



OPEN MEETING

REGULAR OPEN MEETING OF THE 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, 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 June 20, 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. 236-B: Variance to Extend Living Room on Front Patio
 - b. 2149-A: Variance to Extend Living Room on Front Patio

10. Items for Discussion and Consideration
 - a. Revision to Standard 18: Gutters & Downspouts
 - b. Your Mutual Resale Fees At Work

11. Items for Future Agendas

- a. Revision to Standard 20: Balcony, Patio and Atrium Covers
- b. Revision to Standard 34: Awnings
- c. Revision to Standard 36: Ramps
- d. Revision to Standard 39: Balcony and Patio Enclosures

12. Concluding Business

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

**Thursday, June 20, 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, Ellen Leonard, Sue Quam

OTHERS PRESENT: Maggie Blackwell

STAFF PRESENT: Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, 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 May 16, 2024

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

5. Chair's Remarks

Chair Liberatore thanked Director Blackwell for sitting in as his replacement last month. He also thanked staff for keeping up to date with the architectural standards.

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

Director Leonard had questions about the "For Sale" sign regulations of the mutual.

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. None.

9. Variance Requests

a. None.

10. Items for Discussion and Consideration

- a. 754-C: Request to Remove the Non-Exclusive Common Area Planter and Modify the Appearance of the Common Area Courtyard by Turning it Into a Seating Area

Two members commented on the request.

Director Leonard made a motion to approve the members request to remove the raised planter and replace it with a concrete slab, on the condition that the member is responsible for all initial replacement costs and subsequent maintenance. This approval will be processed thru a mutual consent at the members expense. Director Quam seconded.

Hearing no objection, the motion to approve the members request to remove the raised planter and replace it with a concrete slab, on the condition that the member is responsible for all initial replacement costs and subsequent maintenance; and the approval be processed thru a mutual consent at the members expense was approved by unanimous consent.

- b. Revision to Standard 24: Skylight Installations

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

Hearing no objection, the motion to recommend the revised Standard 24: Skylight Installations was approved by unanimous consent.

c. Revision to Standard 43: Bathroom Splits

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

Hearing no objection, the motion to recommend the revised Standard 43: Bathroom Splits was approved by unanimous consent.

d. Revision to Permit-less Alteration Policy

Director Quam made a motion to approve the revised Like-For-Equivalent Alteration Policy. Chair Liberatore seconded.

The motion to recommend the revised Like-For-Equivalent Alteration Policy was approved by a vote of 2/1/0 (Director Leonard, opposed).

e. Rescind Manor Alteration Conformance Deposit Fee

Director Quam made a motion to approve rescinding the Manor Alteration Conformance Deposit Fee. Director Leonard seconded.

Hearing no objection, the motion to recommend the rescinded Manor Alteration Conformance Deposit Fee was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 36: Ramps

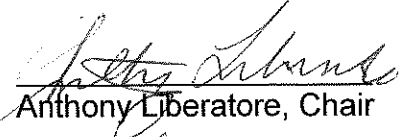
12. Concluding Business

a. Committee Member Comments

- Director Leonard reiterated her question on "For Sale" sign regulations of the mutual.

b. Date of Next Meeting: Thursday, July 18, 2024 at 9:30 a.m.

c. Adjournment: The meeting was adjourned at 10:46 a.m.


Anthony Liberatore, Chair
06/27/2024

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

United ACSC – July 18, 2024

Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	236-B	Extend Living Room on Exclusive Use Common Area Front Patio	<p style="text-align: center;"><u>GENERAL NOTES:</u></p> <ul style="list-style-type: none"> • 236-B is one of 4 manors • Convert Exclusive Use Common Area Patio to a Living Room Extension • Room addition to match neighbors' • Room addition requires a Common Area Use Agreement <p>Staff Recommendation: Approve</p>
B	2149-A	Extend Living Room on Exclusive Use Common Area Front Patio	<ul style="list-style-type: none"> • 2149-A is one of eight manors • Convert Exclusive Use Common Area Patio to Living Room Extension • Room addition require a Common Area Use Agreement <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 236-B

Variance Request Form

Model: <u>SEVILLE 1</u>	Plan:	Date:
Member Name: [REDACTED]	Signature: [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>Ron Harbin / Mykaton Const</u>	Phone: <u>949 249 5305</u>	E-mail: <u>mykaton@yahoo.com</u>
Owner Mailing Address: (to be used for official correspondence) [REDACTED]		

Description of Proposed Variance Request ONLY:

Room Edition

PAID

Dimensions of Proposed Variance Alterations ONLY:

14' 1" x 10' 6"

SCANNED

FOR OFFICE USE ONLY

RECEIVED BY: _____ **DATE RECEIVED:** _____ **Check#** 017653/CC **BY:** SB

<p>Alteration Variance Request</p> <p>Check Items Received:</p> <p><input type="checkbox"/> Drawing of Existing Floor Plan</p> <p><input type="checkbox"/> Drawing of Proposed Variance</p> <p><input type="checkbox"/> Dimensions of Proposed Variance</p> <p><input type="checkbox"/> Before and After Pictures</p> <p><input type="checkbox"/> Other: _____</p>	<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>
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ATTACHMENT 2
PHOTOS

