



OPEN MEETING

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

**Thursday, August 15, 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 July 18, 2024
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. None

9. Variance Requests
 - a. 532-E: Variance to Change Color on Front Door

10. Items for Discussion and Consideration
 - a. Revision to Standard 20: Balcony, Patio and Atrium Covers
 - b. Revision to Standard 34: Patio and Balcony Awnings
 - c. Rescind Standard 39: Balcony and Patio Enclosures

11. Items for Future Agendas

- a. Revision to Standard 36: Ramps

12. Concluding Business

- a. Committee Member Comments
- b. Date of Next Meeting – Thursday, September 19, 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 MEETING OF UNITED LAGUNA WOODS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

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

REPORT

COMMITTEE MEMBERS PRESENT: Anthony Liberatore – Chair, Maggie Blackwell (Alternate for Ellen Leonard), Sue Quam

OTHERS PRESENT: Alison Bok

COMMITTEE MEMBERS ABSENT: Ellen Leonard (Excused)

STAFF PRESENT: Alan Grimshaw – Manor Alterations Manager, David Rudge – 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. Acknowledgment of Media

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

3. Approval of the Agenda

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

4. Approval of the Meeting Report for June 20, 2024

Hearing no objection, the meeting report was unanimously approved as written.

5. Chair's Remarks

Chair Liberatore thanked Manor Alterations Manager Alan Grimshaw and staff for their efforts to update United's Architectural Standards.

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

None.

7. Division Manager Update

Manor Alterations Manager Alan Grimshaw, advised the committee that the latest issue of *The Village Breeze* contains the article "6 Tips to Expedite the Sale Process".

Director Quam entered the meeting at 9:32 a.m.

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. None.

9. Variance Requests

a. 236-B: Variance to Extend Living Room on Exclusive Use Common Area Front Patio

Chair Liberatore asked for approval of the variance.

Director Blackwell made a motion to approve the variance. Director Quam seconded.

Hearing no objection, the variance to extend living room on exclusive use common area front patio was approved by a vote of 2/1/0 (Chair Liberatore, opposed)

b. 2149-A: Variance to Extend Living Room on Exclusive Use Common Area Front Patio

Chair Liberatore asked for approval of the variance.

Director Quam made a motion to approve the variance. Director Blackwell seconded.

Hearing no objection, the variance to extend living room on exclusive use common area front patio was approved by unanimous consent.

10. Items for Discussion and Consideration

a. Revision to Standard 18: Gutters & Downspouts

Chair Liberatore asked for approval of the revised standard.

Director Blackwell made a motion to approve the revised standard. Director Quam seconded.

Hearing no objection, the motion to recommend the revised Standard 18: Gutters & Downspouts was approved by unanimous consent.

b. Your Mutual Resale Fees At Work

Chair Liberatore asked for approval of the publication of the resale handout.

Director Blackwell made a motion to approve the publication of the resale handout. Chair Liberatore seconded.

Hearing no objection, the motion to approve the publication of the resale handout was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 20: Balcony, Patio and Atrium Covers
- Revision to Standard 34: Awnings
- Revision to Standard 36: Ramps
- Revision to Standard 39: Balcony and Patio Enclosures

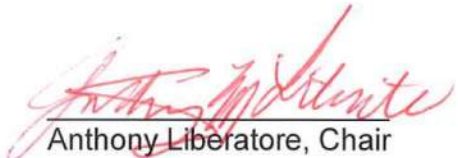
12. Concluding Business

a. Committee Member Comments

- All three directors thanked staff for the resale publications.

b. Date of Next Meeting: Thursday, August 15, 2024 at 9:30 a.m.

c. 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

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United ACSC – August 15, 2024

Variance Requests

| Agenda Item #9 | Manor Address | Description of Request | Summary of Request and Staff Recommendation (*) |
|----------------|---------------|----------------------------|---|
| A | 532-E | Change Color on Front Door | <p><u>GENERAL NOTES:</u></p> <ul style="list-style-type: none"> • 532-E is one of 8 manors • Change front door color <p>Staff Recommendation: Approve</p> |

(*) The following attachments are included for your review and reference. Should any of these requests be recommended for approval, the final version of these documents will become the attachments to the United Laguna Woods Mutual Board staff report:

1. Variance Request Form
2. Photos
3. Location Map
4. Plan(s)
5. Draft Conditions of Approval
6. Draft Resolution

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Manor 532-E

**ATTACHMENT 1
VARIANCE REQUEST
FORM**



MANOR # 532E

ULWM TLHM

Variance Request Form

SA _____

| | | |
|--|----------------------------|------------------------------------|
| Model: <u>Geanada</u> | Plan: _____ | Date: <u>6.20.24</u> |
| Member Name: _____ | Signature: _____ | |
| Phone: _____ | E-mail: _____ | |
| Contractor Name/Co: <u>Mancino Door + Window</u> | Phone: <u>949.328.9910</u> | E-mail: <u>jlogan@mdwdoors.com</u> |
| Owner Mailing Address: (to be used for official correspondence) _____ | | |

Description of Proposed Variance Request ONLY:

Request a variance for color of exterior front door; color sample included. We are also submitting a consent for manor alteration to replace the front door.

Dimensions of Proposed Variance Alterations ONLY:

Front Door Measures: 60 3/4" x 90 1/2" - no change in dimensions - only requesting color variance

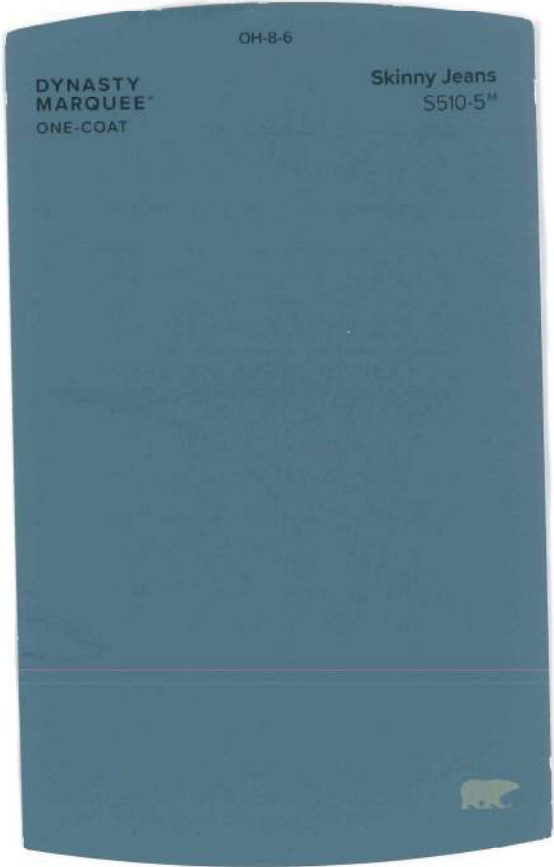
FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

| | |
|--|--|
| <p>Alteration Variance Request</p> <p>Check Items Received:</p> <ul style="list-style-type: none"> <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: _____ | <p>Complete Submittal Cut Off Date:</p> <p>Meetings Scheduled:</p> <p>Third AC&S Committee (TACSC): _____</p> <p>United M&C Committee: _____</p> <p>Board Meeting: _____</p> <p><input type="checkbox"/> Denied <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Tabled <input type="checkbox"/> Other _____</p> |
|--|--|

