



OPEN MEETING

REGULAR OPEN MEETING OF THE 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, 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 May 16, 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. 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
 - b. Revision to Standard 24: Skylight Installations

- c. Revision to Standard 43: Bathroom Splits
- d. Revision to Permit-less Alteration Policy
- e. Rescind Manor Alteration Conformance Deposit Fee

11. Items for Future Agendas

- a. Revision to Standard 36: Ramps

12. Concluding Business

- a. Committee Member Comments
- b. Date of Next Meeting – Thursday, July 18, 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, May 16, 2024 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

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

COMMITTEE MEMBERS ABSENT: Anthony Liberatore – Chair (Excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director (In the Audience), Alan Grimshaw – Manor
Alterations Manager, David Rudge – Inspector II,
Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

Director Blackwell called the meeting to order at 9:31 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 April 18, 2024

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

5. Chair's Remarks

Director Blackwell informed members of Chair Liberatore's absence.

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

None.

7. Division Manager Update

None.

8. Consent

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

a. None.

9. Variance Requests

- a. 385-C: Variance to Install 2 Ramps (1) Carport Sidewalk to Common Area Sidewalk (2) Common Area Sidewalk to Unit Entry

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

One member commented on the variance request and staff responded.

Director Leonard made a motion to table the variance for 90 days pending proof of membership and verification of medical need for the ramps. Director Quam seconded.

Hearing no objection, the motion to table the variance for 90 days pending proof of membership and verification of medical need for the ramps was approved by unanimous consent.

10. Items for Discussion and Consideration

- a. Rescind Standard 26: Solariums & Garden Rooms

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

Hearing no objection, the motion to recommend the rescinded Standard 26: Solariums & Garden Rooms was approved by unanimous consent.

b. Revision to Standard 34: Awnings

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

Hearing no objection, the motion to recommend the revised Standard 34: Awnings was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 24: Skylight
- Revision to Standard 36: Ramps

12. Concluding Business

a. Committee Member Comments

- All three directors commented that modification requests to units for accessibility should be decided on a case by case basis.
- A member commented on an issue with 2nd and 3rd story floor members who aren't following proper upkeep of their awnings. The committee informed the member to report any violations to Compliance.

b. Date of Next Meeting: Thursday, June 20, 2024 at 9:30 a.m.

c. Adjournment: The meeting was adjourned at 10:27 a.m.


Maggie Blackwell, Director

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

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Manor 754-C



STAFF REPORT

DATE: June 20, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: 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

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) approve the members request to remove the raised planter and replace with a concrete slab on the condition that the member(s) are responsible for all the initial replacement costs and subsequent maintenance. If approved, staff requests direction on how the costs for this removal should be covered.

BACKGROUND

The members request to replace a mutual-owned raised planter with a concrete slab to be level with the surrounding concrete surfaces was submitted to Landscape.

DISCUSSION

The member at 754-C is spearheading a request to remove the existing raised brick planter and replace with concrete level with the existing patio area. The members at 754-A and 754-B – who share this space – are in agreement. There is a precedent established as this was done at an adjoining courtyard at the opposite end of the patio area. However, there is no record as to who did the work and how it was paid. The planter area is currently designated as Common Area. The members would like the mutual to pay for the work; however, they are willing to pay if that becomes the requirement of the mutual.

FINANCIAL ANALYSIS

There are no direct added costs to the mutual if the member(s) pay for all the costs associated with replacement and subsequent maintenance. If the work is to be performed by the mutual, the respective departments will utilize funds from the operating budgets to accomplish this work.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor
Kurt Wiemann, Director of Field Operations
Robert Carroll, Director of General Services

United Architectural Control and Standards Committee
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
6/20/2024
Page 2

ATTACHMENT(S)

Attachment 1 – Email Correspondence
Attachment 2 – Mutual Landscape Request Form
Attachment 3 – Photographs
Attachment 4 – Plans
Attachment 5 – Proposed Resolution 01-24-XX

From: Feliz, Megan [REDACTED]
Sent: Thursday, May 2, 2024 4:24 PM
To: Gomez, Manuel [REDACTED]; Carroll, Robert [REDACTED]; Mejia, Baltazar [REDACTED]
Cc: Wiemann, Kurt [REDACTED]
Subject: 754-C Brick Block Planter Removal Request

Hello,

I hope everyone is having a good week; it is almost Friday! I would like some help on a landscape request we received. I want to make sure I point the resident in the right direction. The request is coming from 754-C for a brick block square above-ground planter to be removed from the center of the common area at B754. The other two residents in this building signed the form in agreeance they would like it out. Landscape does not remove brick block planters. The resident is requesting the planter be removed and concrete be placed in its place. According to her, the manor across the street had this done a while ago. I have attached the request form and photo the resident sent in. Any help or direction on this would be greatly appreciated.

Thank you,

Megan Feliz
Landscape Administrative Assistant
[Laguna Woods Village](#)
[REDACTED]



Laguna Woods Village®
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Laguna Woods Village

MUTUAL LANDSCAPE REQUEST FORM**PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS**

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.**Resident/Owner Information**

You must be an owner to request non-routine Landscape requests.

754 -C [REDACTED]

Address

4.27.2024

Today's Date

[REDACTED]

Resident's Name

[REDACTED]

Telephone Number

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

☐ Tree Removal☐ New Landscape☐ Off-Schedule Trimming☒ Other (explain): REMOVE BRICK BLOCK PLANTER**Reason for Request**

Please checkmark the item(s) that best explain the reason for your request.

☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition☐ Litter/Debris ☒ Personal Preference☐ Other (explain):**GUIDELINES:**

- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

BY THE BACK DOORS OF 754 - A/B/C

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
[REDACTED]	754-B	X		
[REDACTED]	754-A	X		

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

[REDACTED]
Owner's Signature

[REDACTED]
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

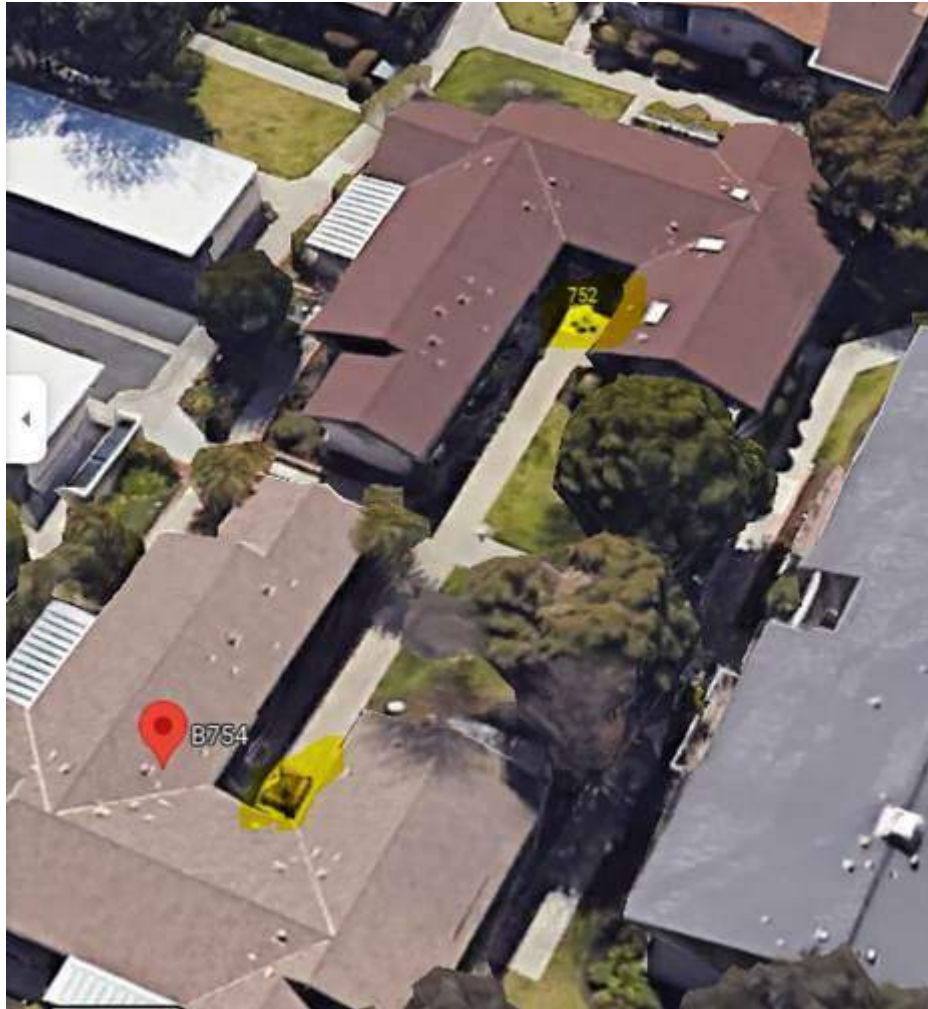
NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____