236-B Extend Living Room on Exclusive Use Common Area Patio



ATTACHMENT 2
PHOTOS

236-B Extend Living Room on Exclusive Use Common Area Patio



ATTACHMENT 2
PHOTOS

236-B Extend Living Room on Exclusive Use Common Area Patio



ATTACHMENT 2
PHOTOS

236-B Extend Living Room on Exclusive Use Common Area Patio



ATTACHMENT 3
AERIAL



ATTACHMENT 4
SITE PLANS

Architectural Committee Request for a Variance
Request to turn front patio into a den

236 - B Calle Aragon
Seville 1 Model

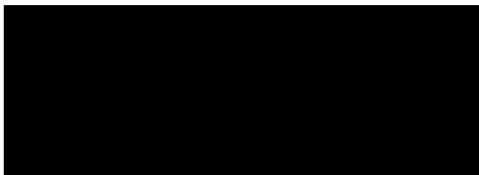
I am asking for a variance to enclose the current patio located in front of my manor with a regular 2x4 constructed room with the roofline extended. This room would fill the existing footprint of the patio. The floor of the new room should be level with the living room as a safety and aesthetic measure. This will require the one slab to be removed and a new slab to be poured to address the elevation concern as well as any new building codes in place since the manor was built in the early 1960s. The exterior of the addition would be stuccoed and painted to match the rest of the manor. New gutters will be installed.

I would like a room with insulated walls and ceilings for protection from the sun into my manor. My current patio has direct sunlight shining on it most of the day in the summer and fall. It is too hot to spend any time out there during that time of year. I plan to use the room addition as a computer room as well as an extension of the living room. The new room would have the existing stuccoed outside wall removed and replaced with drywall painted to match the interior of the rest of the manor. The existing 8 foot sliding glass door that separates the manor and the patio will be removed. The opening will be reduced in size to a 6 foot opening. An interior (non insulated) French door will be installed. The window above the sliding glass door will be removed and the opening will remain allowing light into the living room from the outside through the windows.

I would like to relocate the hose bib that is currently located on the outside of the manor inside the patio to right outside the kitchen window. This is where the water source for the hose bib is located. Other than relocating and capping off this hose bib, there will be no plumbing involved in this room addition.

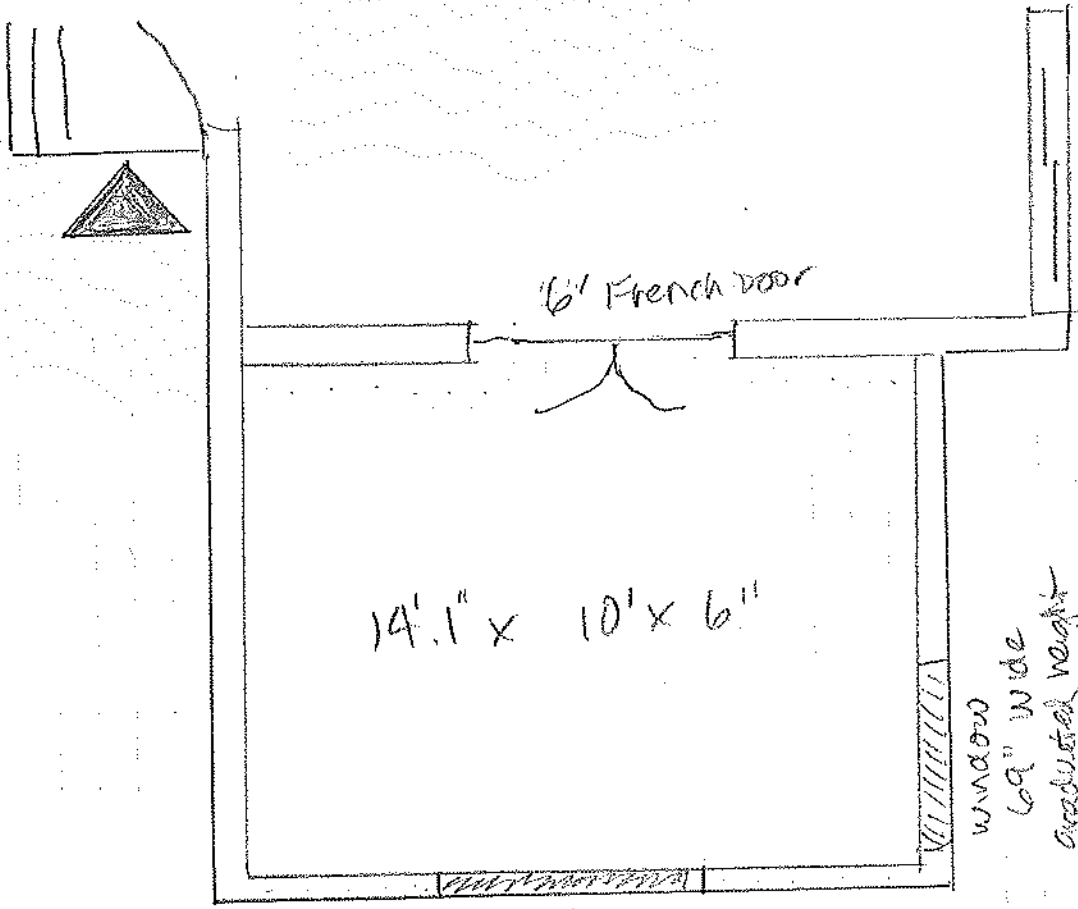
I would like a window installed on the west side of the new room facing the small garden common area (69" wide with a graduated height of 89.5", 98.5" and 109.5" - this is the same window installed on the room addition at Manor 267-D (photo enclosed)). I would like a window installed on the front of the new new room (87" wide x 45.5" high - This is the same window installed on the room addition at Manor 327-D (photo enclosed)). The wall facing the entry walkway will be solid.

