



OPEN MEETING

REGULAR OPEN MEETING OF THE 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, 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 April 18, 2024
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*
 - a. None

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

10. Items for Discussion and Consideration
 - a. Elimination of Standard 26: Solariums & Garden Rooms
 - b. Revision to Standard 34: Awnings

11. Items for Future Agendas

- a. Revision to Standard 24: Skylight
- b. Revision to Standard 36: Ramps

12. Concluding Business

- a. Committee Member Comments
- b. Date of Next Meeting – Thursday, June 20, 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, April 18, 2024 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Anthony Liberatore – Chair, Ellen Leonard, Sue Quam

OTHERS PRESENT: Maggie Blackwell (Alternate)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director (In the Audience), Alan Grimshaw – Manor Alterations Manager, Laurie Chavarria – Senior Management Analyst, 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 March 21, 2024

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

5. Chair's Remarks

Chair Liberatore reminded members of the closed session meeting taking place after recess.

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

None.

7. Division Manager Update

None.

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

8. Consent

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

- a. A motion was made to remove the monthly mutual consent report from future agendas. The motion was approved by unanimous consent.

9. Variance Requests

- a. 2148-A: Variance to Replace Wood Framed Stucco Wall with Wrought Iron Fence

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.

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

10. Items for Discussion and Consideration

- a. Revision to Standard 11: Doors; Exterior

One member commented on the standard and staff responded.

A motion was made to recommend the United Board approve the revisions to Standard 11: Doors; Exterior. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 26: Solariums & Garden Rooms
- Revision to Standard 34: Awnings

12. Concluding Business

a. Committee Member Comments

- Director Quam commented on a request by a *Laguna Woods Globe* writer requesting highlights of recently United Board approved standards.
- Director Leonard concurred with Director Quam.
- Director Blackwell made a request to receive a copy of the highlights to the standards.
- Chair Liberatore thanked staff for their efforts to update the standards.

b. Date of Next Meeting: Thursday, May 16, 2024 at 9:30 a.m.

c. Recess – The meeting was recessed at 10:05 a.m.

Ellen Leonard

Ellen Leonard, Director

Signature: 
Ellen Leonard (May 9, 2024 13:39 PDT)

Email: ellen.leonard@lagunawoodsvillage.com

Signature:

Email: game12251@gmail.com

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

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United ACSC – May 16, 2024

Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	385-C	Install 2 ramps: 1- Carport sidewalk to common area sidewalk 2- Common area sidewalk to unit entry	<p><u>GENERAL NOTES:</u></p> <ul style="list-style-type: none"> • 385-C is one of four manors in the building • Ramp one is down from the carport area to common sidewalk • Ramp two is from the common sidewalk up to apartment entry <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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PA

ATTACHMENT 1
VARIANCE REQUEST
FORM

MANOR # 385-C

PULWM TLHM

Variance Request Form

SA 21795691

Model: <u>Valencia</u>	Plan: <u>9</u>	Date: <u>4-28-23</u>
[Redacted]		Signature: [Redacted]
Phone: [Redacted]	[Redacted]	
Contractor Name/Co: <u>Rene Cortez / United Builders</u>	Phone: <u>714-401-2718</u>	E-mail: <u>rcortez34@aol.com</u>
Mailing Address: (to be used for official correspondence)	[Redacted]	

Description of Proposed Variance Request ONLY:

~~Wheelchair access side walk from Unit C porch to existing side walk~~

Revised plan to include ramps and keep trees.

Sidewalk is needed due to owner is wheelchair confined

Dimensions of Proposed Variance Alterations ONLY:

~~Sidewalk will be 79 linear feet by 3'6" wide~~

Revised plan to include 26' ramp/landings from carport to common sidewalk and 60' ramp/landings from common sidewalk to unit 385-C entry door.

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# CC BY: MS

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 AC&S Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