752 Planter removed between 2007 and 2009



BUILDING LOCATION PLAN
TRACT 5899—LOT NO. 3 W/2
BUILDING LOCATION PLAN
SHEET 11

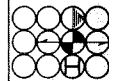
BUILDING LOCATIONS

TRACT N° 5099
W/2 LOT N° 3

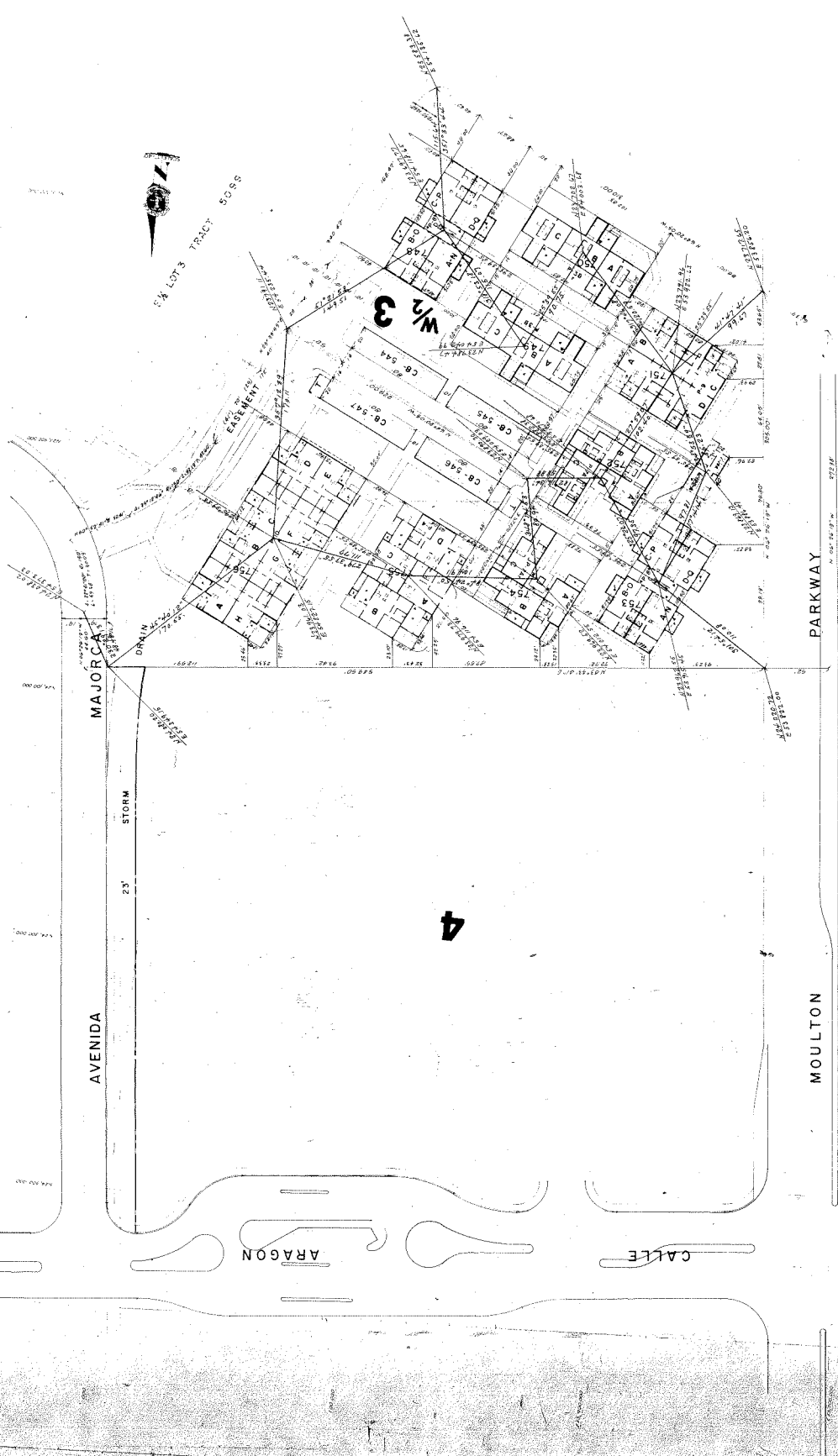
SHEET

TOUPS ENGINEERING, INC.

CONSULTING CIVIL ENGINEERS
SANTA ANA
FULLERTON
EL TORO
857-0860



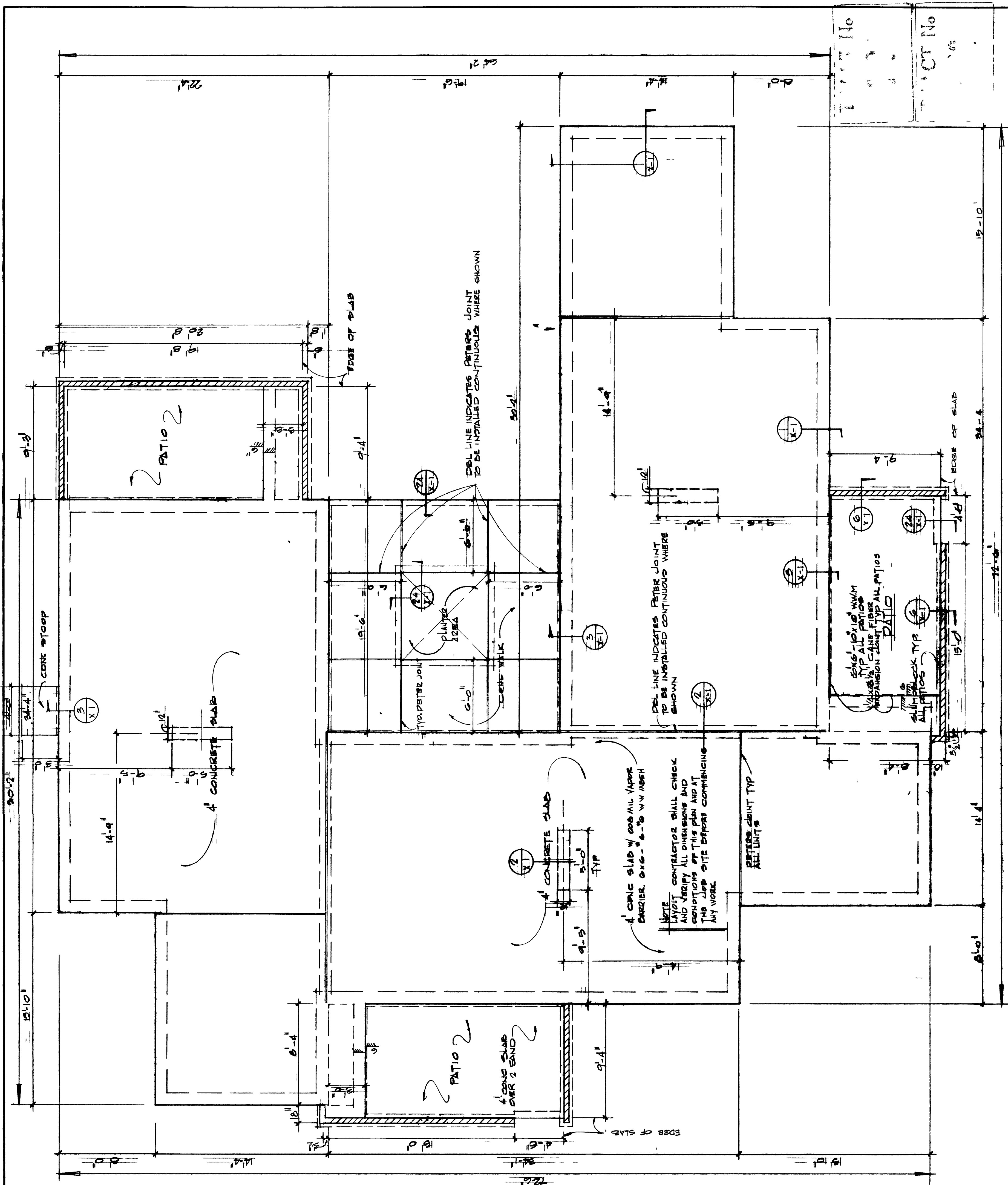
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RESOLUTION 01-24-XX

