construction, with a value of \$500 or greater, is subject to a refundable \$250 conformance deposit.

Unauthorized Alteration Fee	\$500
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic ceiling removal	Yes
Awnings (standard, less than 54")	No
Awnings (powered)	Yes
Air conditioner, central (replacement)	Yes*
Bath tub replacement	Yes
Block walls (less than 4 feet high)	No
Block walls (more than 4 feet high)	Yes
Planter wall	No
Dishwasher	Yes
Doors revisions (exterior)	No
Electrical	Yes
Exhaust fan	Yes
Fences and gates	No
Floor coverings (exterior)	No
Flooring (vinyl)	Yes
Gutters and downspouts	Yes
Metal drop shades	No
Modesty panels (balcony)	No
Patio slab revision	No
Patio wall revision	No
Plumbing (Minor)	No
Soft water system	Yes
Soft water system (connected to water heater)	Yes
Storage cabinets (carport)	No
Shades (roll-up)	No

\* Replacement A/C and Heat Pumps will not require City permit so long as the Amperage remains the same as current installed unit.

\* Resale Expedition Fee is \$1200 to provide 1st Inspection, issue report, and process a single Mutual Consent over the counter for like-for-like water heater, A/C unit switch-out, or Class I Mutual Consent issuance for a 45 Calendar Day expedite.

Stop Work Fee Schedule	
Violation of Unauthorized Work	Fee
1st Violation by Contractor	\$500
2nd Violation by Contractor	\$1200**

\*Each subsequent violation doubles prior Violation Fee

\*\*Notice of Asbestos Release is \$1500 + Clean Up and Testing Fees

Variance Processing Fee	\$331
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Inspection Fees Based on Value	
Alteration Type	City Permit Required
Air conditioner (through the wall)	Yes
Bathroom addition (split)	Yes
Central heating & air (new)	Yes
Covers (atrium, balcony, patio)	Yes
Replace or New	Yes
Doors (new)	Yes
Enclosures atrium/balcony/patio	Yes
French doors (new)	Yes
Garden room/solarium	Yes
Heat pumps (through the wall)	Yes
Man doors (new)	Yes
Plumbing (new or relocation)	Yes
Room addition	Yes
Shower to shower	Yes
Skylights	Yes
Sliding glass doors (new)	Yes
Sliding glass door (retrofit)	Yes
Solatubes	Yes
Solar panels	Yes
Tub to shower	Yes
Wall revisions	Yes
Washer and dryer	Yes
Water heater (relocation)	Yes
Windows (new construction)	Yes
Windows (retrofit)	Yes

Inspection Fee Schedule			
Valuation	Current Fee	Proposed Fee	% of Increase
Less than \$750	\$50	\$70	40%
\$750 to \$2,000	\$77	\$108	40%
\$2,001 to \$4,000	\$168	\$235	40%
\$4,001 to \$6,000	\$280	\$392	40%
\$6,001 to \$8,000	\$392	\$549	40%
\$8,001 to \$10,000	\$504	\$706	40%
Above \$10,000	\$700	\$980	40%

MA Issuance of IN110 Stop Notice Fee : \$500

MA Issuance of Notice of Correction Fee : \$250