ATTACHMENT 2
PHOTOS

385-C Access ramps



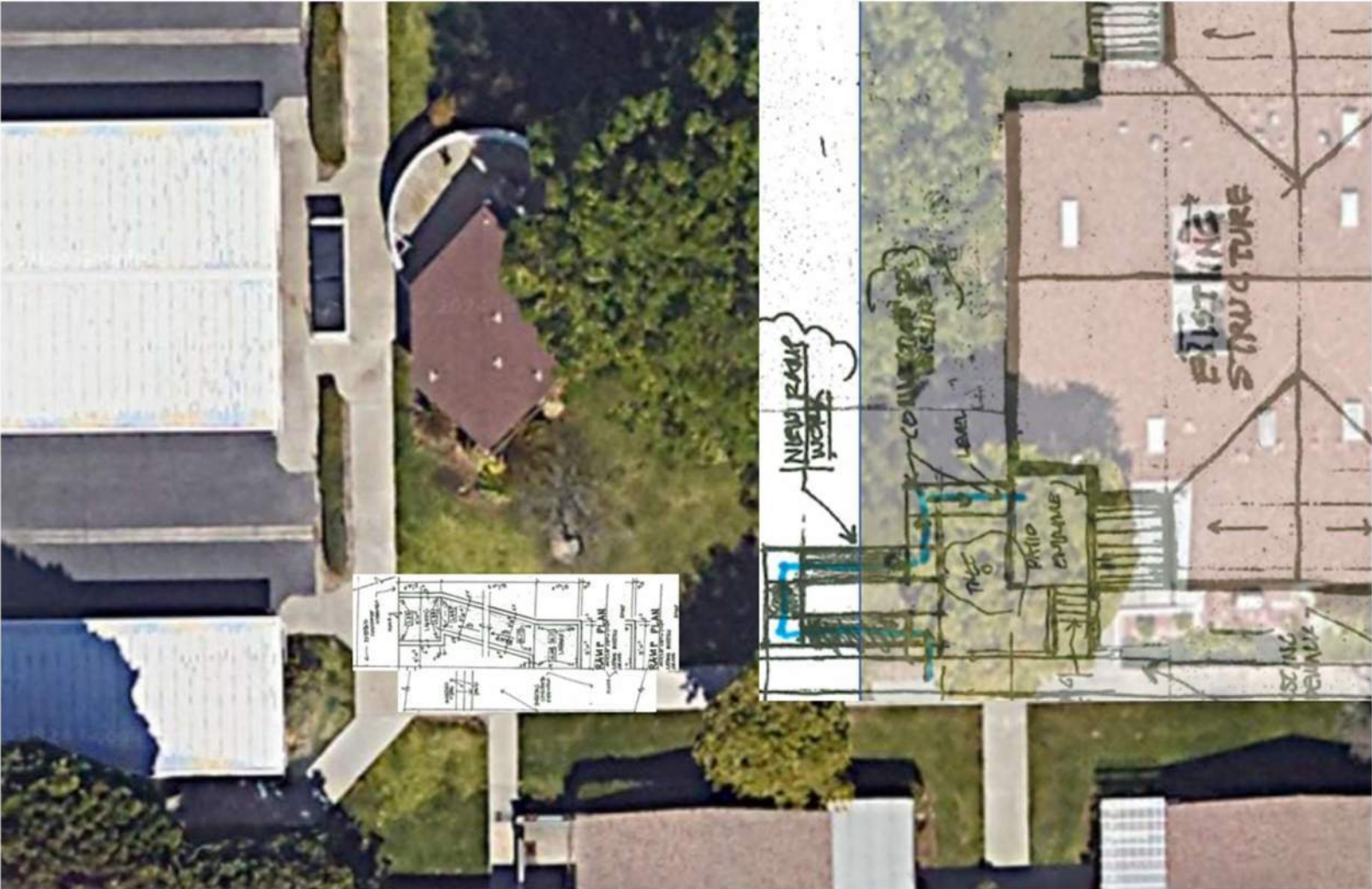
ATTACHMENT 2
PHOTOS