REVISIONS TO MUTUALLY OWNED COMMON AREA

WHEREAS, the United Laguna Woods Mutual recognizes the need to adapt policies as may be deemed reasonable to current situations; and

WHEREAS, the Mutual recognized that this specific request is in conformance with previously established precedents;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby grants this specific change to Mutual-owned common area and is attached to the official minutes of this meeting; 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.



STAFF REPORT

DATE: June 20, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 24: Skylight Installations

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Standard 24: Skylight Installations.

BACKGROUND

The ACSC initiated a review of the current Standard 24: Skylight Installations (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards as well as current building code standards. Standard 24 was last revised in January 2019, via Resolution 01-19-09 (Attachment 2).

DISCUSSION

Updates and clarifications were reviewed and undertaken. In Section 2.0 a design criterion was added. In Section 3.0 roofing protocols, skylight placements, asbestos protocols, and protocols for building trusses were clarified. Section 4.0 Maintenance was added.

FINANCIAL ANALYSIS

There are no direct added costs to the Mutual. Any potential landscaping costs incurred by the Mutual will be the responsibility of the Member.

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 24: Skylight Installations
Attachment 2 – Current Resolution 01-19-09
Attachment 3 – Redlined Revised Standard 24: Skylight Installations
Attachment 4 – Final Draft Standard 24: Skylight Installations
Attachment 5 – Proposed Resolution 01-24-XX



STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
 GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
 REVISED JANUARY 2019, RESOLUTION 01-19-09

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing applied to the area surrounding the skylight must be in strict conformance with the U.B.C., United Laguna Woods Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and the lens shall be either off-white or smoke tinted in color. Clear skylights are not acceptable on any roof. All skylights shall match other existing skylights in the manor. Approval by VMS Manor Alterations Department will be deemed in keeping with the existing architecture.
- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Alterations Division.



- 2.8** The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All non-conforming skylights to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with galvanized or stainless steel hex-head screws.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylight installations performed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of I.C.I. approved double lens construction.
- 2.14** Square-Flex™, Sola-Tube®, or equivalent skylight tubes are permitted;. refer to Standard 25:Tubular Skylight Installations.
- 2.15** **No trusses shall be cut in the installation of skylights.**

Resolution 01-19-09
Revisions to Architectural Standard 24: Skylights

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

WHEREAS, the Architectural Controls and Standards Committee recognize the need to amend Alteration Standard 24: Skylight Installations.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 24: Skylight Installations attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-03-40, adopted February 2003, is hereby superseded and cancelled; and

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



STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-09

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard ~~Section~~-1: General Requirements

2.0 DESIGN CRITERIA

2.1 All skylight design and installations shall comply with all applicable building codes including the International Building Code (IBC) and Title 24 requirements for lighting and ventilation.

2.2 Skylights may be openable of fixed type.

A. See section 3.6 A for placement guidelines of openable skylights.

2.3 All skylights to be double lens/glazing construction.

2.4 The maximum skylight size shall comply with all current building codes and Title 24.

2.5 Finished opening size of skylight well, where it terminates at ceiling may vary. Finish openings at ceiling may be left open or covered with translucent panels.

A. Opening size and/or coverings shall conform to Title 24 light and ventilation requirements.

2.6 Skylight lens/glazing shall be off white or smoke tinted in color. Clear lens/glazing is not allowed.

2.7 All skylight framework finishes within a manor are to match.

2.8 Any deviation in style will require review and approval by Manor Alterations and/or Board of Directors.

2.9 Tubular type skylights are permitted. See **Standard 25 Tubular Skylight Installations** for all guidelines and requirements for tubular type skylights.

2.03.0 APPLICATIONS

2.13.1 Skylights may be of openable or fixed type. Verification of roof warranty is required prior to any skylight(s) installation. If there is a roof warranty in effect, the member must contract with said roofing company providing that warranty for all roofing tie-ins.

2.23.2 Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement. All roofing tie-ins must be in strict compliance with applicable building codes and United Laguna Woods Mutual Standards and drawings.

2.33.3 Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time. Electrical fixtures installed within the skylight well, shall comply with all current building and electrical codes.

2.43.4 Roofing applied to the area surrounding the skylight must be in strict conformance with the U.B.C., United Laguna Woods Mutual Standards, and standard drawings. Skylights installed on a patio or balcony cover must comply with cover manufacture recommended installation guidelines and must comply with all current applicable building codes.

3.5 Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C. All skylights shall be curb mounted and installed per skylight manufactures guidelines.

A. Curb is to be framed in 2 x 6 material minimum. Unless noted otherwise by the manufacture, mounting of skylights to the curb shall be with galvanized or stainless-steel hex-head screws with neoprene washers to aid in removal during re-roofing.

2.5

~~3.6~~ Skylights shall be in keeping with the architecture of the building and the lens shall be either off-white or smoke tinted in color. Clear skylights are not acceptable on any roof. All skylights shall match other existing skylights in the manor. Approval by VMS Manor Alterations Department will be deemed in keeping with the existing architecture. No skylight shall be installed within 12 inches of any vent, ridge, roof valley or vertical structure.

~~2.6A.~~ All openable skylights shall be located a minimum of 10 feet away from all plumbing vents or the vent shall terminate 3 feet above the skylight. Openable skylights shall be a minimum of 3 feet from any environmental air vent – i.e. stove hood, bathroom fan etc. (per California Plumbing Code, section 906.2 – subject to code updates and revisions.)

~~2.73.7~~ One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Alterations Division. Skylight installations performed in existing acoustical sprayed ceiling may encounter asbestos. The member and contractor must comply with all asbestos protocols currently in effect with the City of Laguna Woods Building Department.

~~3.8~~ The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All non-conforming skylights to be reviewed by the Mutual's Board of Directors. NO TRUSSES SHALL BE CUT IN THE INSTALLATION OF A SKYLIGHT.

~~A.~~ Trusses exposed as a result of a skylight installation must comply with all current building and fire code guidelines.

4.0 MAINTENANCE

~~4.1~~ The member is responsible for all ongoing maintenance of skylights, including any subsequent water leaks that can be directly attributed to said skylight installation.

~~4.2~~ Should the skylight need to be removed for any building related maintenance, the member is responsible for all costs associated with skylight removal and replacement.

~~2.8~~

~~2.9~~ Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.