A ceiling fan will be installed in the new room along with canned lights along the solid wall next to the walkway.



ATTACHMENT 4
SITE PLANS

MANOR 236 B
PROPOSED ADDITION



14'1" x 10' x 6"

6' French door

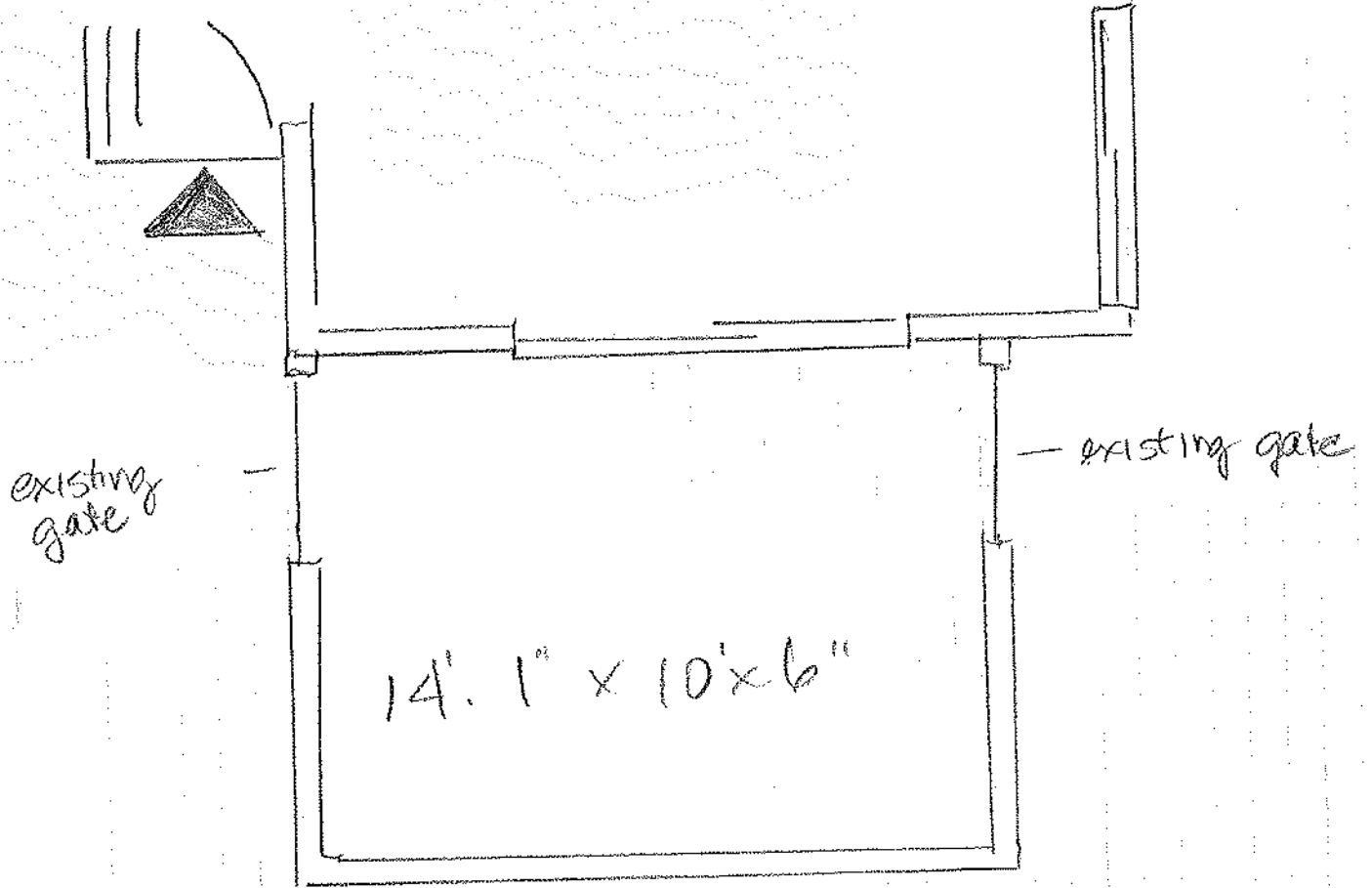
Window
69" wide
Graduated height
Short side 89.5
Middle 98.5
Tall side 109.5