385-C Access ramps



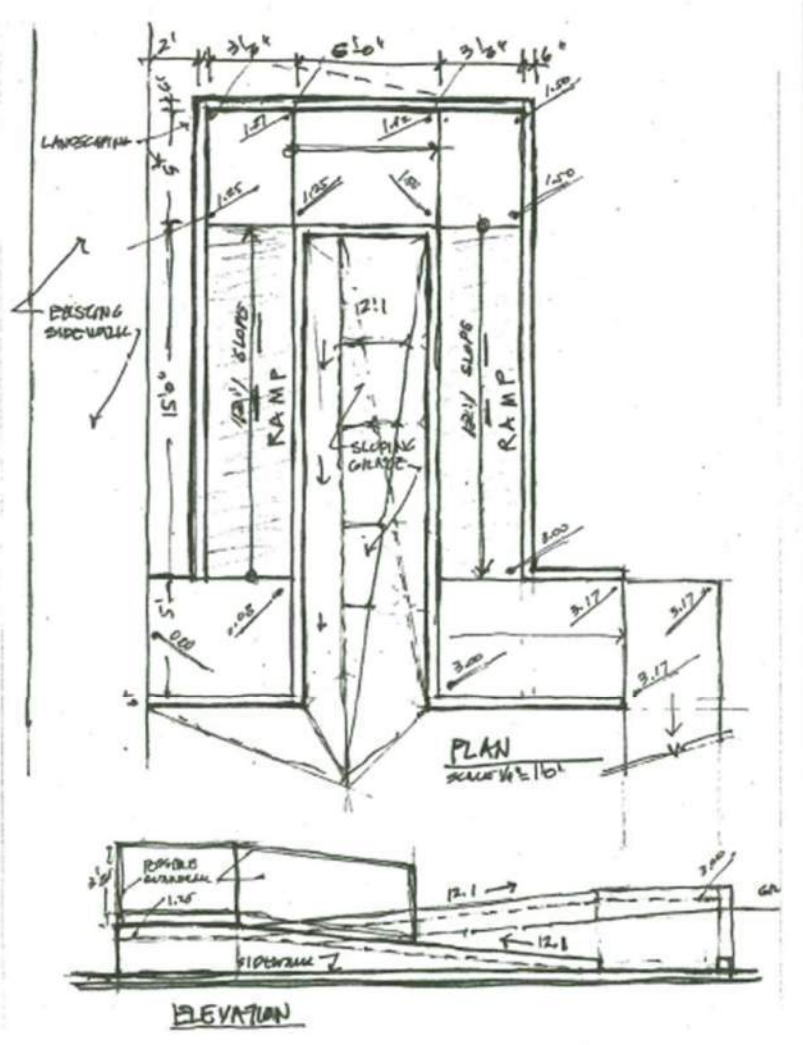
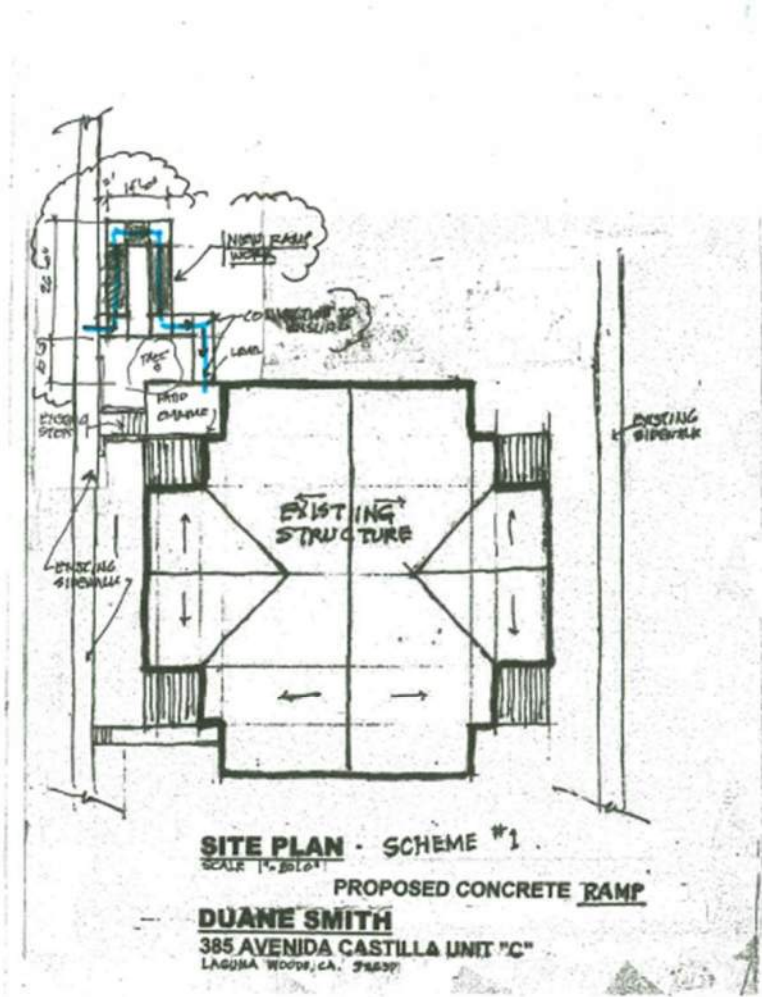
ATTACHMENT 2
PHOTOS