ATTACHMENT 2
PHOTOS

E



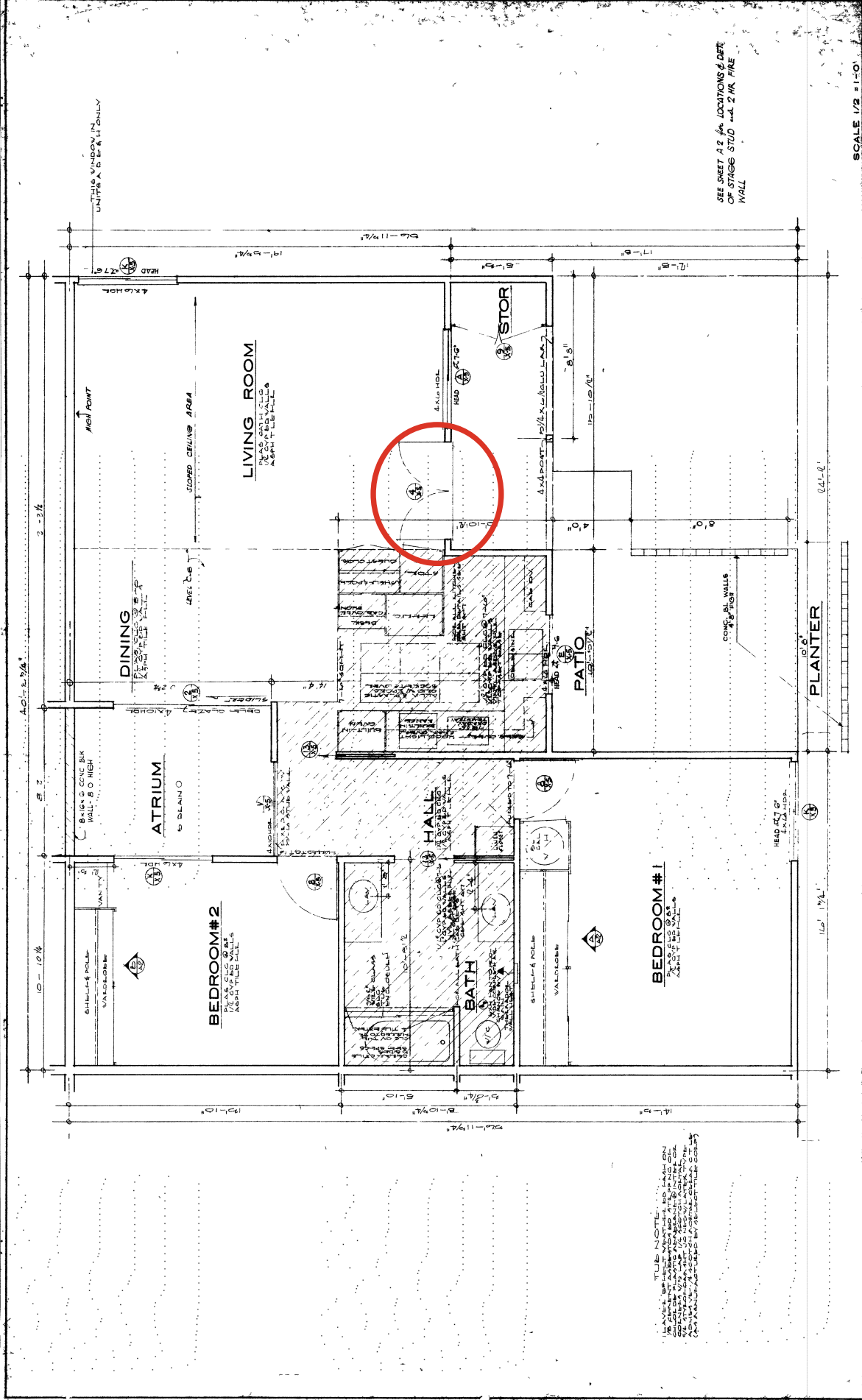
Front Door Color
Variance Request
Ted + Joanne Mules
532 E

ATTACHMENT 3
AERIAL

532-E



ATTACHMENT 4 SITE PLANS



SCALE 1/2" = 1'-0"

FLOOR PLAN
PLAN 218

PLEASE NOTE:
THIS DRAWING IS A PRELIMINARY DRAWING AND IS NOT TO BE USED FOR CONSTRUCTION. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS ON THE JOB SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE AND BONDING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY UTILITIES AND SERVICES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ACCESS AND EGRESS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY SIGNAGE AND MARKING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TRAFFIC CONTROL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PUBLIC WORKS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY UTILITIES AND SERVICES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ACCESS AND EGRESS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY SIGNAGE AND MARKING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TRAFFIC CONTROL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PUBLIC WORKS.

RESTRICTIVE NOTICE-ARCHITECTURAL DRAWINGS
THESE DRAWINGS ARE THE PROPERTY OF JENNY W. CARTER AND THAT THEY SHALL NOT BE REPRODUCED, COPIED, REPRODUCED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN CONSENT OF JENNY W. CARTER. ANY UNAUTHORIZED REPRODUCTION OR TRANSMISSION OF THESE DRAWINGS IS STRICTLY PROHIBITED. PENALTIES WILL BE ENFORCED. © 2018 JENNY W. CARTER. ALL RIGHTS RESERVED.



JENNY W. CARTER

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

CONDITIONS OF APPROVAL

Manor: **532-E**

Variance Description: Change Color on Front Door

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

Manor-Specific Conditions:

A. General Comments:

- A.1. The Member shall provide sample color.
- A.2. A City of Laguna Woods Building Permit will not be required.

B. Materials and Methods:

- B.1. Paint to be good quality and applied to manufacturers specification.
- B.2. Prior to the issuance of a Mutual Consent for Alterations, a sample to be provided.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, and specifications.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, door color to be the approved color and complete.