Window
87" x 45.5"

Field Measurements

ATTACHMENT 4
SITE PLANS

MANOR 236 B
EXISTING PATIO



Field Measurements

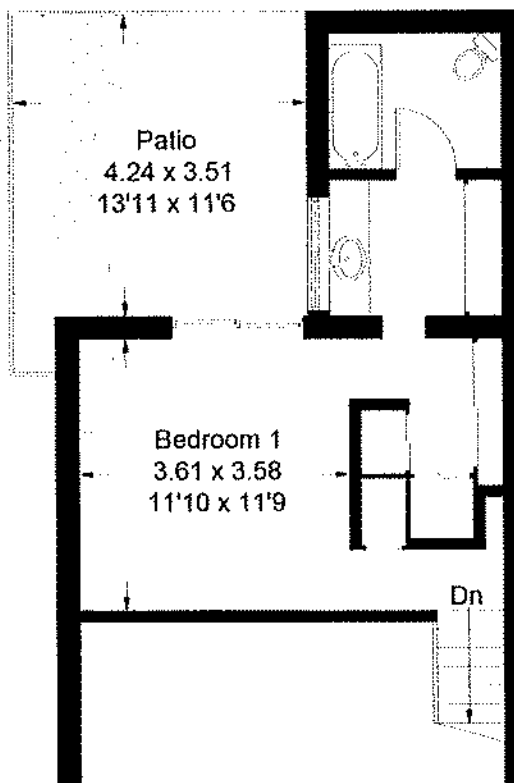
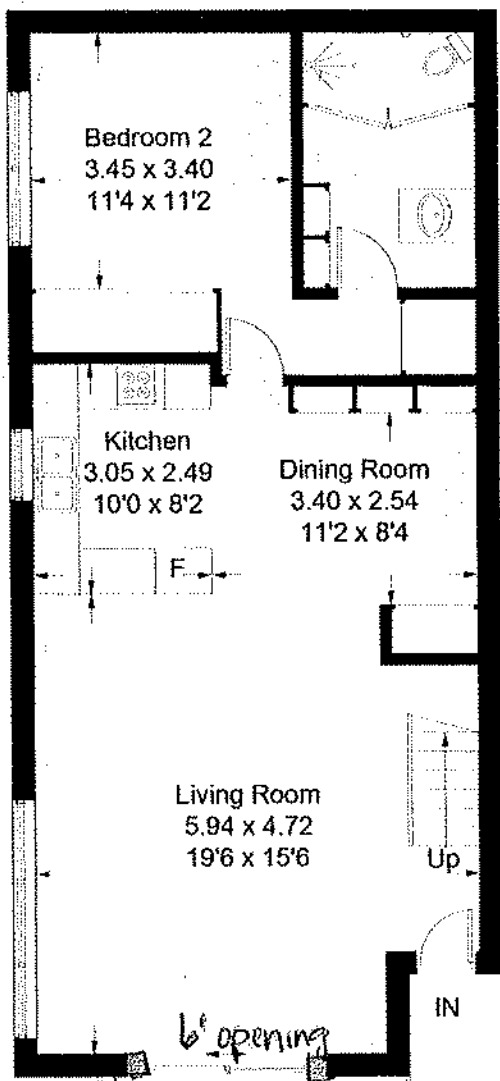
ATTACHMENT 4 SITE PLANS

1

CARPORT 1

Seville 1

Approximate Gross Internal Area = 101.3 sq m / 1090 sq ft



First Floor

Second Floor

Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367261)

109.5
 fallside
 middle 98.5
 short side 89.5
 w - 69"

window
 87" x 45.5"

6' opening

: 1
 IT 1
 IT 1
 : 2
 IT 1
 IT 1
 IT 1
 IT 1
 IT 1
 IT 1
 IT 1
 IT 1
 IT 1
 IT 2
 IT 2

Towers - Model F

1800

3

2

CARPORT 2

Towers - Model G

975

1

1.5

CARPORT 1

ATTACHMENT 4
SITE PLANS

267 D

4" x 6"



ATTACHMENT 4
SITE PLANS

327 D



ATTACHMENT 4
SITE PLANS

236-B



- C.2. Prior to the Issuance of a Mutual Consent for Alterations if required, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.
- C.3. Prior to the Issuance of a Mutual Consent for Alternations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- C.4. Prior to the issuance of a Mutual Consent for Alterations, a Mutual Roof Alteration Notification (“Tie-In Form”) must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual’s roofing contractor at the Member’s expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member’s expense during construction of the improvement.
- C.5. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either

white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 236-B Calle Aragon Enter 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 236-B Calle Aragon and all future Mutual Members at 236-B Calle Aragon.
- 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 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. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

- G.11. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.12. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.13. 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.14. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.15. 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.16. 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.17. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.19. 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.20. 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.21. 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.