~~2.10 Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with galvanized or stainless steel hex-head screws.~~

~~2.11 No skylight shall be installed within 12" of any vent, ridge, or vertical structure.~~

~~2.12 Skylight installations performed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.~~

~~2.13 All skylights shall be of I.C.I. approved double lens construction.~~

~~2.14 Square-Flex™, Sola-Tube®, or equivalent skylight tubes are permitted; refer to Standard 25: Tubular Skylight Installations.~~

~~2.15 No trusses shall be cut in the installation of skylights.~~



STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-09

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 DESIGN CRITERIA

2.1 All skylight design and installations shall comply with all applicable building codes including the International Building Code (IBC) and Title 24 requirements for lighting and ventilation.

2.2 Skylights may be openable of fixed type.

A. See section 3.6 A for placement guidelines of openable skylights.

2.3 All skylights to be double lens/glazing construction.

2.4 The maximum skylight size shall comply with all current building codes and Title 24.

2.5 Finished opening size of skylight well, where it terminates at ceiling may vary. Finish openings at ceiling may be left open or covered with translucent panels.

A. Opening size and/or coverings shall conform to Title 24 light and ventilation requirements.

2.6 Skylight lens/glazing shall be off white or smoke tinted in color. Clear lens/glazing is not allowed.

- 2.7 All skylight framework finishes within a manor are to match.
- 2.8 Any deviation in style will require review and approval by Manor Alterations and/or Board of Directors.
- 2.9 Tubular type skylights are permitted. See **Standard 25 Tubular Skylight Installations** for all guidelines and requirements for tubular type skylights.

3.0 **APPLICATIONS**

- 3.1 Verification of roof warranty is required prior to any skylight(s) installation. If there is a roof warranty in effect, the member must contract with said roofing company providing that warranty for all roofing tie-ins.
- 3.2 All roofing tie-ins must be in strict compliance with applicable building codes and United Laguna Woods Mutual Standards and drawings.
- 3.3 Electrical fixtures installed within the skylight well, shall comply with all current building and electrical codes.
- 3.4 Skylights installed on a patio or balcony cover must comply with cover manufacture recommended installation guidelines and must comply with all current applicable building codes.
- 3.5 All skylights shall be curb mounted and installed per skylight manufactures guidelines.
 - A. Curb is to be framed in 2 x 6 material minimum. Unless noted otherwise by the manufacture, mounting of skylights to the curb shall be with galvanized or stainless-steel hex-head screws with neoprene washers to aid in removal during re-roofing.
- 3.6 No skylight shall be installed within 12 inches of any vent, ridge, roof valley or vertical structure.
 - A. All openable skylights shall be located a minimum of 10 feet away from all plumbing vents or the vent shall terminate 3 feet above the skylight. Openable skylights shall be a minimum of 3 feet from any environmental air vent – i.e. stove hood, bathroom fan etc. (per California Plumbing Code, section 906.2 – subject to code updates and revisions.)
- 3.7 Skylight installations performed in existing acoustical sprayed ceiling may encounter asbestos. The member and contractor must comply

with all asbestos protocols currently in effect with the City of Laguna Woods Building Department.

3.8 NO TRUSSES SHALL BE CUT IN THE INSTALLATION OF A SKYLIGHT.

- A. Trusses exposed as a result of a skylight installation must comply with all current building and fire code guidelines.

4.0 MAINTENANCE

- 4.1** The member is responsible for all ongoing maintenance of skylights, including any subsequent water leaks that can be directly attributed to said skylight installation.
- 4.2** Should the skylight need to be removed for any building related maintenance, the member is responsible for all costs associated with skylight removal and replacement.



RESOLUTION 01-24-XX

REVISE STANDARD 24: SKYLIGHT INSTALLATIONS

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: 24 Skylight Installations;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 24 Skylight Installations as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-19-09 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.

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.



STAFF REPORT

DATE: June 20, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 43: Bathroom Splits

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Standard 43: Bathroom Splits.

BACKGROUND

The ACSC initiated a review of the current Standard 43: Bathroom Splits (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 43 was last revised in November 2018, via Resolution 01-18-114 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to allow for: 1) Greater flexibility in the design process. 2.) Clarification of responsibilities and work flow process. 3.) Specifying compliance with all state and local building codes.

FINANCIAL ANALYSIS

There are no direct added costs to the Mutual.

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 43: Bathroom Splits
Attachment 2 – Current Resolution 01-18-114
Attachment 3 – Redlined Revised Standard 43: Bathroom Splits
Attachment 4 – Final Draft Standard 43: Bathroom Splits
Attachment 5 – Proposed Resolution 01-24-XX



STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-114

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Bathroom splits are prohibited in Units with two bathrooms.
- 2.2** Units with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3** Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not reduce an adjacent hallway to less than 36" or as required by code.
- 2.4** Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5** Detailed architectural or engineered plans, including plumbing and electrical plans for all work involved in bathroom split alterations, shall be submitted to the Alterations Division for approval. These plans shall be of sufficient detail to permit adequate review of the proposed alteration. As-built plans shall be submitted if any changes are made to the approved plans.
- 2.6** Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.
- 2.7** All water supply lines shall be of Type M copper; minimum 1/2" diameter.



- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Member assumes all responsibility for any damage that may occur due to construction.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The Mutual Member is responsible for, and will bear all costs associated with clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.

RESOLUTION 01-18-114
REVISE ALTERATION STANDARD 43: BATHROOM SPLITS

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 43: Bathroom Splits.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 43: Bathroom Splits, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-26, adopted February 2018, is hereby superseded and cancelled; and

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



STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-114

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements ~~EE STANDARD SECTION 1: GENERAL REQUIREMENTS~~

2.0 APPLICATIONS

2.1 Bathroom splits are prohibited in Units with two bathrooms. Current building codes will always take precedence.

2.1

2.2 Units with two bathrooms may reconfigure walls and doors within the same foot print only. A bathroom split may be added to a manor under the following conditions:

2.2

A. Only non-structural or non-load bearing wall may be altered or removed.

B. The new design layout will not change or impact the total number of existing designated sleeping rooms to the unit.

C. All alterations to comply with current plumbing and building codes.

—For all designs that include more than two bathrooms, a licensed engineer's report - verifying that said design will not exceed the design capacity of the building plumbing system currently servicing this manor will be required.

2.3 Units with one full bathroom may split bathroom into two bathrooms as Prior to commencing any work, a mutual plumbing waste line inspection is required at the area(s) being impacted by the alteration. The member is responsible for requesting the inspection and all applicable costs for service.

A. Failure to obtain waste line clearance report prior to any work beginning, will result in the member being responsible for repair to existing plumbing system needed to facilitate the alteration work being completed.

2.3

follows:

- a. ~~The original footprint may be extended up to three feet, in one direction.~~
- b. ~~The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.~~
- c. ~~The extension of a bathroom footprint may not reduce an adjacent hallway to less than 36" or as required by code.~~

2.4 ~~Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense. Detailed and scaled architectural or engineered plans shall be submitted to Manor Alterations for review and approval. Plans to include but not limited to:~~

- A. Architectural plans
- B. Engineering plans – as needed
- C. All connection points to existing system
- D. All piping types and sized
- E. Vent and or exhaust locations

2.4

2.5 ~~Detailed architectural or engineered plans, including plumbing and electrical plans for all work involved in bathroom split alterations, shall be submitted to the Alterations Division for approval. These plans shall be of sufficient detail to permit adequate review of the proposed alteration. As built plans shall be submitted if any changes are made to the approved plans. Final "as built" plans to be submitted to Manor Alterations at project completion.~~

2.6 ~~Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced. All pressure lines shall be securely strapped to prevent movement or knocking.~~

2.7 ~~All water supply lines shall be of Type M copper; minimum 1/2" diameter. A separate furred sound attenuation wall will be required where new layout comes in contact with an adjoining manor demising~~

wall. Details to be included with plan submittal.