General Conditions:

G. General Conditions

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

- G.1. No improvement shall be installed, constructed, modified or altered at 532 Via Estrada Unit EEnter Manor Address., (“Property”) within the United Laguna Woods Mutual (“Mutual”) without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. (“VMS, Inc.”), Alterations Division (“Division”), or, in the event of a Variance from the Mutual’s Alteration Standards, the Architectural Control and Standards Committee (“ACSC”). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members (“Member”) agrees to comply with the Mutual’s Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department , and their representatives, a right of entry upon the Property, with reasonable notice, to inspect the permitted improvements, and for their representatives and contractors to remedy any violation upon the Property, including, but not limited to, unauthorized disturbance of regulated materials, removing trash from common areas, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval. Any remedial work performed on behalf of the manor owner as a result of violations to Mutual policy and/or regulatory violations will be processed as a chargeable service.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property’s Member at 532 Via Estrada Unit E and all future Mutual Members at 532 Via Estrada Unit E.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual’s Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual’s Rules and Regulations.
- G.5. Member shall be liable for any violation of the Mutual’s Governing Documents

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

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

- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. Must obtain an approved Mutual Consent application within 180 days or 6 months of the variance approval before it is expired.
- G.10. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.11. During construction, the Mutual Consent must be on display for public view at all times in a location approved by the Division.
- G.12. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.13. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.14. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

- G.15. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.16. The Mutual Consent for Alterations expires six months after the date of Notice of Approval issued by Manor Alterations, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.17. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.18. Member shall indemnify, defend and hold harmless United Laguna Woods Mutual and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.



RESOLUTION 01-24-XX

Variance Request

WHEREAS, Member of 532-E Via Estrada, a Granada style manor, requests Architectural Control and Standards Committee approval of a variance to change color on front door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting August 15, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved to recommend approval by the United Board of Directors of the variance to change color on front door;

NOW THEREFORE BE IT RESOLVED, on September 10, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to change color on front door; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Member at 532-E Via Estrada and all future Mutual Members at 532-E Via Estrada; 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.



STAFF REPORT

DATE: August 15, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 20: Balcony, Patio and Atrium Covers

RECOMMENDATION

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

BACKGROUND

The ACSC initiated a review of the current Standard 20: Balcony, Patio and Atrium Covers (Attachment 1) and proposed revisions to the standard intended to reformat into a standard just for atrium coverings. Standard 20 was last revised in April 2024, via Resolution 01-24-33 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to allow clarification of conditions that specifically apply to atriums and atrium coverings. The standard identifies the covering options and the building code requirements impacting atrium coverings.

FINANCIAL ANALYSIS

There is no financial impact to the mutual for the recommended action.

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 20: Balcony, Patio and Atrium Covers
Attachment 2 – Current Resolution 01-24-33
Attachment 3 – Redlined Revised Standard 20: Atrium Coverings
Attachment 4 – Final Draft Standard 20: Atrium Coverings
Attachment 5 – Proposed Resolution 01-24-XX



STANDARD 20: BALCONY, PATIO AND ATRIUM 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

REVISED APRIL 2024, RESOLUTION 01-24-33

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1** Balcony: 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 walkway or landing.
- 2.3** Balcony/Patio Cover: A single story architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. A cover is comprised of a lightweight frame structure over which a covering is attached.
- 2.4** Atrium: An open space without a roof in the interior of a floor plan enclosed by walls on all four sides.
- 2.5** Atrium Cover: Can be described as in item 2.3 or a cover that encloses the entire open space in a more permanent nature.

3.0 APPLICATIONS

- 3.1** The cover may be either fixed or retractable.
- 3.2** All covering materials shall meet all local, state and federal requirements.
- 3.3** Alterations to existing roof structure and drainage/guttering system are prohibited.

- 3.4 Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and Downspouts requirements.
- 3.5 All new downspouts must be painted to match the surface to which they are attached.
- 3.6 Posts and all main structural elements shall be made of aluminum, factory prefinished aluminum or vinyl clad aluminum.
- 3.7 All posts must be anchored directly to concrete slab or original balcony flooring.
- 3.8 Color finish options: white, almond, bronze to blend with existing surrounding conditions as closely as possible.
- 3.9 Premanufactured skylights are allowed in patio covers. Manufacturer specifications and installation guidelines for skylights to be included with mutual consent application.
- 3.10 Plexiglas, corrugated fiberglass and similar coverings will not be allowed.
- 3.11 All plans submitted must provide proper engineering approvals and be compliant with current California Building Codes.
- 3.12 Balcony/patio covers to cover only the balcony/patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans.

4.0 **ATRIUMS**

- 4.1 Covers are allowed over an atrium if:
 - A. All existing rooms directly adjoining the atrium are NOT classified as bedrooms.
 - B. A bedroom directly adjoining the atrium has a second opening directly to the exterior that meets emergency egress requirements.
- 4.2 A cover may not extend above the height of the existing walls.
- 4.3 All atrium covers of a more permanent nature may vary from above requirements provided that they conform to the current California Building Codes. Plans and details to be included with mutual consent

application. Plans and details are also subject to review and approval by the City of Laguna Woods Building Department.

4.4 Exceptions to 4.1

- A. Per California Building Code, Title 24, Part 2.5, Section R310, all bedrooms must have an emergency escape and rescue opening directly to a public way. Covers shall not be allowed over atriums where a bedroom directly adjoins an atrium and the only means of egress to outside is into an atrium.
- B. Covers may be allowed if a bedroom that adjoins an atrium is reclassified as a “non-sleeping” room. A “non-sleeping” room is defined as a space such as an office or den and which does not have a bedroom egress requirement. Plans indicating this change must be submitted and recorded with the Laguna Woods City Clerk as well as submitted and recorded at the County of Orange Records Office.

5.0 PATIOS UNDER EXISTING BALCONIES

- 5.1** Patio covers may not extend beyond the original construction footprint of the balcony above, exclusive of the allowance needed for gutter system.
- 5.2** Patio cover shall not impede or interfere with any existing building drainage system. No variances to this requirement will be accepted.



RESOLUTION 01-24-33

REVISED STANDARD 20: BALCONY, PATIO AND ATRIUM COVERS

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

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

NOW THEREFORE BE IT RESOLVED, April 09, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 20: Balcony, Patio and Atrium 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.



STANDARD 20: ~~BALCONY, PATIO AND~~ ATRIUM COVERINGS

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

REVISED APRIL 2024, RESOLUTION 01-24-33

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

~~2.1 Balcony: 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 walkway or landing.~~

~~2.3 Balcony/Patio Cover: A single story architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. A cover is comprised of a lightweight frame structure over which a covering is attached.~~

~~2.42.1 Atrium: An open space without a roof in the interior of a floor plan enclosed by walls on all four sides.~~

~~2.2 Atrium Covering open/operable: Can be described as in item 2.3 or a cover that encloses the entire open space in a more permanent nature. A single story architectural extension that provides weather protection or decoration which remains partially open to the exterior and is partially or wholly supported by the surrounding building.~~



2.52.3 Atrium covering fixed/permanent: The existing atrium space is fully and permanently enclosed becoming a part of the building manor interior footprint.



