



OPEN MEETING

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

**Thursday, January 18, 2024 – 9:30 a.m.
Laguna Woods Village Board Room /Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

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

1. Join via Zoom by clicking this link: <https://us06web.zoom.us/j/91432172027> or by calling 669-900-6833 Webinar ID: 91432172027.
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE and AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for December 21, 2023
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

8. 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.*
 - a. Monthly Mutual Consent Report

9. Variance Requests
 - a. None.

10. Items for Discussion and Consideration
 - a. Revision to Standard 20: Patio Covers; Aluminum and Vinyl
 - b. Enact Standard 39: Balcony Enclosures
 - c. Revised Resale Inspection Fee

11. Items for Future Agendas

- a. Revision to Standard 22: Patio Slab

12. Concluding Business

- a. Committee Member Comments
- b. Date of Next Meeting – Thursday, February 15, 2024 at 9:30 a.m.
- c. Adjournment

*A quorum of the United Board or more may also be present at the meeting.

Anthony Liberatore, Chair
Alan Grimshaw, Staff Officer
Telephone: 949-597-4616



OPEN MEETING

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

**Thursday, December 21, 2023 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

MEMBERS PRESENT: Anthony Liberatore – Chair, Ellen Leonard, Sue Quam (arrived at 9:31 a.m.)

STAFF PRESENT: Bart Mejia – Maintenance & Construction, Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Manor Alterations Inspector II, Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

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

2. Acknowledgement of Media

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

3. Approval of the Agenda

Hearing no objection, the agenda was approved by consent.

4. Approval of the Meeting Report for November 16, 2023

Hearing no objection, the meeting report was approved by consent.

5. Chair's Remarks

Chair Liberatore reminded residents to stay informed and involved by attending/viewing the ACSC meetings.

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

None.

7. Division Manager Update

None.

8. Consent

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.

A motion was made to pull the United Monthly Mutual Consent Report for further discussion. Hearing no objection, the Monthly Mutual Consent Calendar was approved unanimously.

a. Mr. Mejia discussed the number of mutual consents issued and completed over a five-month period.

9. Variance Requests

a. 216-D: Variance to add a bathroom, windows, and rearrange rooms

The variance was introduced by Mr. Rudge. Discussion ensued and staff answered questions from the committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

10. Items for Discussion and Consideration

a. Revision to Architectural Standard 18: Gutters & Downspouts

A motion was made to recommend the United Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- a. Revised Resale Inspection Fee
- b. Revision to Architectural Standard 20: Patio and Balcony Covers; Aluminum and Vinyl
- c. Enact Architectural Standard 39: Balcony Enclosures

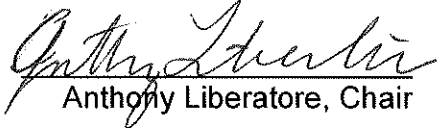
12. Committee Member Comments

- Director Quam was pleased to see how many mutual consents were completed in November and December.
- Director Leonard inquired whether mutual consents expire? Mr. Mejia informed the committee that they do only when there is no activity.

13. Date of Next Meeting: January 18, 2024 at 9:30 a.m.

14. Adjournment

The meeting was adjourned at 10:02 a.m.