~~2.8 All pressure lines shall be securely strapped to prevent movement or~~
~~2.8 knocking.~~All vents and or exhaust fans must be installed per United
Standard 14 Exhaust Fan / Vent Installations

~~2.9 All piping in bathrooms with adjacent units shall be insulated for sound~~
~~reduction, including penetrations thorough framing.~~All PVC flat roof work
involving penetrations and tie-ins for vent(s) and or exhaust fan
installations must be made by a mutual approved roofing vendor.

A. Verification of any existing roof warranty is also required.

B. If any roof still has an active roof warranty, the member must us
the roofing contractor that is providing this warranty.

C. An approved Roofing Contractor Verification Form is required
prior to issuance of a Mutual Consent.

D. Member is responsible for all roofing costs and coordination with
said approved roof vendor.

~~2.9~~

~~2.10 The Member assumes all responsibility for any damage that may occur~~
~~due to construction.~~Cutting or altering roof trussed or any building
structural elements for any reason is strictly prohibited.

~~3.0~~ ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

~~3.1 Alterations involving common walls shall be fire rated per current California~~
~~Building Code.~~

~~3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation~~
~~Standard.~~

~~3.3 All penetrations through walls shall be properly sealed to prevent water~~
~~intrusion.~~

~~3.4 The waterproof integrity of the roof, including the selection and use of~~
~~appropriate flashing and sealers, must be maintained.~~

~~3.5~~ Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.

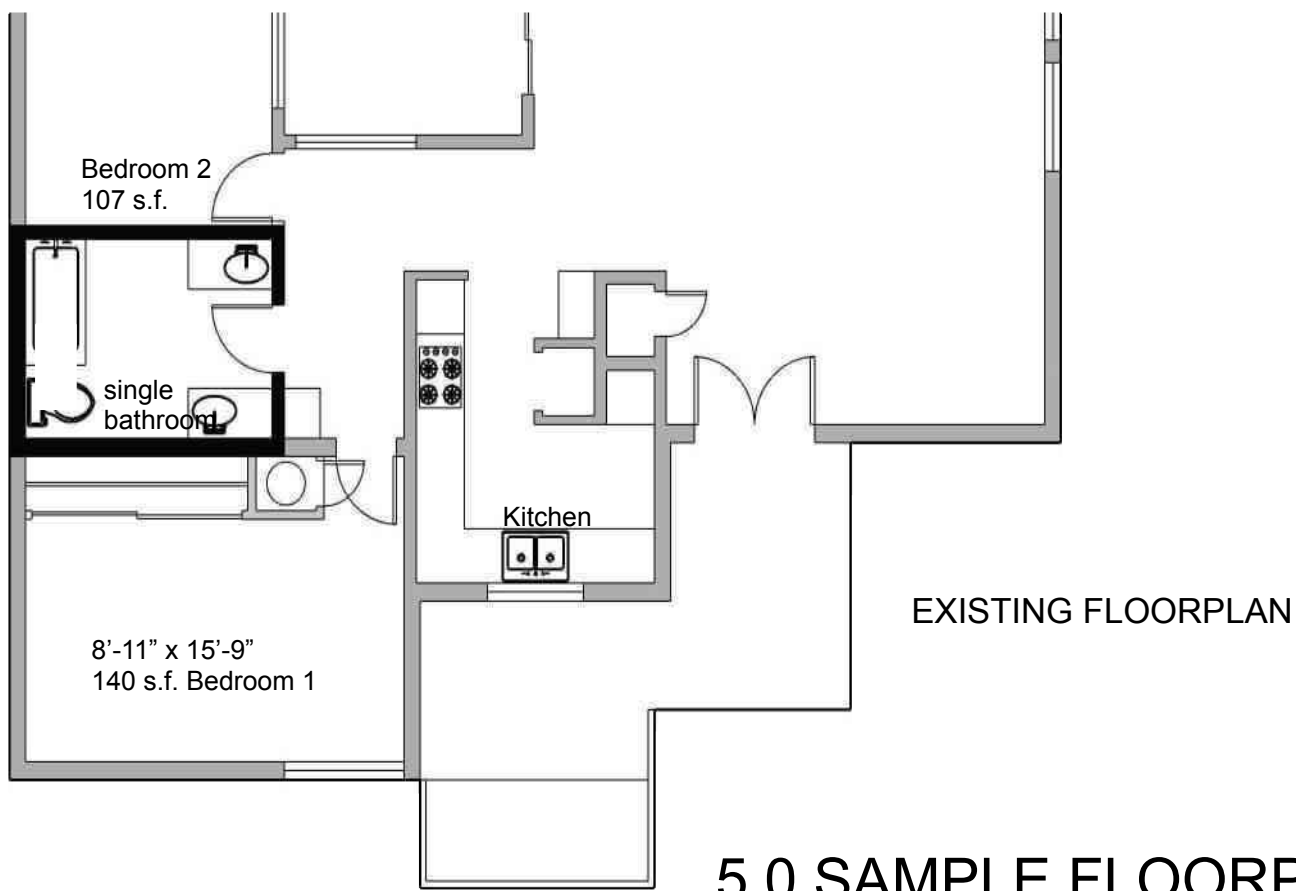
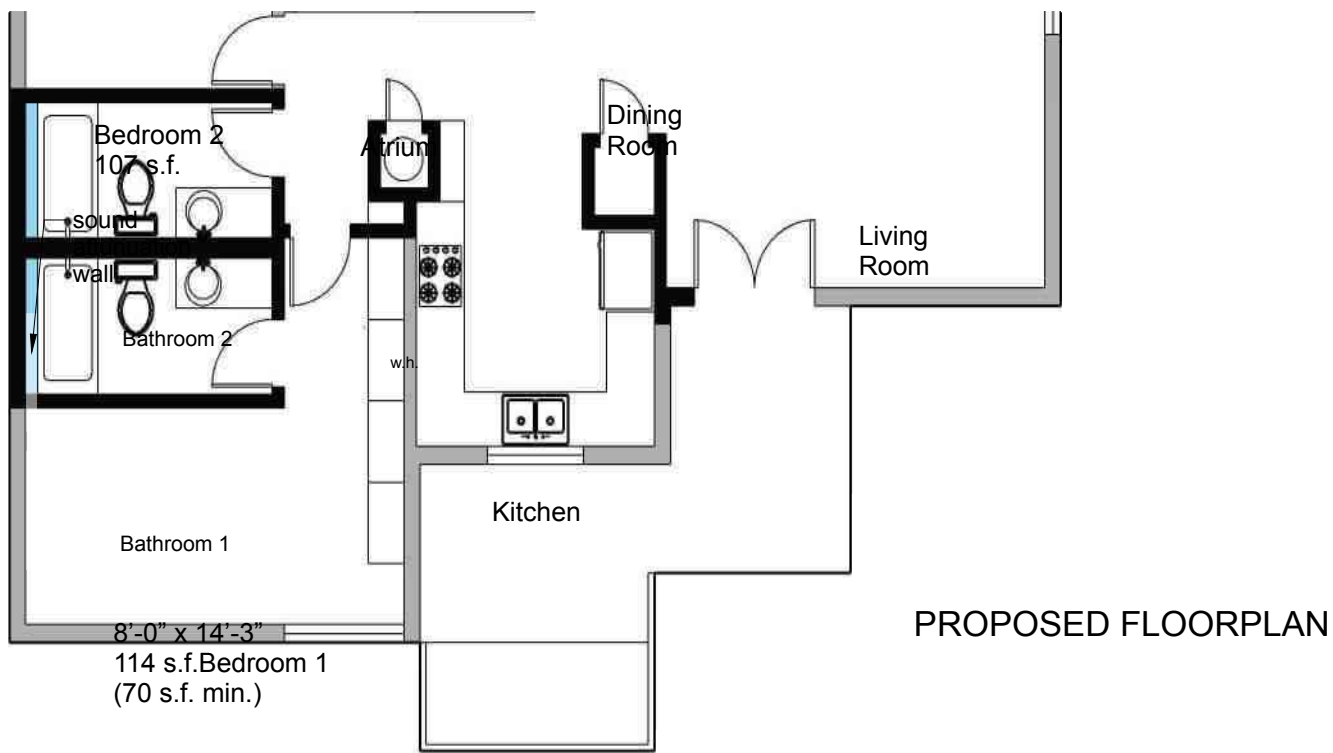
~~3.6~~ Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.03.0 OBGLIGATIONS

~~4.13.1~~ Member is responsible for damages to roof or other structures caused by any alteration.