385-C Access ramps recommendation for approval keeps trees



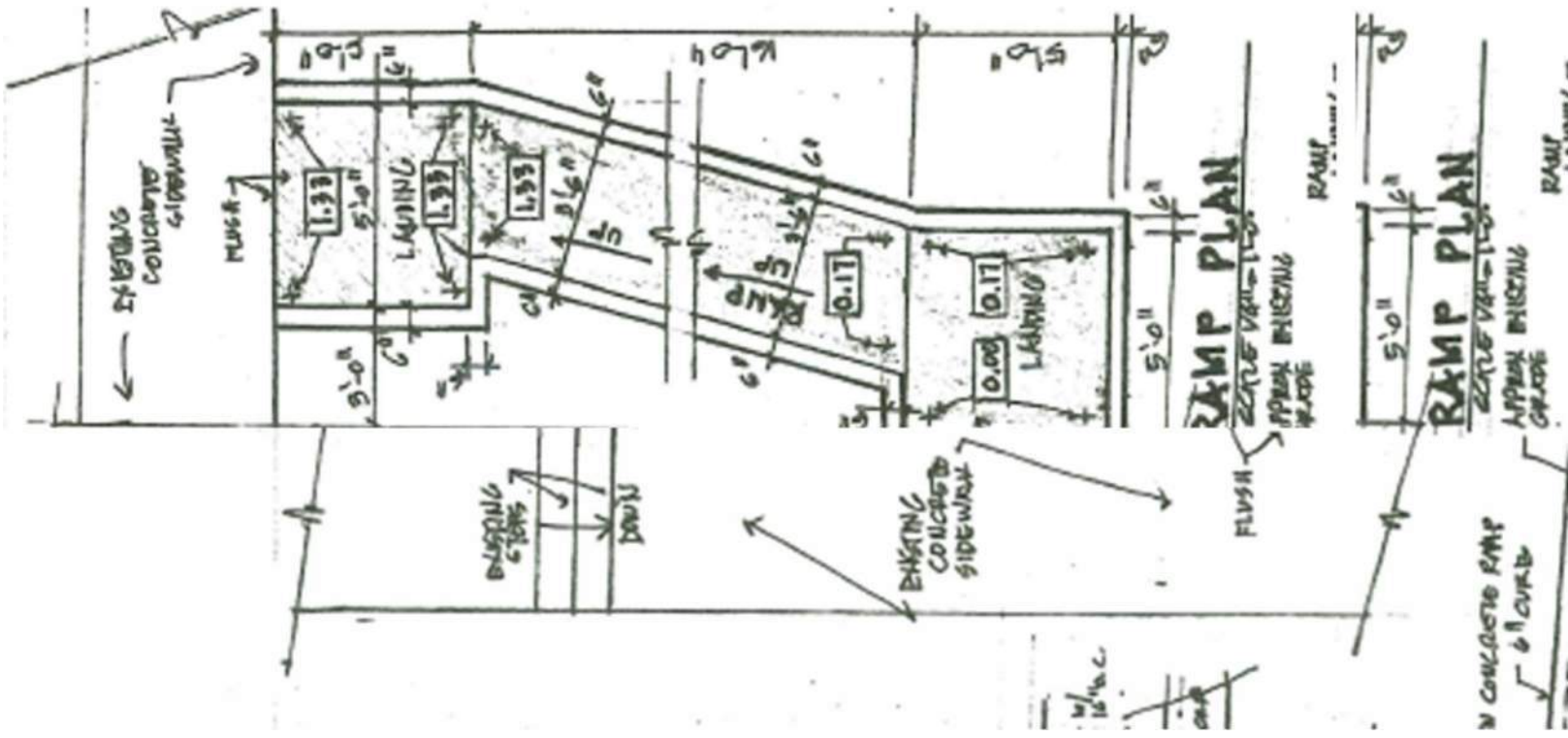
ATTACHMENT 2
PHOTOS

385-C Access ramps Scheme #1 Trees remains



ATTACHMENT 2
PHOTOS

385-C Access ramps



ATTACHMENT 2
PHOTOS

385-C Access ramps recommendation for approval keeps trees