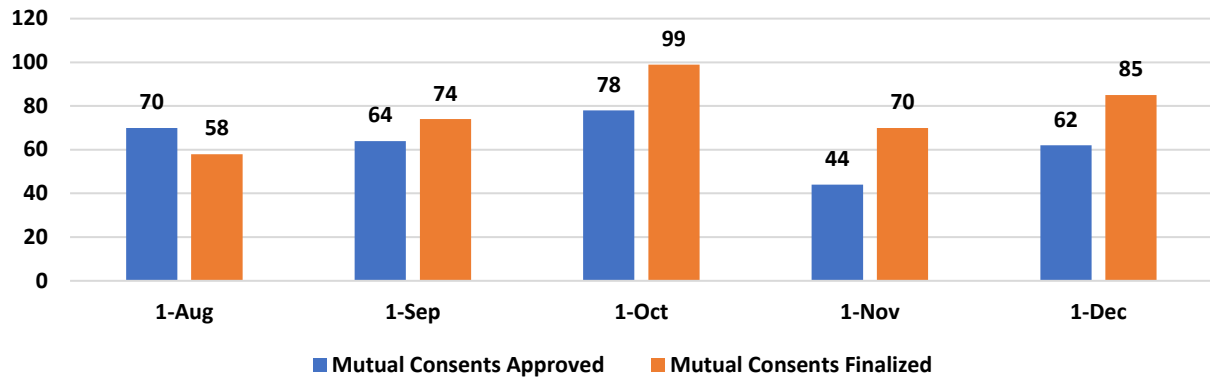

Anthony Liberatore, Chair

Anthony Liberatore, Chair
Alan Grimshaw, Manor Alterations Manager
Telephone: 949-597-4616



UNITED LAGUNA WOODS
MUTUAL

UNITED MONTHLY MUTUAL CONSENT REPORT





STAFF REPORT

DATE: January 18, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 20: Patio and Balcony Covers; Aluminum and Vinyl

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Standard 20: Patio and Balcony Covers; Aluminum and Vinyl.

BACKGROUND

The ACSC initiated a review of the current Standard 20: Patio and Balcony Covers (Attachment 1) and proposed revisions to the Standard are intended to bring it up to current standards and improved designs. Standard 20 was last revised in January 2019, via Resolution 01-19-07 (Attachment 2).

DISCUSSION

In order to allow for updates in material selections; clarify definitions and modifications to existing drainage conditions; clarify allowable conditions for interior atriums; and update drainage requirements for the Patio / Balcony covers themselves, the modifications to this Standard are recommended.

FINANCIAL ANALYSIS

The proposed revisions to Standard 20 do not impact the budget.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assitant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 20: Patio and Balcony Covers; Aluminum and Vinyl
Attachment 2 – Current Resolution 01-19-07
Attachment 3 – Redlined Revised Standard 20: Patio and Balcony Covers
Attachment 4 – Final Draft Standard 20: Patio and Balcony Covers
Attachment 5 – Proposed Resolution 01-24-XX



STANDARD 20: BALCONY AND PATIO COVERS;ALUMINUM AND VINYL
 JULY 2002, RESOLUTION U-02-107
 APRIL 2008, RESOLUTION 01-08-60
 GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
 REVISED JANUARY 2015, RESOLUTION 01-15-02
 GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
 GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57
 REVISED JANUARY 2019, RESOLUTION 01-19-07

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building.
- 2.2** All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications.
- 2.3** Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, beige, and adobe. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by the Alterations Division.
- 2.4** Balcony covers of aluminum must have aluminum fascias.
- 2.5** In the case that the alteration results in the compromise of an existing roof drainage system, the Member will be responsible for repairing, modifying or replacing the existing system, including installing an appropriate downspout, if necessary.
- 2.6** Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Gutters and downspouts shall be installed per Standard 18: Gutters and Downspouts.



- 2.7 Plastic skylight panels, as produced by the manufacturer, may be installed in patio covers. Installations shall be per approved specifications as outlined by the manufacturer's recommendations.
- 2.8 Plexiglas, corrugated fiberglass, and similar coverings will not be permitted.
- 2.9 Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room.
- 2.10 All patio covers must be built per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.
- 2.11 Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- 2.12 Overhang dimensions will be per standard plan drawings or as determined by the Alterations Division.

3.0 PATIOS OVER WHICH A BALCONY EXISTS

- 3.1 Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- 3.2 Flat roofs may not replace existing eyebrow covers if the enclosure extends beyond the original construction footprint.
- 3.3 Existing flat roofs may be replaced with a flat roof of equal or lesser size.
- 3.4 The color of the patio cover roof surface must be factory-finished and match the building. Caulking color shall match the finish of the cover and the width of the caulk lines shall be kept to a minimum.
- 3.5 The patio cover roof surface must drain away from the building.