DRAFT



RESOLUTION 01-24-XX

Variance Request

WHEREAS, Member of 236-B Calle Aragon, a Seville style manor, requests Architectural Control and Standards Committee approval of a variance to extend living room on exclusive use common area front patio; 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 July 18, 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 extend living room on exclusive use common area front patio;

NOW THEREFORE BE IT RESOLVED, on August 13, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to extend living room on exclusive use common area front patio; 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 236-B Calle Aragon and all future Mutual Members at 236-B Calle Aragon; 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.

Manor 2149-C



Laguna Woods Village

ATTACHMENT 1
VARIANCE REQUEST
FORM

MANOR # 2149-A

ULWM

TLHM

Variance Request Form

SA _____

Model:	Plan:	Date: <u>5/13/24</u>
Member Name:	Signature <u>[Signature]</u>	
Phone:	E-mail: _____	
Contractor Name/Co:	Phone:	E-mail:
Owner Mailing Address: (to be used for official correspondence) _____		

Description of Proposed Variance Request ONLY:

DEMOLISHING THE WALL BETWEEN THE LIVING ROOM AND FRONT YARD, ADDING WALLS & CEILING TO FRONT YARD IN ORDER TO ADD THE FRONT YARD TO LIVING ROOM. ENTRANCE DOOR WILL BE THE CURRENT ENTRANCE GATE TO THE FRONT YARD. A DRAWING BY AN ARCHITECT IS ATTACHED WITH DETAILS.

Dimensions of Proposed Variance Alterations ONLY:

APPROXIMATELY 15 x 13.