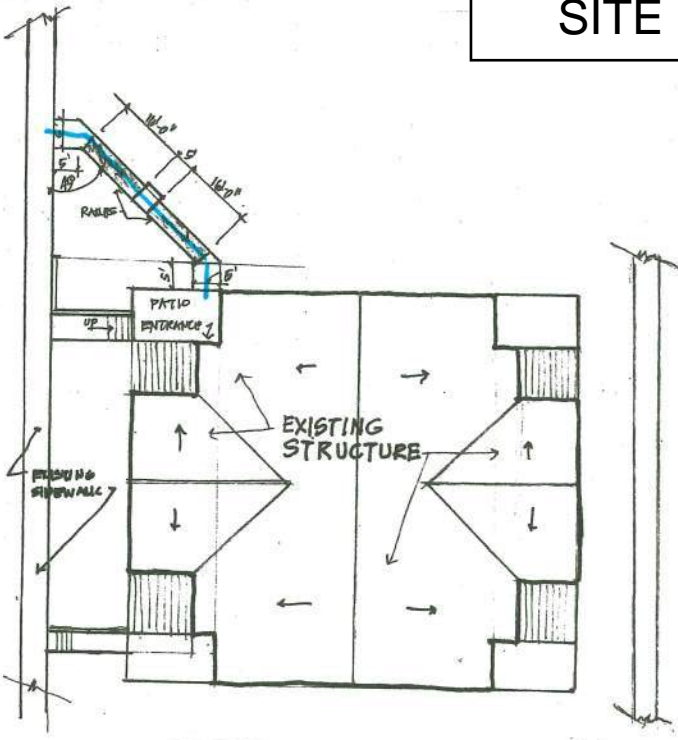
ATTACHMENT 3
AERIAL



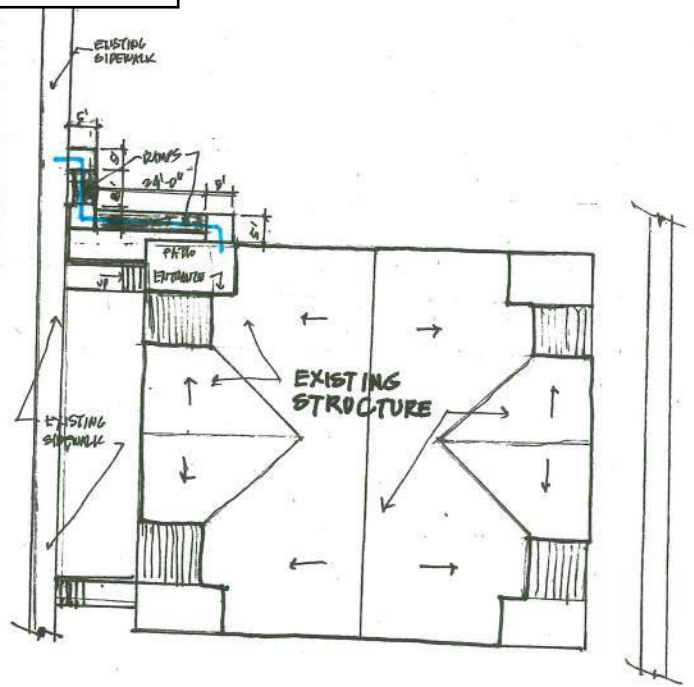
385-C



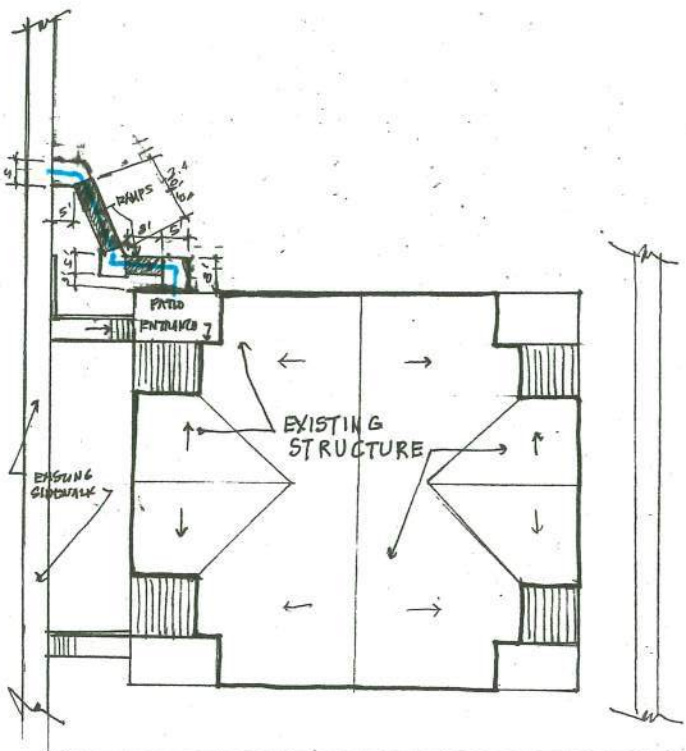
ATTACHMENT 4 SITE PLANS



SITE PLAN - SCHEME # 4
SCALE 1" = 20'-0"
PROPOSED CONCRETE RAMP
DUANE SMITH
385 AVENIDA CASTILLA UNIT "C"
LAGUNA WOODS, CA. 92657