~~3.2~~ The ~~m~~Mutual ~~m~~Member is responsible for, and will bear all costs associated with clean-up or repair of ~~m~~Mutual owned or controlled property made necessary by or resulting from the alteration.

4.24.0 SAMPLE FLOOR PLAN (SEE ATTACHED)





STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-114

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 APPLICATIONS

2.1 Current building codes will always take precedence.

2.2 A bathroom split may be added to a manor under the following conditions:

- A. Only non-structural or non-load bearing wall may be altered or removed.
- B. The new design layout will not change or impact the total number of existing designated sleeping rooms to the unit.
- C. All alterations to comply with current plumbing and building Codes.
- D. For all designs that include more than two bathrooms, a licensed engineer's report - verifying that said design will not exceed the design capacity of the building plumbing system currently servicing this manor will be required.

2.3 Prior to commencing any work, a mutual plumbing waste line inspection is required at the area(s) being impacted by the alteration. The member is responsible for requesting the inspection and all applicable costs for service.

- A. Failure to obtain waste line clearance report prior to any work beginning, will result in the member being responsible for repair to existing plumbing system needed to facilitate the alteration work being completed.

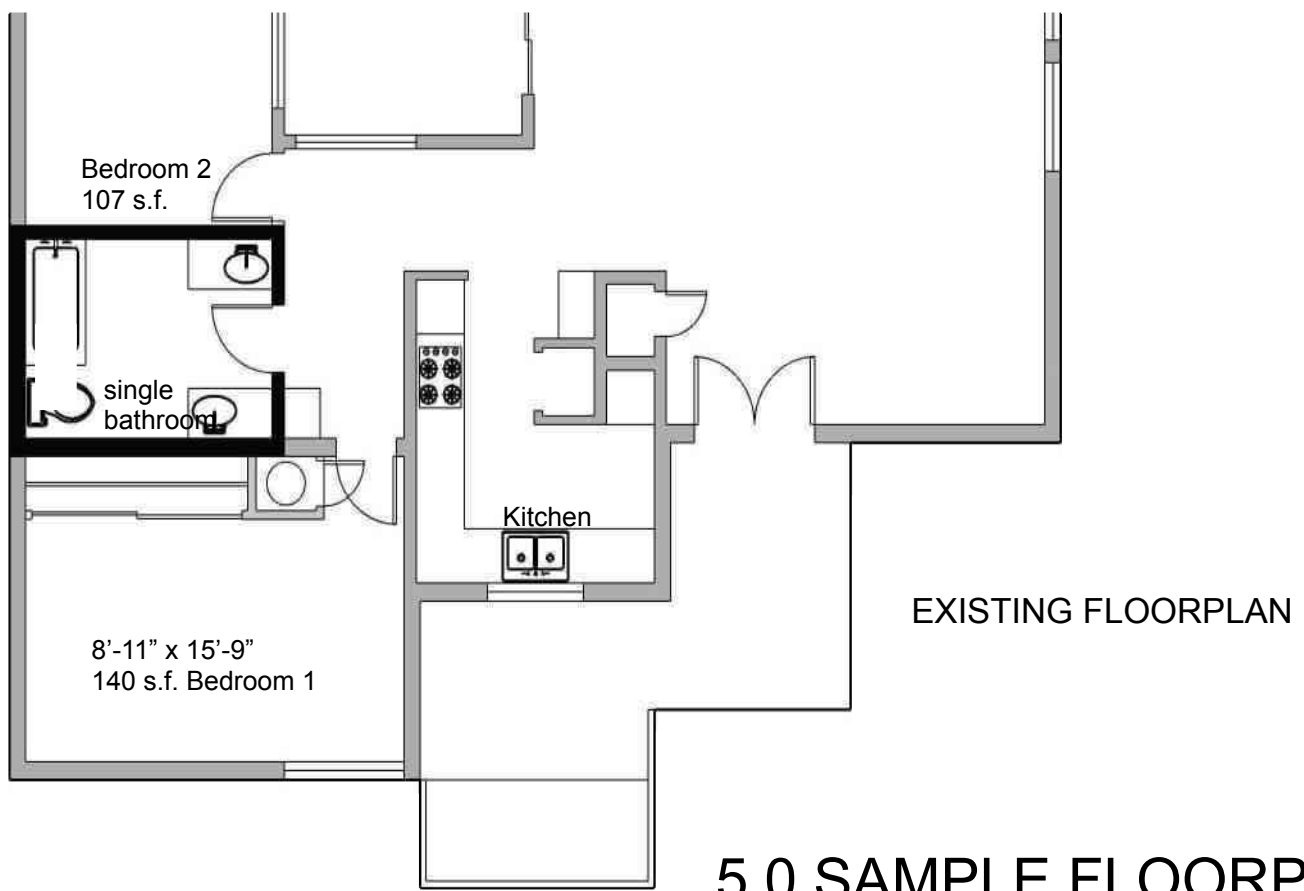
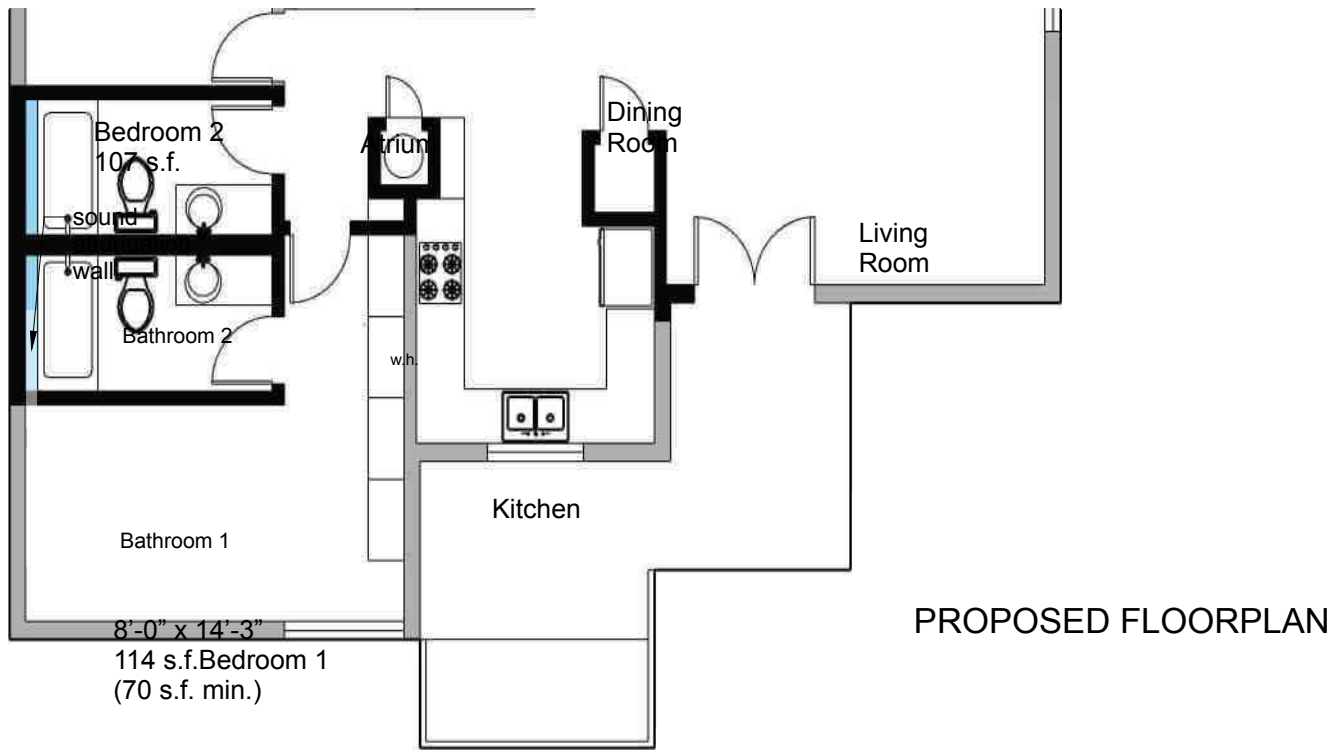
- 2.4** Detailed and scaled architectural or engineered plans shall be submitted to Manor Alterations for review and approval. Plans to include but not limited to:
- A. Architectural plans
 - B. Engineering plans – as needed
 - C. All connection points to existing system
 - D. All piping types and sized
 - E. Vent and or exhaust locations
- 2.5** Final “as built” plans to be submitted to Manor Alterations at project competition.
- 2.6** All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.7** A separate furred sound attenuation wall will be required where new layout comes in contact with an adjoining manor demising wall. Details to be included with plan submittal.
- 2.8** All vents and or exhaust fans must be installed per United **Standard 14 Exhaust Fan / Vent Installations**
- 2.9** All PVC flat roof work involving penetrations and tie-ins for vent(s) and or exhaust fan installations must be made by a mutual approved roofing vendor.
- A. Verification of any existing roof warranty is also required.
 - B. If any roof still has an active roof warranty, the member must us the roofing contractor that is providing this warranty.
 - C. An approved Roofing Contractor Verification Form is required prior to issuance of a Mutual Consent.
 - D. Member is responsible for all roofing costs and coordination with said approved roof vendor.