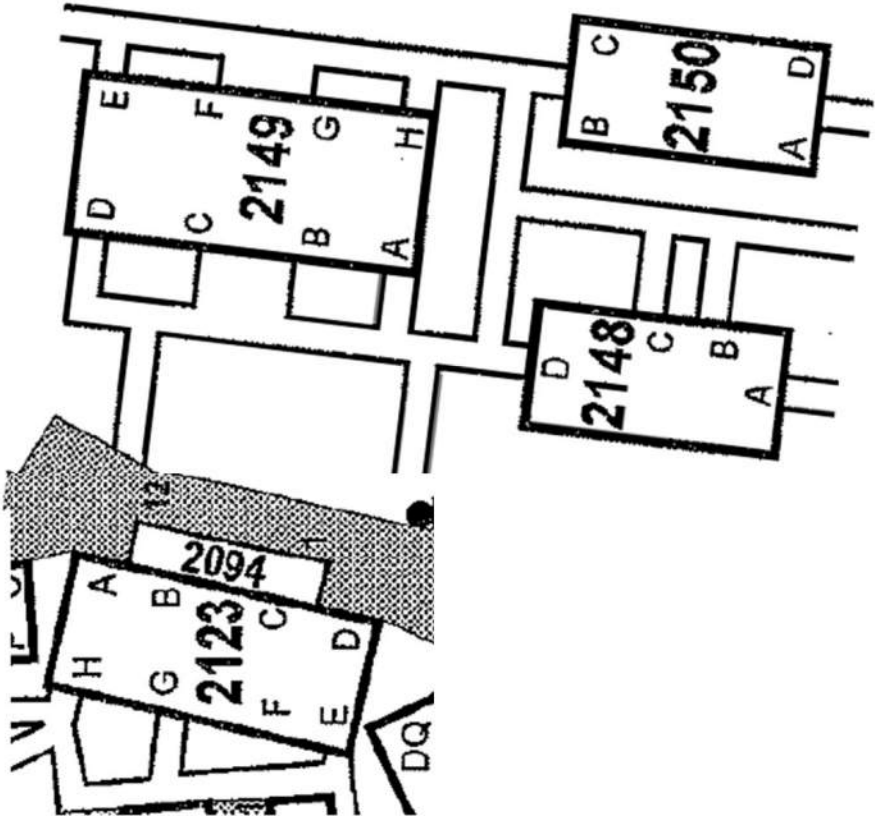
FOR OFFICE USE ONLY

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

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

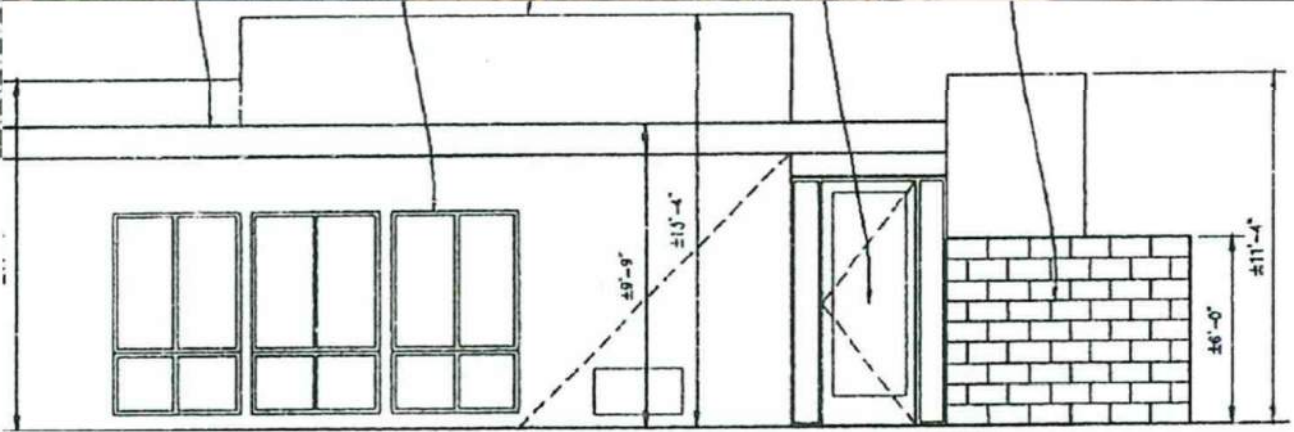
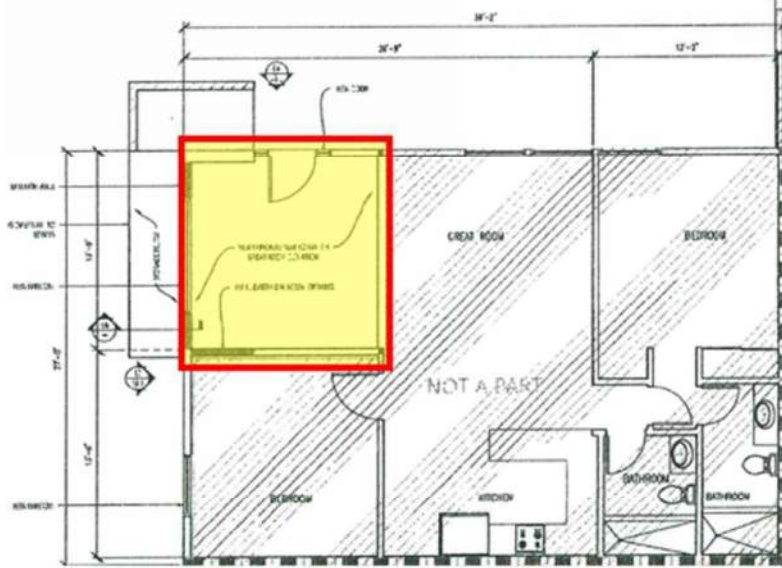
ATTACHMENT 2
PHOTOS

2149-A Extend Living Room on Front Patio



ATTACHMENT 2
PHOTOS

2149-A Extend Living Room on Front Patio



ATTACHMENT 3
AERIAL



ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

- C.2. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification (“Tie-In Form”) must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual’s roofing contractor at the Member’s expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member’s expense during construction of the improvement.
- C.3. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are available at Resident Services, located at the Community Center first floor.

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 2149-A Ronda GranadaEnter 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

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

("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 2149-A Ronda Granada and all future Mutual Members at 2149-A Ronda Granada.
- 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 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

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

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. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a City of Laguna Woods permit an applicant must present the appropriate Mutual Consent issued by Manor Alterations to the City. Please complete this step with Manor Alterations prior to submitting an application to the City. Once the City issues a Building Permit, you must submit a copy of the permit with the permit number to Manor Alterations. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.11. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.12. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.13. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be

ATTACHMENT 5
DRAFT CONDITIONS OF
APPROVAL

adhered to at all times.

- G.14. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.15. 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.16. 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.17. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.19. 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.20. 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.21. 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 2149-A Ronda Granada, a Monterey style manor, requests Architectural Control and Standards Committee approval of a variance to extend living room on exclusive use common area front patio; 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 July 18, 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 extend living room on exclusive use common area front patio;

NOW THEREFORE BE IT RESOLVED, on August 13, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to extend living room on exclusive use common area front patio; 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 2149-A Ronda Granada and all future Mutual Members at 2149-A Ronda Granada; 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.

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STAFF REPORT

DATE: July 18, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 18: Gutters and Downspouts

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Standard 18: Gutters and Downspouts.

BACKGROUND

The ACSC initiated a review of the current Standard 18: Gutters and Downspouts (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 18 was last enacted in February 2024, via Resolution 01-24-11 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to update design and installation guidelines which will allow for better functionality, maintenance improvements and proper building / site drainage.