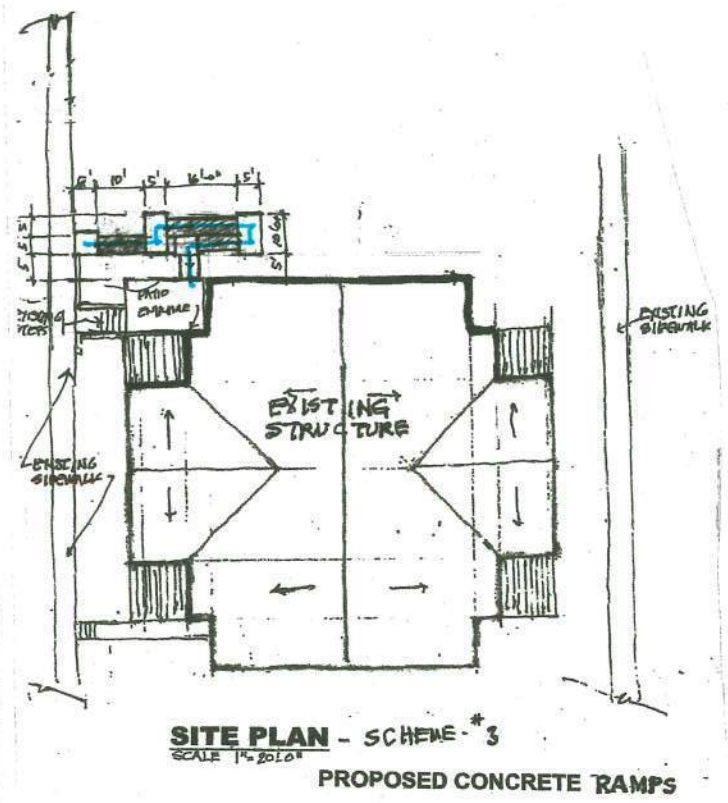
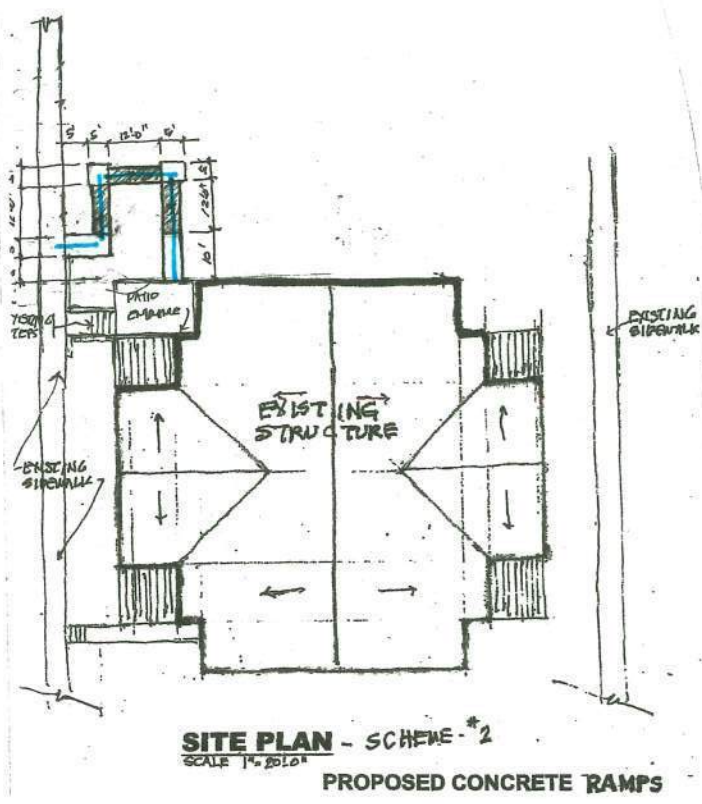
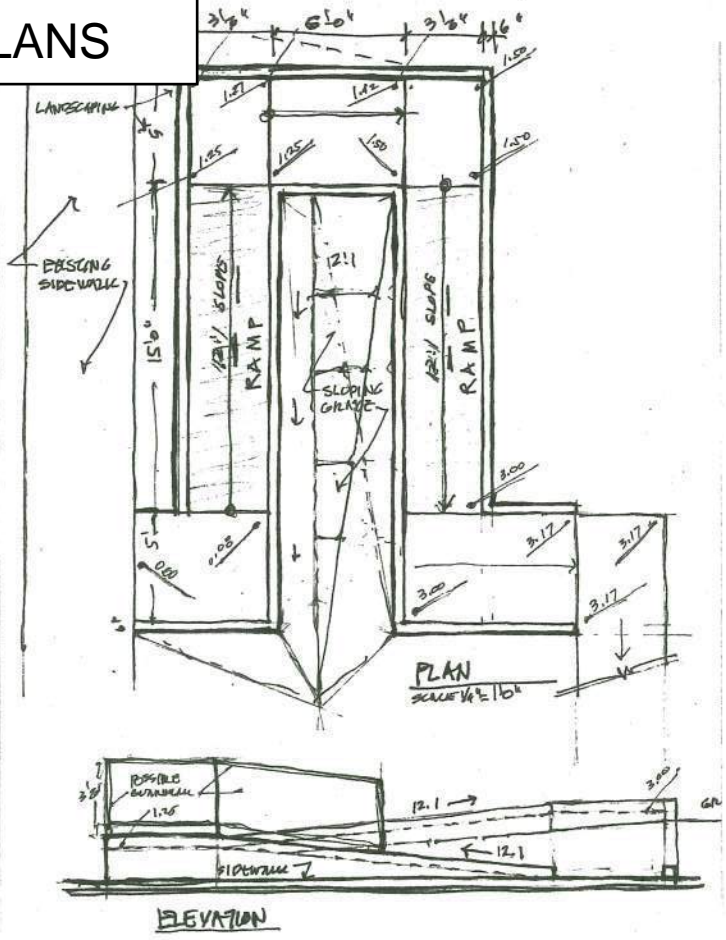
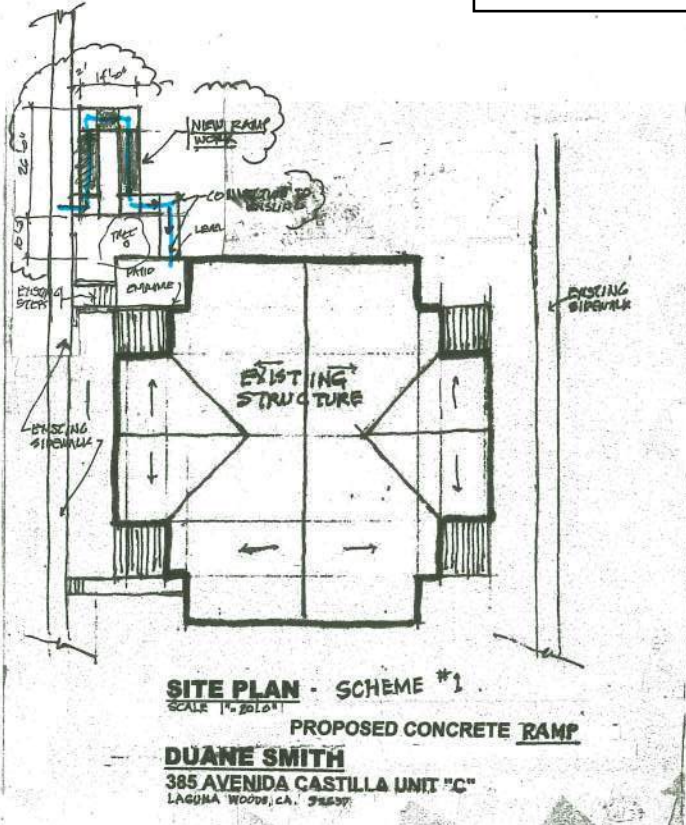