3.0 DESIGN CRITERIA

3.1 Atrium Coverings and Building Codes

- A. All atrium coverings must comply with current building codes.
- B. Subject to current building codes, all rooms classified as bedrooms are required to have an egress window or door that leads directly outside.
- C. If a manor configuration contains an atrium and the manor itself remains unaltered from the original floorplan, the atrium is considered an exterior space for bedroom egress.
- D. If an atrium is covered in any way, then the atrium is no longer considered exterior open space and will directly affect any bedroom currently using an atrium as a means egress to the outside.
- E. All atrium coverings are subject to review and approval from the City of Laguna Woods Building department for compliance with current egress requirements and applicable building codes.

3.2 Atrium Coverings Open/Operable

- A. Coverings cannot fully enclose the atrium.
- B. Coverings cannot impede natural air flow into the atrium.
- C. Cover Materials
 - 1. Fabric – must pass California State Fire Marshal testing.
 - 2. Aluminum or vinyl framework allowed.
 - 3. Wood or steel framework not allowed.
 - 4. Alternate materials subject to ACSC review and

approval.

D. All coverings shall not extend above the height of the existing roof structure.

3.3 Atrium Coverings Fixed/Permanent

A. Designed by a fully licensed architect engineer or interior designer.

B. A complete set of scaled plans required.

C. Translucent panels/skylights are allowed and must comply with Standard 24: Skylight Installations.

D. All coverings shall not extend above the height of the existing roof structure.

3.04.0 APPLICATIONS

~~3.1 The cover may be either fixed or retractable.~~

~~3.2 All covering materials shall meet all local, state and federal requirements.~~

~~3.3 Alterations to existing roof structure and drainage/guttering system are prohibited.~~

~~3.4 Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and Downspouts requirements.~~

~~3.5 All new downspouts must be painted to match the surface to which they are attached.~~

~~3.6 Posts and all main structural elements shall be made of aluminum, factory prefinished aluminum or vinyl clad aluminum.~~

~~3.7 All posts must be anchored directly to concrete slab or original balcony flooring.~~

~~3.8 Color finish options: white, almond, bronze to blend with existing surrounding conditions as closely as possible.~~

~~3.9 Premanufactured skylights are allowed in patio covers. Manufacturer specifications and installation guidelines for skylights to be included with mutual consent application.~~

~~3.10 Plexiglas, corrugated fiberglass and similar coverings will not be allowed.~~

~~3.114.1~~ All plans submitted must include any and all architectural or engineering details. ~~provide proper engineering approvals and be compliant with current California Building Codes.~~

~~3.124.2~~ All covering materials shall be compliant with state and local building codes. ~~Balcony/patio covers to cover only the balcony/patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans.~~

4.05.0 REFERENCE STANDARDS ATRIUMS

~~5.1~~ See Standard 24: Skylight Installations

~~5.2~~ See Standard 31: Window and Window Attachments

~~4.1~~ Covers are allowed over an atrium if:

A. ~~All existing rooms directly adjoining the atrium are NOT classified as bedrooms.~~

B. ~~A bedroom directly adjoining the atrium has a second opening directly to the exterior that meets emergency egress requirements.~~

~~4.2~~ A cover may not extend above the height of the existing walls.

~~4.3~~ All atrium covers of a more permanent nature may vary from above requirements provided that they conform to the current California Building Codes. ~~Plans and details to be included with mutual consent application. Plans and details are also subject to review and approval by the City of Laguna Woods Building Department.~~

~~4.4~~ Exceptions to 4.1

A. ~~Per California Building Code, Title 24, Part 2.5, Section R310, all bedrooms must have an emergency escape and rescue opening directly to a public way. Covers shall not be allowed over atriums where a bedroom directly adjoins an atrium and the only means of egress to outside is into an atrium.~~

B. ~~Covers may be allowed if a bedroom that adjoins an atrium is reclassified as a “non-sleeping” room. A “non-sleeping” room is defined as a space such as an office or den and which does not have a bedroom egress requirement. Plans indicating this change must be submitted and recorded with the Laguna Woods City Clerk as well as submitted and recorded at the County of Orange Records Office.~~

~~5.0 **PATIOS UNDER EXISTING BALCONIES**~~

~~5.1 — Patio covers may not extend beyond the original construction footprint of the balcony above, exclusive of the allowance needed for gutter system.~~

~~5.2 — Patio cover shall not impede or interfere with any existing building drainage system. No variances to this requirement will be accepted.~~



STANDARD 20: ATRIUM COVERINGS

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

REVISED APRIL 2024, RESOLUTION 01-24-33

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

2.1 Atrium: An open space without a roof in the interior of a floor plan enclosed by walls on all four sides.

2.2 Atrium covering open/operable: A single story architectural extension that provides weather protection or decoration which remains partially open to the exterior and is partially or wholly supported by the surrounding building.



2.3 Atrium covering fixed/permanent: The existing atrium space is fully and permanently enclosed becoming a part of the building manor interior footprint.



3.0 DESIGN CRITERIA

3.1 Atrium Coverings and Building Codes

- A. All atrium coverings must comply with current building codes.
- B. Subject to current building codes, all rooms classified as bedrooms are required to have an egress window or door that leads directly outside.
- C. If a manor configuration contains an atrium and the manor itself remains unaltered from the original floorplan, the atrium is considered an exterior space for bedroom egress.
- D. If an atrium is covered in any way, then the atrium is no longer considered exterior open space and will directly affect any bedroom currently using an atrium as a means egress to the outside.
- E. All atrium coverings are subject to review and approval from the City of Laguna Woods Building department for compliance with current egress requirements and applicable building codes.

3.2 Atrium Coverings Open/Operable

- A. Coverings cannot fully enclose the atrium.
- B. Coverings cannot impede natural air flow into the atrium.
- C. Cover Materials
 - 1. Fabric – must pass California State Fire Marshal testing.
 - 2. Aluminum or vinyl framework allowed.
 - 3. Wood or steel framework not allowed.
 - 4. Alternate materials subject to ACSC review and approval.
- D. All coverings shall not extend above the height of the existing roof structure.

3.3 Atrium Coverings Fixed/Permanent

- A. Designed by a fully licensed architect engineer or interior designer.

- B. A complete set of scaled plans required.
- C. Translucent panels/skylights are allowed and must comply with Standard 24: Skylight Installations.
- D. All coverings shall not extend above the height of the existing roof structure.