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 18: Gutters and Downspouts
- Attachment 2 – Current Resolution 01-24-11
- Attachment 3 – Redlined Revised Standard 18: Gutters and Downspouts
- Attachment 4 – Final Draft Standard 18: Gutters and Downspouts
- Attachment 5 – Proposed Resolution 01-24-XX



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

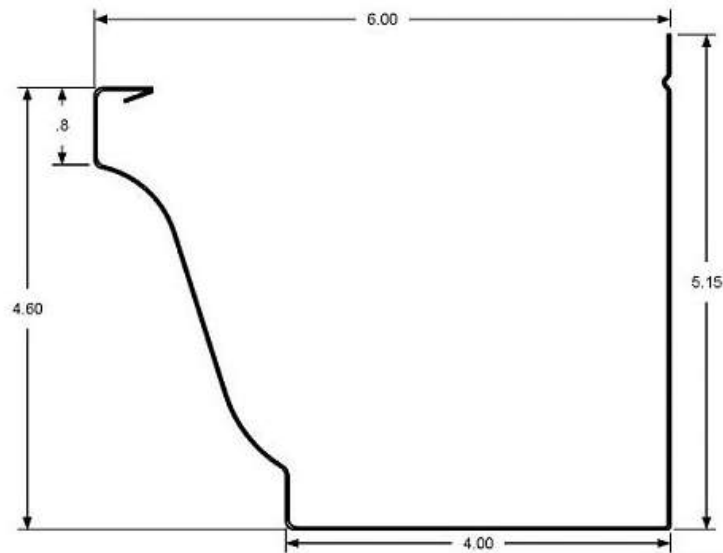
REVISED FEBRUARY 2024, RESOLUTION 01-24-11

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Gutters shall be installed per industry standards and slopped towards the downspouts.
- 2.2** Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will affect surface drainage in an adverse way.
- 2.3** Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- 2.5** All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering.
- 2.6** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.9** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.10** Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.
- 2.11** All penetrations must be properly sealed. Exposed woods must be primed and painted to match the existing paint of the building. Member will be responsible for all damagers to roof or fascia.
- 2.12** Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.



RESOLUTION 01-24-11

**STANDARD 18: GUTTERS
AND DOWNSPOUTS**

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 recognizes the need to revise Alteration Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-19-49 adopted June 11, 2019, is hereby superseded in its entirety and no longer in effect; 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 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
 GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
 GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57
 REVISED NOVEMBER 2018, RESOLUTION 01-18-113
 REVISED JUNE 2019, RESOLUTION 01-19-49
 REVISED FEBRUARY 2024, RESOLUTION 01-24-11
REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 DEFINITIONS

- 2.1 Seamless gutters: A seamless gutter is a single piece of gutter formed on the jobsite to match the exact measurement of a particular job. Seamless gutters can be run in lengths up to 100 feet.
- 2.2 Hidden gutter hangers: A hidden gutter hanger is designed to clip under the gutter hem and then screwed to the fascia board from inside the gutter.
- 2.3 Spike and ferrule hangers: A spike is a long nail that penetrates the front of a gutter and is directed to the back of the gutter through a ferrule or tube.
- 2.4 Fascia: A finished wooden board or other flat piece of material such that covers the end of the roof rafters.
- 2.5 Splash block: A device manufactured from concrete or plastic that works to channel water away from the building foundation, positioned directly under a downspout.
- 2.6 LeafFilter / LeafGuard: A covering over the top of the gutter with a fine filter that keeps gutters clear of small debris.

2.03.0 APPLICATIONS

3.1 All gutter installations are to be seamless. Gutters shall be installed per industry standards and sloped towards the downspouts.

2.43.2 All gutters shall have a slope of no less than 1/8-inch per foot along their entire run length but no more than 1/2-inch in 40 lineal feet. Gutters and downspouts shall be installed so that water does not pool at any point.

3.3 Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). ~~No downspout may be installed that will drain into an area that will affect surface drainage in an adverse way.~~

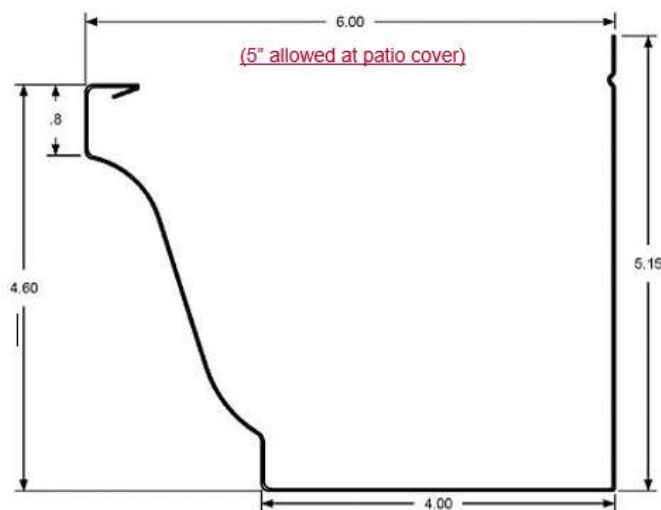
A. In no case shall downspout spacing exceed 40 lineal feet.

B. No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.

2.2

2.33.4 All gutter installations that penetrate the roof systems in any way are prohibited. Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.

2.43.5 All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of ~~painted~~ aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



A. Exception: In patio cover installations where a 'rafter bracket' is used, gutter width can be modified to 5 inches to accommodate 'rafter bracket'. See Standard 22: Patio & Balcony Covers

Aluminum and Vinyl.