SITE PLAN - SCHEME # 5
SCALE 1" = 20'-0"
PROPOSED CONCRETE RAMP
DUANE SMITH
385 AVENIDA CASTILLA UNIT "C"
LAGUNA WOODS, CA. 92657



SITE PLAN - SCHEME # 6
SCALE 1" = 20'-0"
PROPOSED CONCRETE RAMP
DUANE SMITH
385 AVENIDA CASTILLA UNIT "C"
LAGUNA WOODS, CA. 92657

ATTACHMENT 4 SITE PLANS



CONDITIONS OF APPROVAL

Manor: 385-C

Variance Description: Install 2 Ramps – (1) Carport Sidewalk to Common Area Sidewalk (2) Common Area Sidewalk to Unit Entry

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

Manor-Specific Conditions:

A. General Comments:

- A.1. The Member shall provide plans, specifications, and calculations from a duly licensed architect to conform to the Building Code for ramps
- A.2. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Installation per Standard 36 Ramps.

C. Requirements for Mutual Consent for Alterations:

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

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 385-C Avenida Castilla, ("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 385-C Avenida Castilla and all future Mutual Members at 385-C Avenida Castilla.
- 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.



RESOLUTION 01-24-XX

Variance Request

WHEREAS, Member of 385-C Avenida Castilla, a Valencia style manor, requests Architectural Control and Standards Committee approval of a variance to install 2 ramps (1) carport sidewalk to common area sidewalk (2) common area sidewalk to unit entry; 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 May 16, 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 install 2 ramps (1) carport sidewalk to common area sidewalk (2) common area sidewalk to unit entry;

NOW THEREFORE BE IT RESOLVED, on June 11, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to install 2 ramps (1) carport sidewalk to common area sidewalk (2) common area sidewalk to unit entry; 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 385-C Avenida Castilla and all future Mutual Members at 385-C Avenida Castilla; and

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



STAFF REPORT

DATE: May 16, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Elimination of Standard 26: Solariums & Garden Rooms

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the elimination of Standard 26: Solariums & Garden Rooms.

BACKGROUND

The ACSC initiated a review of the current Standard 26 (Attachment 1). Standard 26 was last revised in August 2002, via Resolution U-02-110 (Attachment 2).

DISCUSSION

On April 09, 2024, Standard 39: Balcony and Patio Enclosures was reviewed, updated and approved. This Standard 26 in essence covers the same materials and conditions as Standards 39. The only difference being in the names themselves – Solariums and Garden Rooms are referred to as “Enclosures” in Standard 39. In order to avoid duplication and confusion, the recommendation is therefor to eliminate Standard 26.

FINANCIAL ANALYSIS

There are no direct added costs for 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 26: Solariums & Garden Rooms

Attachment 2 – Current Resolution U-02-110

Attachment 3 – Proposed Resolution 01-24-XX

UNITED LAGUNA WOODS MUTUAL

SECTION 26 SOLARIUMS & GARDEN ROOMS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED JUNE 2002, RESOLUTION U-02-107

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

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

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alteration is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT**

PERMITTED. Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 APPLICATIONS

- 2.1** All attachments, directly to existing surfaces, shall be properly sealed to prevent damage to Mutual property. Any/all such damage shall become the responsibility of the manor owner, at the time such damage is found. No attachments to balconies above ground level manors are permitted.
- 2.2** Solariums and/or garden room walls will be metal frame and glass only. No "foam", solid or panelized walls.
- 2.3** No part of any track or structure shall be installed on top of carpet.
- 2.4** Patio areas where pre-approved Standard Plans exist to convert the patio into a habitable room addition must follow the approved construction drawings for such a room. Construction drawings approved by variance must be followed in detail.
- 2.5** Covers and enclosures for patios and balconies shall be confined to limited common areas only or, as defined as extended limited common areas.