- 2.10 Cutting or altering roof trussed or any building structural elements for any reason is strictly prohibited.

3.0 **OBLIGATIONS**

- 3.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 3.2 The mutual member is responsible for, and will bear all costs associated with clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.

4.0 **SAMPLE FLOOR PLAN (SEE ATTACHED)**





RESOLUTION 01-24-XX

REVISE STANDARD 43: BATHROOM SPLITS

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: 43 Bathroom Splits;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 43 Bathroom Splits as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-18-114 adopted November 13, 2018, 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.



STAFF REPORT

DATE: June 20, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Permit-less Alteration Policy

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Permit-less Alteration Policy including title change to Like-For-Equivalent Alteration Policy.

BACKGROUND

Manor Alteration's Staff is tasked with the review and revision of alteration standards and policies to ensure they are current with existing Mutual direction, City, State and Federal requirements. Due to the requirement of some components listed within the Permit-Less Alteration Policy (Attachment 1) requiring City permits and feedback from the City of Laguna Woods Building Official that the title has caused confusion to Members and Contractors, Staff are proposing changes to the components listed and an improved title. The Permit-less Alteration Policy was last revised in July 2021, via Resolution 01-21-45 (Attachment 2).

DISCUSSION

Updates and clarifications were reviewed and undertaken in the following Sections: Title; Categories; Form layout.

FINANCIAL ANALYSIS

There are no direct added costs to the Mutual.

Prepared By: Gavin Fogg, Manor Alterations Supervisor

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Alan Grimshaw, Manor Alterations Manager

ATTACHMENT(S)

Attachment 1 – Current Permit-less Alterations Policy
Attachment 2 – Current Resolution 01-21-45
Attachment 3 – Redlined Revised Like-For-Equivalent Alteration Policy
Attachment 4 – Final Draft Like-For-Equivalent Alteration Policy
Attachment 5 – Proposed Resolution 01-24-XX



PERMITLESS ALTERATION POLICY **July 13, 2021**

Resolution 01-21-45; Adopted July 13, 2021

The Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for like replacements of existing components. The purpose of the Permit-less process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a mutual consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The Mutual requires notification of the Permit-Less like for like (“LFL”) replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the Mutual from liability. The Member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the Permit-Less Policy will not require a City of Laguna Woods permit(s). This policy does not allow any replacements where asbestos containing materials could be released such as, but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors’ manors as a result of this LFL replacement.

Category I: Replace items that have already received Alteration approval and are currently installed:

Like for like replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: This list are items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent/permit or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

These items are to replace an existing component. Member can only install a new component that is a replacement for a previously existing component:

- Alteration Refrigerators
- Alteration Stoves/oven
- Alteration Microwaves

- Alteration Dishwasher
- Alteration faucets, sinks, garbage disposals
- Alteration Kitchen Counter-tops (including backsplash)
- Alteration Kitchen Cabinet Doors (and fronts)
- Alteration Light fixtures
- Alteration Ceiling fans
- Alteration Shower enclosures/shower-tub doors (not re-tile of shower)
- Alteration Bathroom Toilets
- Alteration Bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners
- Alteration Central air and split system type air conditioners/heat pumps

Category II: For Component replacement in (original) Unaltered areas.

Like for like replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All Mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven
- Microwaves
- Dishwashers
- Kitchen Counter-tops (including backsplash) and sinks and faucets
- Kitchen Cabinet Doors (and fronts)
- Bath faucets, counter tops, vanities and sinks
- Shower enclosures/shower-tub doors (not re-tile of shower)
- Light Fixtures
- Bathroom Toilets
- Bathroom Vanities

Category III: (All Manors) Decorative and Functional changes as noted below will not require any notification (including Like for Like Form not needed) nor disturb Mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, Blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.

- Closet doors
- Shelving attached to walls for books, Knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting.
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (fixture must be existing)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Grand-Fathering: The member will be allowed to entitle a previously undocumented (non-permitted) alteration as noted in Categories I, II, and III if the manor owner submits the Permit-less Form within 6 months of this approved Board resolution dated July 13, 2021 for the Component Replacement Permit-less Alteration Policy.

Deployment: In order to make a Permit-less notification, the member, is required to send an email to a dedicated Manor Alterations mailbox. The email shall contain the manor number and letter in the email subject line. Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.

RESOLUTION 01-21-45**Component Replacement Permit-less Alteration Policy Permanence**

WHEREAS, the United Mutual Board previously approved a Policy and Resolution to enact a Permit-Less Alteration notification number 01-21-12, on February 9, 2021. That Board approval was a conditioned approval with a trial period extending to July 9, 2021; and

WHEREAS, the purpose of the component replacement Permit-Less Alteration Policy allows the shareholder to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for like replacement of existing alteration components and components installed by mutual, and this Resolution would make the Permit-Less policy permanent and eliminate any expiration date; and

WHEREAS, The United ACSC and Manor Alterations agree that the Permit-Less policy has been effective and both recommend the permanent approval without a need for any further extensions of time.

NOW THEREFORE, BE IT RESOLVED, on July 13, 2021, the United Board hereby approve the permanency of the existing component replacement Permit-Less Alterations Policy that carries the date of July 13, 2021.

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.



~~PERMITLESS LIKE-FOR-EQUIVALENT~~ ALTERATION POLICY

~~JULY~~ July 13, 2021

~~REVISED [DATE], RESOLUTION 01-24-XX~~
~~Resolution 01-24-45; Adopted July 13,~~
2021

The Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for ~~equivalent~~like replacements of existing components. The purpose of the ~~Like-For-Equivalent (LFE) Permit-less~~ process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a ~~Mmutual~~ ~~C~~consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The ~~mM~~mutual requires notification of the ~~_Permit-Less-Like-F-for-Eequivalent~~like (“~~LFE~~”) replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the ~~mM~~mutual from liability. The ~~mM~~member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the ~~Permit-Less~~Like-For-Equivalent Policy will not require a City of Laguna Woods permit(s). This policy does not allow any replacements where asbestos containing materials could be released such as, but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors’ manors as a result of this ~~LFE~~ replacement.