4.0 APPLICATIONS

- 4.1 All plans submitted must include any and all architectural or engineering details.
- 4.2 All covering materials shall be compliant with state and local building codes.

5.0 REFERENCE STANDARDS

- 5.1 See Standard 24: Skylight Installations
- 5.2 See Standard 31: Window and Window Attachments



RESOLUTION 01-24-XX

REVISE STANDARD 20: ATRIUM COVERINGS

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

WHEREAS, the Architectural Control and Standards Committee recognized the need to revise Standard 20: Balcony, Patio and Atrium Covers;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 20: Atrium Coverings; and

RESOLVED FURTHER, Resolution 01-24-33 adopted April 09, 2024, 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.

SEPTEMBER 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: August 15, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 34: Patio and Balcony Awnings

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Standard 34: Patio and Balcony Awnings.

BACKGROUND

The ACSC initiated a review of the current Standard 34: Patio and Balcony Awnings (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 34 was last revised in July 2024, via Resolution 01-24-70 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to improve and clarify design standards, clarify member financial responsibilities, update installation guidelines, and maintain building integrity all of which will allow for an improved architectural appearance, building functionality, and maintenance protocols.

FINANCIAL ANALYSIS

There is no financial impact to the mutual for the recommended action.

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 34: Patio and Balcony Awnings
Attachment 2 – Current Resolution 01-24-70
Attachment 3 – Redlined Revised Standard 34: Patio and Balcony Coverings
Attachment 4 – Final Draft Standard 34: Patio and Balcony Coverings
Attachment 5 – Proposed Resolution 01-24-XX



STANDARD 34: PATIO AND BALCONY AWNINGS
 OCTOBER 2024, RESOLUTION 01-04-146
 REVISED AUGUST 2013, RESOLUTION 01-13-140
 REVISED JULY 2024, RESOLUTION 01-24-70

1.0 GENERAL REQUIREMENTS

1.1 SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1** Patio: A defined open outdoor space – paved and or landscaped – that adjoins the manor at ground level which does not serve as a walkway.
- 2.2** Balcony: A platform that projects from the second-floor manor wall and is enclosed by a parapet or railing.
- 2.3** Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building. It is fully open on three sides. Structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.

3.0 APPLICATIONS

- 3.1** All plans must include any and all architectural or engineering details when submitted to Manor Alterations for review.
- a. All awnings must be compliant with state and local building codes.
- 3.2** Building permit requirements are to be verified with the City of Laguna Woods Building Department.
- 3.3** Awnings will only be allowed directly over patio and or balcony areas.
- 3.4** Alterations to existing roof structures are not allowed.
- 3.5** Awning framework and or materials shall not interfere with any existing building guttering and drainage systems.
- 3.6** Awning cover materials may be fabric or rigid and shall meet all local, state and federal requirements.
- a. All fabric selections must be flame resistant or flame retardant and pass the California State Fire Marshal Test.
- 3.7** Color finish options for awning framing and cover materials shall conform to or compliment the United Laguna Woods Mutual Exterior

Color Groups A through G corresponding to the geographical area in which the manor is located.

- 3.8 The edges of the awning material must be straight. No scalloped or decorative edges allowed.
- 3.9 The member is responsible for proper, on-going maintenance of the awning and must not allow the awning to remain in a state of disrepair.
 - a. A state of disrepair is subject to mutual inspection and removal at members expense.
- 3.10 Should removal of the awning become necessary for building maintenance, the member is responsible for all removal and reinstallation costs.

4.0 **PATIO**

- 4.1 Awnings shall cover the entire length of the patio and may extend up to but not beyond the defined patio area.
- 4.2 In cases where a ground floor manor has a balcony directly above the patio area, awnings will be allowed only as an extension of the balcony above. All necessary architectural and or engineering documents to be included with mutual consent submittal.
- 4.3 Awning attachment to building details are subject to review by Manor Alterations.

5.0 **BALCONY**

- 5.1 Awnings shall cover the entire length of the balcony and may extend up to but not beyond the balcony parapet or railing.
- 5.2 Awning attachment to building details are subject to review by Manor Alterations.



RESOLUTION 01-24-70

Revise Standard 34: Patio and Balcony Awnings

WHEREAS, the United Laguna Woods Mutual recognizes the need to amend standards and create new standards as necessary; and

WHEREAS, the Mutual recognized the need to revise Standard: 34 Awnings;

NOW THEREFORE BE IT RESOLVED, July 9, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 34 Patio and Balcony Awnings as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-13-140 adopted August 13, 2013, 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.



STANDARD 34: PATIO AND BALCONY AWNINGS COVERINGS

OCTOBER 2024, RESOLUTION 01-04-146
 REVISED AUGUST 2013, RESOLUTION 01-13-140
 REVISED JULY 2024, RESOLUTION 01-24-70
REVISED [DATE], RESOLUTION 01-XX-XX

1.0 GENERAL REQUIREMENTS

1.1 SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

2.1 ACSC: Architectural Control and Standards Committee.

2.2 HVAC: Heating, ventilation, air conditioning.

2.3 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.

2.4 DIY: Do It Yourself.

2.12.5 ~~Patio: A paved defined open outdoor area space paved and or landscaped~~ that adjoins the manor at ground level which does not serve as a walkway or a landing.

2.22.6 ~~Balcony: A platform that projects from the wall of a manor above ground level at a second or third floor manor wall levels~~ and is enclosed by a parapet or railing.

2.7 ~~Patio Cover: A single story architectural projection that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building structure while the opposite end is supported by a post and beam configuration.~~



2.8 ~~Balcony Cover: A single story architectural projection located at balcony levels that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building while the opposite end is supported by a post and beam configuration.~~



2.9 Patio & Balcony Awnings: An architectural projection located at ground or balcony levels that provides partial weather protection but remains open on three sides. The entire awning system is attached to and wholly supported by the building structure. It can be fixed or fully retractable.



2.10 Patio & Balcony Enclosures: Also known as sunrooms; A single story covering which encloses a defined space on a patio or balcony. Characterized by multiple fixed and operable windows with heating and cooling provided by natural means only. The enclosure is both attached to the building and self-supported.



~~2.3~~ ~~Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building. It is fully open on three sides. Structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.~~

3.0 DESIGN CRITERIA

3.1 PATIO & BALCONY COVERS

- A. Only companies that specialize in design and installation of patio and balcony covers will be accepted. DIY projects will not be allowed.
- B. Construction materials are to be aluminum or vinyl only.
- C. Covers may be slatted or solid.
- D. All solid covers are to be insulated "Elitewood" as manufactured by Four Seasons or approved equal. Features:
 - 1. Covers act as a noise and heat barrier.
 - 2. Can be prewired for ceiling fans / lighting.
 - 3. Skylights optional
 - 4. Can be walked on – substantially reducing maintenance.
 - 5. Include self-contained guttering and leaf guards.
- E. Solid covers directly under a balcony must provide a mesh type

rodent protection screen for the space created between the bottom of the balcony above and the top of the cover below.