Resolution 01-19-07

Revisions to Architectural Standard 20: Patio Covers; Aluminum

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognize the need to create Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-15-02, adopted January 2015, is hereby superseded and cancelled; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.



STANDARD 20: BALCONY AND PATIO COVERS; ~~ALUMINUM AND VINYL~~
 JULY 2002, RESOLUTION U-02-107
 APRIL 2008, RESOLUTION 01-08-60
 GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
 REVISED JANUARY 2015, RESOLUTION 01-15-02
 GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
 GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57
 REVISED JANUARY 2019, RESOLUTION 01-19-07
[DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD ~~SECTION~~ 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1** Patio: A paved area that adjoins the manor at ground level which does not serve as walkway or landing.
- 2.2** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.3** Balcony/Patio Cover: A single story shade structure covering a patio or balcony consisting of a solid or open roof with one end secured to building fascia of the manor and a post/beam support assembly – firmly attached to the flooring – on the opposite end. All sides to remain open.

2.03.0 APPLICATIONS

- 2.13.1** ~~Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building. Alterations to existing roof structure are prohibited.~~
- 2.23.2** ~~All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications. Any alterations to existing roof drainage / guttering system must be reconfigured to facilitate original design of roof drainage / guttering system. Any alterations shall be a direct member expense.~~
- 2.33.3** ~~Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, beige, and adobe. The~~

~~color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by the Alterations Division. Posts and all main structural elements shall be made of aluminum or vinyl clad aluminum.~~

~~**2.43.4** Balcony covers of aluminum must have aluminum fascias. All posts must be anchored to concrete slab or original balcony flooring.~~

~~**3.5** In the case that the alteration results in the compromise of an existing roof drainage system, the Member will be responsible for repairing, modifying or replacing the existing system, including installing an appropriate downspout, if necessary. Color Finish Options: White, Almond, Bronze to match existing surrounding conditions as close as possible.~~

~~2.5~~

~~**2.63.6** Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Gutters and downspouts shall be installed per Standard 18: Gutters and Downspouts. Premanufactured Skylights are allowed in patio covers. Manufactures specifications and installation guidelines to be included with mutual consent application.~~

~~**2.73.7** Plastic skylight panels, as produced by the manufacturer, may be installed in patio covers. Installations shall be per approved specifications as outlined by the manufacturer's recommendations. Plexiglas, corrugated fiberglass and similar coverings will not be allowed.~~

~~**3.8** Plexiglas, corrugated fiberglass, and similar coverings will not be permitted. All plans submitted must provide proper engineering approvals and be compliant with associated government regulations.~~

~~2.8~~

~~**3.9** Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room. Balcony / Patio Covers to cover only the patio / balcony areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plan.~~

~~2.9~~

- ~~2.10~~— All patio covers must be built per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.
- ~~2.11~~— Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- ~~2.12~~— Overhang dimensions will be per standard plan drawings or as determined by the Alterations Division.

4.0 ATRIUMS

- ~~4.1~~ Manors with Atriums may install a Patio Cover provided it conforms to the light and ventilation requirements of the current California Residential Building Code.
- ~~4.2~~ A Patio Cover shall not be allowed over an Atrium when said Atrium serves as a means of egress from a 'sleeping' room unless said 'sleeping' room is registered with the City of Laguna Woods Building Department as a 'non' sleeping room.

3.05.0 PATIOS OVER WHICH UNDER EXISTING A BALCONY EXISTS

- ~~3.15.1~~ Patio covers may not extend beyond the original construction of the balcony above. footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- ~~3.2~~— Patio cover shall not impede or interfere with any existing building drainage system. Flat roofs may not replace existing eyebrow covers if the enclosure extends beyond the original construction footprint.
- ~~3.3~~— Existing flat roofs may be replaced with a flat roof of equal or lesser size.
- ~~3.4~~— The color of the patio cover roof surface must be factory finished and match the building. Caulking color shall match the finish of the cover and the width of the caulk lines shall be kept to a minimum.
- ~~3.5~~— The patio cover roof surface must drain away from the building.