~~2.53.6~~ All downspouts to be sized appropriately for the area that is being drained, ~~and must match the color of existing guttering.~~

~~2.63.7~~ Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building.

~~2.73.8~~ Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.

3.9 Gutters and leaf guards are required in order to assist in substantially reducing maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers; and prevent obstructions.

~~2.83.10~~ Gutters and downspouts will be of the same color. Color to conform to United Mutual's exterior paint color standards options 1 through 10 corresponding to the geographical area of the manor. ~~to match the surface they are attached to.~~

~~2.93.11~~ Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the ~~M~~member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.

~~2.103.12~~ Gutters attached to the ~~M~~mutual owned fascia are required to be attached using hidden gutter hangers and be spaced at a minimum of 30-inches. Aluminum and quick screw hangers are Smooth-striated and spiral spike prohibited. Spike and ferrule hangers ~~s~~ are prohibited.

~~2.113.13~~ All penetrations must be properly sealed, ~~e.~~ Exposed woods must be primed and painted to match the existing paint of the building. Member will be responsible for all damage~~s~~ to roof or fascia.

~~2.12~~ ~~Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.~~



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

REVISED FEBRUARY 2024, RESOLUTION 01-24-11

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

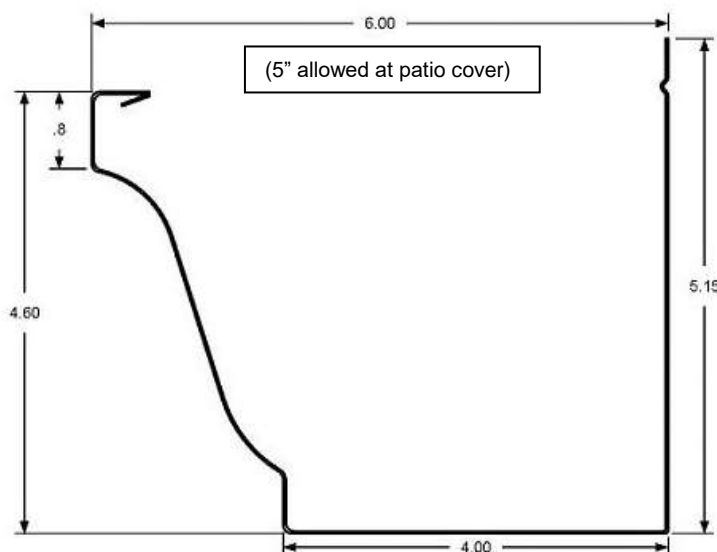
See Standard 1: General Requirements

2.0 DEFINITIONS

- 2.1** Seamless gutters: A seamless gutter is a single piece of gutter formed on the jobsite to match the exact measurement of a particular job. Seamless gutters can be run in lengths up to 100 feet.
- 2.2** Hidden gutter hangers: A hidden gutter hanger is designed to clip under the gutter hem and then screwed to the fascia board from inside the gutter.
- 2.3** Spike and ferrule hangers: A spike is a long nail that penetrates the front of a gutter and is directed to the back of the gutter through a ferrule or tube.
- 2.4** Fascia: A finished wooden board or other flat piece of material such that covers the end of the roof rafters.
- 2.5** Splash block: A device manufactured from concrete or plastic that works to channel water away from the building foundation, positioned directly under a downspout.
- 2.6** LeafFilter / LeafGuard: A covering over the top of the gutter with a fine filter that keeps gutters clear of small debris.

3.0 APPLICATIONS

- 3.1 All gutter installations are to be seamless.
- 3.2 All gutters shall have a slope of no less than 1/8-inch per foot along their entire run length but no more than 1/2-inch in 40 lineal feet. Gutters and downspouts shall be installed so that water does not pool at any point.
- 3.3 Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA).
- A. In no case shall downspout spacing exceed 40 lineal feet.
- B. No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 3.4 All gutter installations that penetrate the roof systems in any way are prohibited.
- 3.5 All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- A. Exception: In patio cover installations where a 'rafter bracket' is used, gutter width can be modified to 5 inches to accommodate 'rafter bracket'. See Standard 22: Patio & Balcony Covers Aluminum and Vinyl.
- 3.6 All downspouts to be sized appropriately for the area that is being drained.

- 3.7** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building.
- 3.8** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 3.9** Gutters and leaf guards are required in order to assist in substantially reducing maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers; and prevent obstructions.
- 3.10** Gutters and downspouts will be of the same color. Color to conform to United Mutual's exterior paint color standards options 1 through 10 corresponding to the geographical area of the manor.
- 3.11** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 3.12** Gutters attached to the mutual owned fascia are required to be attached using gutter hangers and be spaced at a minimum of 30-inches. Aluminum and quick screw hangers are prohibited. Spike and ferrule hangers are prohibited.
- 3.13** All penetrations must be properly sealed, exposed wood must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia.



RESOLUTION 01-24-XX

REVISE STANDARD 18: GUTTERS & DOWNSPOUTS

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 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 18: Gutters and Downspouts as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-24-11 adopted February 13, 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.

JULY 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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