1. Said covers will be subject to removal and replacement at members expense if deemed necessary by the mutual for maintenance of the balcony above.

F. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.2 PATIO & BALCONY AWNINGS

A. Only companies that specialize in design and installation of patio and balcony awnings will be accepted. DIY projects will not be allowed.

B. Awnings are allowed over existing patios and balconies only.

1. Awnings are not allowed over individual windows or doors.

2. Awnings can not be attached to a balcony above.

C. Awning cover materials

1. Translucent panels

2. Standing seam aluminum panels

3. Fabric

a. Must pass the California State Fire Marshal Test.

b. No scalloped edging.

c. Motorized awnings allowed. Any electrical work must be shown on plan and performed by a licensed electrician.

4. All colors to conform to and/or complement existing mutual building exterior color schemes.

5. Alternate materials subject to ACSC review and approval.

3.3 PATIO & BALCONY ENCLOSURES

A. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.

B. Patio & balcony enclosures may encompass all or part of the patio / balcony footprint.

1. Enclosure must not cover any existing building wall mounted HVAC equipment.
- C. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- D. Glazing Components:
1. All glazed openings to be:
 - a. Dual pane
 - b. Low E
 - c. Energy Star rated
 2. Windows and screens to be readily removable from the inside without the use of tools.
- E. Interior components:
1. Natural ventilation only – no artificial HVAC systems
 2. Skylights are allowed at time of original installation.
 3. No plumbing or plumbing fixtures
 4. Ceiling lighting & fans allowed
 5. Electrical wall outlets allowed
- F. Existing patio privacy stone or block walls may be utilized as part of the patio enclosure provided said walls meet the structural guide lines of the enclosure.
- G. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.
1. The member is responsible for any and all costs associated with this requirement.
- H. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.
- I. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.0 APPLICATIONS

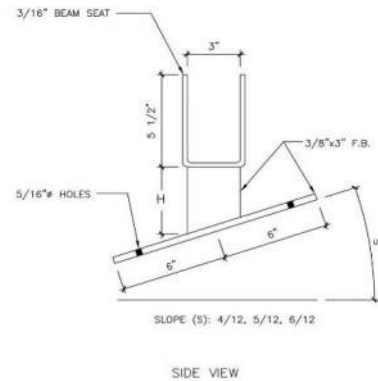
- 3.1** ~~All plans must include any and all architectural or engineering details when submitted to Manor Alterations for review.~~

- a. ~~All awnings must be compliant with state and local building codes.~~
- ~~3.2 Building permit requirements are to be verified with the City of Laguna Woods Building Department.~~
- ~~3.3 Awnings will only be allowed directly over patio and or balcony areas.~~
- ~~3.4 Alterations to existing roof structures are not allowed.~~
- ~~3.5 Awning framework and or materials shall not interfere with any existing building guttering and drainage systems.~~
- ~~3.6 Awning cover materials may be fabric or rigid and shall meet all local, state and federal requirements.~~
 - a. ~~All fabric selections must be flame resistant or flame retardant and pass the California State Fire Marshal Test.~~
- ~~3.7 Color finish options for awning framing and cover materials shall conform to or compliment the United Laguna Woods Mutual Exterior Color Groups A through G corresponding to the geographical area in which the manor is located.~~
- ~~3.8 The edges of the awning material must be straight. No scalloped or decorative edges allowed.~~
- ~~3.9 The member is responsible for proper, on-going maintenance of the awning and must not allow the awning to remain in a state of disrepair.~~
 - a. ~~A state of disrepair is subject to mutual inspection and removal at members expense.~~
- ~~3.10 Should removal of the awning become necessary for building maintenance, the member is responsible for all removal and reinstallation costs.~~

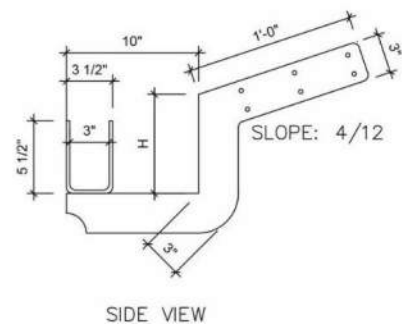
4.0 ATTACHMENT TO BUILDING

- 4.1 All coverings must not alter existing roofing eaves or perimeters.
- 4.2 All coverings must not alter or interfere with existing guttering systems.
- 4.3 Attachment to building for all roof components will be per one of the following options:
 - A. Ledger board to face of building under roof eave. Note: All building penetrations to be water tight.

- B. Raised roof bracket as manufactured by “Beam Lift” or approved equal. Note: Any roof modifications required for installation of bracket must be reviewed and approved by a licensed roofing contractor.



- C. Rafter bracket as manufacture by “Beam Lift” or approved equal. EXCEPTION - Building guttering may be modified to 5 inches wide to accommodate rafter bracket installation



4.0 PATIO

- ~~4.1 Awnings shall cover the entire length of the patio and may extend up to but not beyond the defined patio area.~~
- ~~4.2 In cases where a ground floor manor has a balcony directly above the patio area, awnings will be allowed only as an extension of the balcony above. All necessary architectural and or engineering documents to be included with mutual consent submittal.~~
- ~~4.3 Awning attachment to building details are subject to review by Manor Alterations.~~

5.0 BALCONY APPLICATIONS

5.1 Architectural and/or engineered plans are required.

A. All plans and engineering details provided by the manufacture must be included in submittal package.

5.2 All plans must indicate compliance with all current California Building Codes.

5.3 All plans must be reviewed and approved by the Manor Alterations Department and verified with the City of Laguna Woods Building Department.

5.4 All coverings will not extend beyond existing patio or balcony perimeters by more than 18 inches.

A. Any such extensions must not interfere with ongoing building or landscape maintenance.

5.5 All patio & balcony solid covers and enclosures must have a self-contained guttering system.

A. All system downspouts must coordinate/work with existing building drainage systems.

B. In no case shall downspouts direct water back toward the building.

C. All balcony guttering and downspouts systems must not direct water on to manors located directly below balcony.

6.0 MAINTENANCE & OWNERSHIP

6.1 The member is responsible for all direct and indirect costs associated with covering/enclosure installations.

6.2 The member is responsible for all costs associated with on-going maintenance. The mutual – at its own discretion – may undertake any perceived maintenance upkeep and charge the member if coverings are not properly maintained by the member.