STANDARD 20: BALCONY AND PATIO COVERS

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED JANUARY 2015, RESOLUTION 01-15-02

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED JANUARY 2019, RESOLUTION 01-19-07

[DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1** Patio: A paved area that adjoins the manor at ground level which does not serve as walkway or landing.
- 2.2** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.3** Balcony/Patio Cover: A single story shade structure covering a patio or balcony consisting of a solid or open roof with one end secured to building fascia of the manor and a post/beam support assembly – firmly attached to the flooring – on the opposite end. All sides to remain open.

3.0 APPLICATIONS

- 3.1** Alterations to existing roof structure are prohibited.
- 3.2** Any alterations to existing roof drainage / guttering system must be reconfigured to facilitate original design of roof drainage / guttering system. Any alterations shall be a direct member expense.
- 3.3** Posts and all main structural elements shall be made of aluminum or vinyl clad aluminum.
- 3.4** All posts must be anchored to concrete slab or original balcony flooring.
- 3.5** Color Finish Options: White, Almond, Bronze to match existing

surrounding conditions as close as possible.

- 3.6 Premanufactured Skylights are allowed in patio covers. Manufactures specifications and installation guidelines to be included with mutual consent application.
- 3.7 Plexiglas, corrugated fiberglass and similar coverings will not be allowed.
- 3.8 All plans submitted must provide proper engineering approvals and be compliant with associated government regulations.
- 3.9 Balcony / Patio Covers to cover only the patio / balcony areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plan.

4.0 ATRIUMS

- 4.1 Manors with Atriums may install a Patio Cover provided it conforms to the light and ventilation requirements of the current California Residential Building Code.
- 4.2 A Patio Cover shall not be allowed over an Atrium when said Atrium serves as a means of egress from a 'sleeping' room unless said 'sleeping' room is registered with the City of Laguna Woods Building Department as a 'non' sleeping room.

5.0 PATIOS UNDER EXISTING BALCONYS

- 5.1 Patio covers may not extend beyond the original construction of the balcony above. Patio cover shall not impede or interfere with any existing building drainage system.

RESOLUTION 01-24-XX
REVISED STANDARD 20: PATIO AND BALCONY COVERS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognized the need to revise Standard: 20 Patio and Balcony Covers; Aluminum and Vinyl;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revision and amendments to Standard: 20 Patio and Balcony Covers; and

RESOLVED FURTHER, Resolution 01-19-07 adopted January 08, 2019, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

FEBRUARY INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360



STAFF REPORT

DATE: January 18, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Enact Standard 39: Balcony and Patio Enclosures

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the enactment of Standard 39: Balcony and Patio Enclosures.

BACKGROUND

The ACSC initiated a write-up of Standard 39: Balcony and Patio Enclosure (Attachment 1) and the proposed resolution (Attachment 2).

DISCUSSION

While Standard 20: Balcony and Patio Covers already exists, it does not address the many specific aspects associated with a full Balcony and Patio Enclosures. In order to provide clarification between 'cover' and 'enclosure' as well as clear guidelines for architectural, structural and building requirements for both Patio and Balcony Enclosures, enactment of Standard 39 became necessary.

FINANCIAL ANALYSIS

The proposed revisions to Standard 39 do not impact the budget.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assitant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Proposed Standard 39: Balcony and Patio Enclosures
Attachment 2 – Proposed Resolution 01-24-XX



STANDARD 39: BALCONY/PATIO ENCLOSURES
[DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1** Balcony: A balcony is a platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.2** Patio: A paved area that adjoins the manor at ground level which does not serve as a walkway or landing.
- 2.3** Balcony/Patio Enclosure: A single story structure covering a balcony or patio area. It consists of a protected open or enclosed roof, and three sides with the fourth side being the outside face of the manor.