Category I: Replace items that have already received ~~a~~Alteration approval and are currently installed:

~~Like-F-for-like-Eequivalent~~ replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- ~~_____~~ Same plumbing connections and flows as existing ~~(or better, for example low flow toilets).~~

Initial ~~I~~List: This list are items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent/~~permit~~ or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

These items are to replace an existing component. Member can only install a new component that is a replacement for a previously existing component:

- Alteration ~~r~~Refrigerators
- Alteration ~~s~~Stoves/oven (Plug-in only)
- Alteration ~~m~~Microwaves
- (Non-vented)

- ~~Alteration Dishwasher~~
- ~~Alteration faucets, sinks, garbage disposals~~
- Alteration ~~k~~Kitchen ~~c~~Counter-tops (including backsplash)
- Alteration ~~k~~Kitchen ~~c~~Cabinet ~~d~~Doors (and fronts)
- ~~Alteration Light fixtures~~
- ~~Alteration Ceiling fans~~
- Alteration ~~s~~Shower enclosures/shower-tub doors (not re-tile of shower)
- ~~Alteration Bathroom Toilets~~
- Alteration ~~b~~Bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners (Plug-In only)
- ~~Alteration Central air and split system type air conditioners/heat pumps~~

Category II: For Component replacement in (original) uUnaltered areas.

Like ~~For-Equivalent-for-like~~ replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All ~~m~~Mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven (Plug-in only)
- Microwaves (Non-Vented)
- ~~Dishwashers~~
- Kitchen ~~c~~Counter-tops (including backsplash) and sinks and faucets
- Kitchen ~~c~~Cabinet ~~d~~Doors (and fronts)
- ~~Bath faucets, counter tops, vanities and sinks~~
- Shower enclosures/shower-tub doors (not re-tile of shower)
- ~~Light Fixtures~~
- ~~Bathroom Toilets~~
- Bathroom ~~y~~Vanities

Category III: (All ~~m~~Manors) Decorative and Functional changes as noted below will not require any notification (including Like ~~For-for-Equivalent~~ Like Form not needed) nor disturb ~~m~~Mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, ~~b~~Blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.

- Closet doors
- Shelving attached to walls for books, ~~K~~knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- ~~P~~painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting.
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (~~fixture must be existing~~decorative non-electrical only)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

~~Grand-Fathering: The member will be allowed to entitle a previously undocumented (non-permitted) alteration as noted in Categories I, II, and III if the manor owner submits the Permit-less Form within 6 months of this approved Board resolution dated July 13, 2021 for the Component Replacement Permit-less Alteration Policy.~~

Deployment: In order to make a Like-For-Equivalent ~~Permit-less~~ notification, the member, is required to ~~send an email to a dedicated Manor Alterations mailbox. The email shall contain the manor number and letter in the email subject line.~~ complete the online form available on the Community website (www.lagunawoodvillage.com) under Manor Alterations.

Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.



LIKE-FOR-EQUIVALENT ALTERATION POLICY

JULY, 2021

REVISED [DATE], RESOLUTION 01-24-XX

The Architectural Control and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for equivalent replacements of existing components. The purpose of the Like-For-Equivalent (LFE) process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a Mutual Consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The mutual requires notification of the Like-For-Equivalent replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the mutual from liability. The member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the Like-For-Equivalent Policy will not require a City of Laguna Woods permit(s). This policy does not allow any replacements where asbestos containing materials could be released such as, but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors' manors as a result of this LFE replacement.

Category I: Replace items that have already received alteration approval and are currently installed:

Like-For-Equivalent replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing

Initial list: This list are items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

These items are to replace an existing component. Member can only install a new component that is a replacement for a previously existing component:

- Alteration refrigerators
- Alteration stoves/oven (Plug-in only)
- Alteration microwaves (Non-vented)
- Alteration kitchen counter-tops (including backsplash)
- Alteration kitchen cabinet doors (and fronts)
- Alteration shower enclosures/shower-tub doors (not re-tile of shower)
- Alteration bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners (Plug-In only)

Category II: For Component replacement in (original) unaltered areas.

Like-For-Equivalent replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven (Plug-in only)
- Microwaves (Non-Vented)
- Kitchen counter-tops (including backsplash) and sinks and faucets
- Kitchen cabinet Doors (and fronts)
- Shower enclosures/shower-tub doors (not re-tile of shower)
- Bathroom vanities

Category III: (All manors) Decorative and Functional changes as noted below will not require any notification (including Like-For-Equivalent Form not needed) nor disturb mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.
- Closet doors
- Shelving attached to walls for books, knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- Painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (decorative non-electrical only)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Deployment: In order to make a Like-For-Equivalent notification, the member, is required to complete the online form available on the Community website (www.lagunawoodvillage.com) under Manor Alterations.

Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.



RESOLUTION 01-24-XX

REVISE LIKE-FOR-EQUIVALENT ALTERATION POLICY

WHEREAS, The United Laguna Woods Mutual permanently enacted a Permit-Less Alteration Policy to allow members to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for equivalent replacement of existing alteration components and components installed by the mutual; and

WHEREAS, the United Architectural Control and Standards Committee and Manor Alterations agree that the policy has been effective but requires revisions to meet existing city and state requirements and to avoid confusion;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby adopts revisions and amendments to the Like-For-Equivalent Alteration Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-21-45 adopted July 13, 2021, 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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STAFF REPORT

DATE: June 20, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Rescind Manor Alterations Conformance Deposit Fee

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse rescinding the Manor Alterations Conformance Deposit Fee.

BACKGROUND

The ACSC initiated a review of the current Conformance Deposit Fee and its associated resolution (Resolution 01-19-23) which was last revised on February 12, 2019 (Attachment 1).

DISCUSSION

The intent of the conformance deposit fee was to provide incentive for members to complete their projects and obtain a building final from the City of Laguna Woods.

Subsequent to its inception several factors negatively affected its impact:

1. In March of 2020 the onset of Covid 19 effectively shut down all construction projects.
2. The administration of the Conformance Deposit Fee became an accounting burden.
3. The additional staff time required in the administration of this fee outweighed the desired benefits.

After the resumption of normal work / construction projects post Covid 19 the Conformance Deposit Fee was not reinstated.

FINANCIAL ANALYSIS

The return of the \$250.00 Conformance Deposit Fees to members who choose not to continue their projects or who eventually completed their projects post Covid 19 is a continuing work in progress.

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 Resolution 01-19-23

Attachment 2 – Proposed Resolution 01-24-XX

Resolution 01-19-23
PROPOSED CONFORMANCE DEPOSIT

WHEREAS, in order to partially offset Mutual costs associated with Contractors and residents performing alterations that have damaged Mutual Property or violated Mutual Policies such as illegally throwing away construction debris in Mutual dumpsters or not using the proper protocol for regulated materials; and

WHEREAS, the Mutual desires to end the one-year pilot program and establish a permanent refundable conformance deposit for Mutual Consents and Variance Requests for alterations.

WHEREAS, the fee will be required for all construction with a value of \$500 or greater and it be refundable given that the contractor or resident performing the alterations conform to all Mutual rules and Standards;

NOW THEREFORE BE IT RESOLVED, February 12, 2019, that in order to partially further offset Mutual costs associated with contractors and residents performing alterations to their unit, the Board of Directors of this Corporation

hereby sets the Conformance Deposit fee at \$250; 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.



RESOLUTION 01-24-XX

RESCIND MANOR ALTERATIONS CONFORMANCE DEPOSIT FEE

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

WHEREAS, the Mutual recognized the need to rescind the conformance deposit fee;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby rescinds the conformance deposit fee as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-19-23 adopted February 12, 2019, 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.

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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