6.3 Should it become necessary for ongoing building maintenance, the member will be responsible for removal and replacement of coverings/enclosures.

7.0 REFERENCE DOCUMENTS

5.0

7.1 See Standard 8: Patio Block Walls

7.2 See Standard 15: Floor Coverings: Exterior (Balconies & Patios)

7.3 See Standard 18: Gutters and Downspouts

7.4 See Standard 19: Balcony Modesty Paneling

~~5.17.5~~ Awnings shall cover the entire length of the balcony and may extend up to but not beyond the balcony parapet or railing.

~~5.27.6~~ Awning attachment to building details are subject to review by Manor Alterations.



STANDARD 34: PATIO AND BALCONY COVERINGS

OCTOBER 2024, RESOLUTION 01-04-146
 REVISED AUGUST 2013, RESOLUTION 01-13-140
 REVISED JULY 2024, RESOLUTION 01-24-70
 REVISED [DATE], RESOLUTION 01-XX-XX

1.0 GENERAL REQUIREMENTS

1.1 SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

2.1 ACSC: Architectural Control and Standards Committee.

2.2 HVAC: Heating, ventilation, air conditioning.

2.3 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.

2.4 DIY: Do It Yourself.

2.5 Patio: A paved outdoor area that adjoins the manor at ground level which does not serve as a walkway or a landing.

2.6 Balcony: A platform that projects from the wall of a manor above ground level at a second or third floor levels and is enclosed by a parapet or railing.

2.7 Patio Cover: A single story architectural projection that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building structure while the opposite end is supported by a post and beam configuration.



2.8 Balcony Cover: A single story architectural projection located at balcony levels that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building while the opposite end is supported by a post and beam configuration.



- 2.9** Patio & Balcony Awnings: An architectural projection located at ground or balcony levels that provides partial weather protection but remains open on three sides. The entire awning system is attached to and wholly supported by the building structure. It can be fixed or fully retractable.



- 2.10** Patio & Balcony Enclosures: Also known as sunrooms; A single story covering which encloses a defined space on a patio or balcony. Characterized by multiple fixed and operable windows with heating and cooling provided by natural means only. The enclosure is both attached to the building and self-supported.



3.0 DESIGN CRITERIA

3.1 PATIO & BALCONY COVERS

- A. Only companies that specialize in design and installation of patio and balcony covers will be accepted. DIY projects will not be allowed.
- B. Construction materials are to be aluminum or vinyl only.
- C. Covers may be slatted or solid.
- D. All solid covers are to be insulated “Elitewood” as manufactured by Four Seasons or approved equal. Features:
 1. Covers act as a noise and heat barrier.
 2. Can be prewired for ceiling fans / lighting.
 3. Skylights optional
 4. Can be walked on – substantially reducing maintenance.
 5. Include self-contained guttering and leaf guards.
- E. Solid covers directly under a balcony must provide a mesh type rodent protection screen for the space created between the bottom of the balcony above and the top of the cover below.
 1. Said covers will be subject to removal and replacement at members expense if deemed necessary by the

mutual for maintenance of the balcony above.

- F. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

3.2 PATIO & BALCONY AWNINGS

- A. Only companies that specialize in design and installation of patio and balcony awnings will be accepted. DIY projects will not be allowed.
- B. Awnings are allowed over existing patios and balconies only.
 - 1. Awnings are not allowed over individual windows or doors.
 - 2. Awnings can not be attached to a balcony above.
- C. Awning cover materials
 - 1. Translucent panels
 - 2. Standing seam aluminum panels
 - 3. Fabric
 - a. Must pass the California State Fire Marshal Test.
 - b. No scalloped edging.
 - c. Motorized awnings allowed. Any electrical work must be shown on plan and performed by a licensed electrician.
 - 4. All colors to conform to and/or complement existing mutual building exterior color schemes.
 - 5. Alternate materials subject to ACSC review and approval.

3.3 PATIO & BALCONY ENCLOSURES

- A. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.
- B. Patio & balcony enclosures may encompass all or part of the patio / balcony footprint.
 - 1. Enclosure must not cover any existing building wall mounted HVAC equipment.
- C. Structural Components: Painted or prefinished aluminum. All

walls and ceiling panels to be fully insulated.

D. Glazing Components:

1. All glazed openings to be:
 - a. Dual pane
 - b. Low E
 - c. Energy Star rated
2. Windows and screens to be readily removable from the inside without the use of tools.

E. Interior components:

1. Natural ventilation only – no artificial HVAC systems
2. Skylights are allowed at time of original installation.
3. No plumbing or plumbing fixtures
4. Ceiling lighting & fans allowed
5. Electrical wall outlets allowed

F. Existing patio privacy stone or block walls may be utilized as part of the patio enclosure provided said walls meet the structural guide lines of the enclosure.

G. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.

1. The member is responsible for any and all costs associated with this requirement.

H. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.

I. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

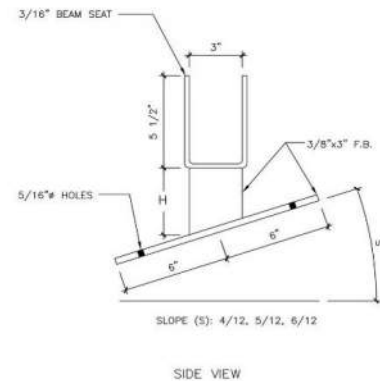
4.0 **ATTACHMENT TO BUILDING**

- 4.1 All coverings must not alter existing roofing eaves or perimeters.
- 4.2 All coverings must not alter or interfere with existing guttering systems.
- 4.3 Attachment to building for all roof components will be per one of the following options:

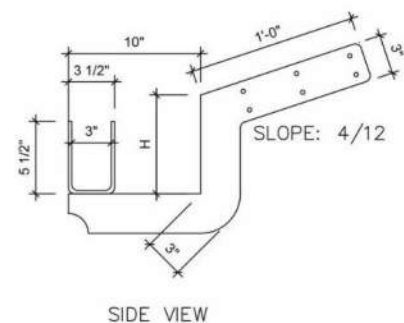
A. Ledger board to face of building under roof eave. Note: All

building penetrations to be water tight.

- B. Raised roof bracket as manufactured by “Beam Lift” or approved equal. Note: Any roof modifications required for installation of bracket must be reviewed and approved by a licensed roofing contractor.



- C. Rafter bracket as manufacture by “Beam Lift” or approved equal. EXCEPTION - Building guttering may be modified to 5 inches wide to accommodate rafter bracket installation



5.0 APPLICATIONS

- 5.1 Architectural and/or engineered plans are required.

- A. All plans and engineering details provided by the manufacture must be included in submittal package.