3.0 APPLICATIONS

- 3.1** All submitted plans must provide proper architectural and or engineering approvals.
- 3.2** All submitted plans must indicate compliance with all current government regulations.
- 3.3** All changes to the existing structure to allow for the installation of the new balcony / patio enclosure must first be reviewed and approved by the Manor Alterations Office for architectural compliance and then submitted and approved by The City of Laguna Woods Building Department.
- 3.4** Member is directly responsible for all costs associated any building modifications. Should it become necessary, member is directly responsible for all costs associated with restoration of building modifications to original condition.
- 3.5** Any alterations to existing roof drainage, guttering, downspout systems must be reconfigured to facilitate original design of said systems. Any alterations shall be direct member expense.
- 3.6** Balcony / Patio Enclosures to be manufactured with Aluminum or Vinyl clad Aluminum, and or including allowances for Vinyl Windows. Alternate materials to be submitted with Manufactures engineering approved plans.

- 3.7 All bottom track framing, or related structural members to be secured directly to concrete slab or original balcony flooring.
- 3.8 Color Finish Options: White, Almond, Bronze, to match existing surrounding conditions as close as possible.
- 3.9 Balcony / Patio Enclosures may encompass all or part of the Patio / Balcony footprint. However, in no case shall the enclosure encroach on any existing HVAC equipment.
- 3.10 All ventilation to be provided naturally through openings in the enclosure. In no case shall additional plumbing heating or air conditioning fixtures be added as part of the enclosure.

4.0 PATIOS

- 4.1 The roof structure of Balcony above may be considered as roof / ceiling assembly for new Patio installation below provided such assembly has architectural and or engineering approvals.
- 4.2 Patio Enclosure must not extend beyond face of existing Balcony above unless necessary to accommodate proper guttering and drainage requirements.

5.0 BALCONIES

- 5.1 Evidence of compliance with California Balcony Inspection Law (SB-326) for structural integrity of existing balcony is required prior to installation of a new balcony enclosure. Inspection of existing balcony by a licensed Architect or Structural Engineer is required if there is no pre-existing evidence of compliance.
- 5.2 Member is responsible for all costs necessary to provide evidence of compliance.
- 5.3 Premanufactured skylights are allowed in ceiling / roof assembly. Manufactures specifications and installation guidelines must be included with mutual consent application.
- 5.4 All enclosures must be inside of existing railing, handrails or parapets sufficient to allow enough space for ongoing maintenance of said surroundings.

6.0 GUTTERING & DOWNSPOUTS

- 6.1 All Balcony Enclosures are required to have a guttering / downspout system installed. Downspouts shall not empty into other patio areas or hinder maintenance in any way. All gutter and downspout systems to comply with United Laguna Woods Standard 18: Gutters

&Downspouts

7.0 OWNERSHIP

- 7.1** The member is responsible for all costs associated with a balcony enclosure addition.
- 7.2** Once installation is complete, the member becomes responsible for all costs associated with ongoing maintenance.

RESOLUTION 01-24-XX
ENACT STANDARD 39: BALCONY AND PATIO ENCLOSURES

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognized the need to enact Standard 39: Balcony and Patio Enclosures;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts Standard 39: Balcony and Patio Enclosures; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

FEBRUARY INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360



STAFF REPORT

DATE: January 18, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Resale Inspection Fee

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Resale Inspection Fees.

BACKGROUND

The ACSC initiated a review of the current Resale Inspection Fees. The Resale Inspection Fees were last revised in January 2008, via Resolution 01-08-16 (Attachment 1).

DISCUSSION

In order to allow for updates in material selections; clarify modifications to existing drainage conditions; clarify allowable conditions for interior atriums; and update drainage requirements for the Patio / Balcony covers themselves, the modifications to this Standard are recommended.

FINANCIAL ANALYSIS

The proposed revisions to Standard 20 do not impact the budget.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assitant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Resolution 01-08-16
Attachment 2 – Financial Analysis
Attachment 3 – Revised Resolution 01-24-XX

RESOLUTION 01-08-16

WHEREAS, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the Mutual's financial responsibility; and

WHEREAS, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associates with the transactions;

NOW THEREFORE BE IT RESOLVED, January 8, 2008 that the Board of Directors of this Corporation hereby increases the Resale Inspection Fee from \$80 to \$150; and

RESOLVED FURTHER, that such fee shall be charged as follows: \$90 for the first inspection, \$60 for the final inspection, if necessary, and each charge will be billed separately; and

RESOLVED FURTHER, that the first inspection portion of the fee will be billed as a chargeable service to the seller upon completion of the first inspection, and the final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

UNITED LAGUNA WOODS MUTUAL

Cost Analysis

UNITED RESALE INSPECTION & REPORT FEES CURRENT & PROPOSED			
	Current Fees		
Current Fees: \$150	\$ 60,000		
Current Fee is as follows:			
1st Inspection: \$90	\$ 36,000		
Final Inspection \$60	\$ 24,000		
Anticipated resales inspections (2024)	400		
1st Inspection Costs:			
	2023 Bill Rates	Hrs.	Total
Initial Request for Inspection	\$ 41.92	0.5	\$ 20.96
Research of Manor	\$ 41.92	1.5	\$ 62.88
Assembly of Archive & Material	\$ 41.92	0.5	\$ 20.96
Generate Packet	\$ 41.92	0.25	\$ 10.48
Schedule Inspection	\$ 41.92	0.2	\$ 8.38
Appliance Confirmation Field Work	\$ 41.92	0.5	\$ 20.96
Appliance Updates and Archives Inspection	\$ 41.92	1	\$ 41.92
Prepare Draft Report	\$ 41.92	1	\$ 41.92
Final First Inspection Report	\$ 41.92	0.75	\$ 31.44
Report Issuance	\$ 41.92	0.2	\$ 8.38
Misc. Calls and Coordination	\$ 41.92	0.5	\$ 20.96
			\$ 352.13
		Proposed Fee (1st Inspection):	\$353
Re-Inspection Costs (to be charged when a Final Inspection is requested and it does not pass):			
	2023 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 41.92	0.5	\$ 20.96
Inspection	\$ 41.92	0.75	\$ 31.44
Inform Member of Failed Inspection	\$ 41.92	0.1	\$ 4.19
			\$ 56.59
		Proposed Re-Inspection Fee:	\$ 57
Final Inspection Costs:			
	2023 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 41.92	0.5	\$ 20.96
Final Inspection	\$ 41.92	0.75	\$ 31.44
Prepare Final Inspection Report	\$ 41.92	1	\$ 41.92
Report Issuance	\$ 41.92	0.2	\$ 8.38
			\$ 102.70
Anticipated resales inspections	400	Proposed Fee (Final Inspection):	\$103
Resales Inspections Projected Annual Revenue:			\$ 181,932.80
Resales Inspections Projected Annual Revenue Increase:			\$ 121,932.80

RESOLUTION 01-24-XX
REVISED RESALE INSPECTION FEE

WHEREAS, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the mutual's financial responsibility; and

WHEREAS, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associated with the transactions;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby increases the Resale Inspection Fees as follows:

First Inspection	\$353
Re-Inspection (if required)	\$57
Final Inspection (if required)	\$103

from \$ to \$; and

RESOLVED FUTHER, that each charge will be billed separately; and

RESOLVED FURTHER, that when a progress inspection is requested or when a request for Final Inspection fails, the Member will be charged a re-Inspection fee; and

RESOLVED FURTHER, that where no Member corrections are required during the first inspection, that no fee will be charged for a final inspection; and

RESOLVED FUTHER, that the first inspection portion of the fees will be billed as a chargeable service to the seller upon completion of the first inspection, and the re-inspection and final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, Resolution 01-08-16 adopted January 08, 2008, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

FEBRUARY INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360