- 5.2 All plans must indicate compliance with all current California Building Codes.

- 5.3 All plans must be reviewed and approved by the Manor Alterations Department and verified with the City of Laguna Woods Building Department.

- 5.4 All coverings will not extend beyond existing patio or balcony

perimeters by more than 18 inches.

- A. Any such extensions must not interfere with ongoing building or landscape maintenance.

5.5 All patio & balcony solid covers and enclosures must have a self-contained guttering system.

- A. All system downspouts must coordinate/work with existing building drainage systems.
- B. In no case shall downspouts direct water back toward the building.
- C. All balcony guttering and downspouts systems must not direct water on to manors located directly below balcony.

6.0 MAINTENANCE & OWNERSHIP

- 6.1** The member is responsible for all direct and indirect costs associated with covering/enclosure installations.
- 6.2** The member is responsible for all costs associated with on-going maintenance. The mutual – at its own discretion – may undertake any perceived maintenance upkeep and charge the member if coverings are not properly maintained by the member.
- 6.3** Should it become necessary for ongoing building maintenance, the member will be responsible for removal and replacement of coverings/enclosures.

7.0 REFERENCE DOCUMENTS

- 7.1** See Standard 8: Patio Block Walls
- 7.2** See Standard 15: Floor Coverings: Exterior (Balconies & Patios)
- 7.3** See Standard 18: Gutters and Downspouts
- 7.4** See Standard 19: Balcony Modesty Paneling



RESOLUTION 01-24-XX

REVISE STANDARD 34: PATIO AND BALCONY COVERINGS

WHEREAS, the United Laguna Woods Mutual recognizes the need to amend standards and create new standards as necessary; and

WHEREAS, the Mutual recognized the need to revise Standard 34: Patio and Balcony Awnings;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 34: Patio and Balcony Coverings as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-24-70 adopted July 9, 2024, 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.

SEPTEMBER 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.

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STAFF REPORT

DATE: August 15, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Rescind Standard 39: Balcony and Patio Enclosures

RECOMMENDATION

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

BACKGROUND

The ACSC initiated a review of the current Standard 39: Balcony and Patio Enclosures (Attachment 1). Standard 39 was last enacted in April 2024, via Resolution 01-24-34 (Attachment 2).

DISCUSSION

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 34: Patio and Balcony Coverings. In order to avoid any confusion, it is recommended that this standard – Standard 39: Balcony and Patio Enclosures – be rescinded.

FINANCIAL ANALYSIS

There is no financial impact to the mutual for the recommended action.

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 39: Balcony and Patio Enclosures

Attachment 2 – Current Resolution 01-24-34

Attachment 3 – Proposed Resolution 01-24-XX



STANDARD 39: BALCONY AND PATIO ENCLOSURES
APRIL 2024, RESOLUTION 01-24-34

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 California Building Codes.
- 3.3** Balcony/patio enclosures may encompass all or part of the balcony/patio footprint. However, in no case shall the enclosure encroach on any existing HVAC equipment.
- 3.4** 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.
- 3.5** Enclosure design without modifications to existing roof structure is strongly encouraged.
- 3.6** All changes to the existing building roof structure to allow for the installation of the new balcony/patio enclosure:
 - A. Must provide approved engineering details.
 - B. Must replace roofing materials with like for like.
 - C. Must provide for any and all modifications necessary to maintain the building's existing guttering/downspout system

and comply with Standard 18: Gutters & Downspouts.

- D. May trigger an asbestos review and containment protocol.
 - E. Must be reviewed and approved by Manor Alterations for conformance with architectural guidelines.
 - F. Must be submitted, reviewed, and approved by the City of Laguna Woods Building Department.
- 3.7** Balcony/patio enclosures to be manufactured with aluminum, power coated aluminum or vinyl clad aluminum, and/or including allowances for vinyl windows. Alternate materials maybe considered but will have to provide manufacturers engineering approved plans with submittal.
- 3.8** All bottom track framing, or related structural members to be secured directly to patio concrete slab or original balcony flooring.
- 3.9** Color finish options: white, almond, bronze, to complement existing surrounding conditions as closely as possible.

4.0 PATIOS

- 4.1** The roof structure of balcony above may be considered as roof/ceiling for patio balcony if the enclosure requires support by existing balcony/ceiling, architectural and or engineering verification is required.
- 4.2** Patio enclosure must not extend beyond face of existing balcony above unless necessary to accommodate proper guttering and drainage requirements.
- 4.3** A guttering/downspout system is required and must conform to Standard 18: Gutters and Downspouts.
- 4.4** Privacy patio stone walls may be utilized as part of the patio enclosure if structural verification of said use is provided.
- 4.5** Patios may be partially enclosed.

5.0 BALCONIES

- 5.1** Evidence of compliance with California Balcony 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. Manufacturers 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 **GLAZING**

- 6.1 All glazing must be clear in nature and be tempered safety glass no less than 1/8" in thickness.
- 6.2 Plexiglass, corrugated fiberglass and similar coverings will not be allowed.
- 6.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 6.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacturing shall be accepted provided it conforms to Section 6.4
- 6.5 Reflective tints or films applied to glazing after manufacturing may be applied to glazing providing it does not have a reflectivity factor of more than 15%. Written documentation must be included with application.
- 6.6 Glazing energy efficient recommendations:
 - A. Use low *eGlass*
 - B. Use *Energy Star* rated windows
 - C. Use dual pane windows
- 6.7 All glass/window screens must be readily removable from the interior only by lifting out of a track without the use of tools.

7.0 **GUTTERING & DOWNSPOUTS**

- 7.1 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 Mutual Standard 18: Gutters & Downspouts.
- 7.2 Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and

Downspouts requirements.

8.0 OWNERSHIP

- 8.1** The member is responsible for all costs associated with a balcony enclosure addition and all related building modifications.
- 8.2** Once installation is complete, the member becomes responsible for all costs associated with ongoing maintenance.
- 8.3** Should it become necessary, member is directly responsible for the removable of all or partial enclosure so as to facilitate building maintenance.



RESOLUTION 01-24-34

ENACT STANDARD 39: BALCONY AND PATIO ENCLOSURES

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

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

NOW THEREFORE BE IT RESOLVED, April 09, 2024, 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.



RESOLUTION 01-24-XX

Rescind Standard 39: Balcony and Patio Enclosures

WHEREAS, the United Laguna Woods Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 34: Patio & Balcony Coverings to incorporate processes currently contained in Standard 39: Balcony and Patio Enclosures; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 39: Balcony and Patio Enclosures;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby rescinds Standard: 39 Balcony and Patio Enclosures as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-24-34 adopted April 09, 2024, is hereby 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.

SEPTEMBER 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.

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