3.0 GENERAL SPECIFICATIONS

- 3.1** Color options for all solarium and garden room installations are white, almond or bronze. The color of the solarium or garden room on each side of the Building sets color precedence for all future solarium or garden room installations
- 3.2** Downspouts to be painted to match the surface that they may be attached to. Downspouts shall not empty into other patio areas or hinder maintenance/drainage in any way.

4.0 SOLARIUMS AND GARDEN ROOMS

- 4.1** Once a patio has been closed in, the Mutual is no longer responsible for the maintenance or repair of new or existing concrete slab(s) within.

- 4.2 All glass used must be transparent and meet U.B.C. Standards. Solar, tinted, smoke-type plastic film, or spray tint that is applied to the inside glass surface shall be accepted. Foil type film is prohibited. Documentation of such facts must be provided to the VMS Manor Alterations Department and approved before a permit is issued. Acrylic windows are not permitted.
- 4.4 Electrical, plumbing, heating fixtures, or air conditioning units may be added as part of such patio/balcony construction, providing they meet U.B.C. Standards and do not adversely affect existing neighboring residents at the time of installation.
- 4.5 Air conditioning units that exhaust into a patio/ balcony enclosure must be pre-approved by the manufacturer and installer for that type of installation.
- 4.6 Factory-made window screens, properly sized to fit, may be installed in glass enclosures only. Indiscriminate screening, such as merely screening in a patio/balcony, will not be allowed.

5.0 SOLARIUMS OR GARDEN ROOMS

- 5.1 The VMS Manor Alterations Department can provide a list of manufacturers whose designs and workmanship have been selected for their quality and to generate a sense of residential rather than commercial ambiance. Owners are urged to include appropriate electrical wiring, shades, ventilation and lighting in their designs.

Owners wishing to consider designs by other than pre-approved manufacturers must submit their request to the United Maintenance and Construction Committee before consummating any commitment for design and/or construction. Approval, followed by United Maintenance and Construction Committee review of completed construction, will provide the basis of eligibility, for that manufacturer, to be added to the pre-approved list.

RESOLUTION U-02-110

WHEREAS, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Hills Mutual Alteration Standards; and

WHEREAS, the Board of Directors of this Corporation adopted Resolution U-00-61 on August 8, 2000, amending Section 31, Windows & Window Attachments; and

WHEREAS, the Maintenance & Construction Committee has recommended that the Board of Directors further amend the United Laguna Hills Mutual Alteration Standards with suggested changes;

NOW THEREFORE BE IT RESOLVED, August 13, 2002, that the Board of Directors of this Corporation hereby approves the revisions Section 31 Windows & Window Attachments, amended July, 2002, as 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 the purpose of this resolution; and

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended and Resolution U-00-61, adopted August 8, 2000 is hereby superceded and cancelled.

RESOLUTION 01-24-XX

ELIMINATION OF STANDARD 26: SOLARIUMS & GARDEN ROOMS

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

WHEREAS, the Mutual recognized the need to eliminate Standard: 26 Solariums & Garden Rooms;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby eliminates Standard: 26 Solariums & Garden Rooms as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-02-110 adopted August 13, 2002, 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.

JUNE 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: May 16, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 34: Awnings

RECOMMENDATION

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

BACKGROUND

The ACSC initiated a review of the current Standard 34: Awnings (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 34 was last revised in August 2013, via Resolution 01-13-140 (Attachment 2).

DISCUSSION

Updates and clarifications were reviewed and undertaken in the following Sections: Definitions added; Building code updates; Finish selections; Maintenance clarifications; Ownership responsibilities.

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 34: Awnings
Attachment 2 – Current Resolution 01-13-140
Attachment 3 – Redlined Revised Standard 34: Patio and Balcony Awnings
Attachment 4 – Final Draft Standard 34: Patio and Balcony Awnings
Attachment 5 – Proposed Resolution 01-24-XX

UNITED LAGUNA WOODS MUTUAL

Section 34 AWNINGS

OCTOBER 2004, RESOLUTION 01-04-146
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
REVISED AUGUST 2013, RESOLUTION 01-13-140
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Mutual Consent for Manor Alterations office with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications and meet current noise abatement codes.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.

USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.

Contractor's dumpsters, if required, must have location approved by the Mutual Consent for Manor Alterations office.

- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 APPLICATIONS

- 2.1** Awnings will only be allowed over patio areas, and on balconies.
- 2.2** No window awnings will be allowed.
- 2.3** All awnings must be retractable.
- 2.4** The selected color of the awning fabric must be a solid light tan or a solid light gray. A fabric sample must be submitted for approval to the Mutual Consent for Manor Alterations Office. If a previously permitted awning currently exists on the building, that awning's color will set the precedent for that building.
- 2.5** Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its' fire resistance.
- 2.6** If the awning is allowed to fall into a state of disrepair or is damaged, it must be removed or replaced at the Mutual Member's expense. The cause of any damage sustained by the awning is irrelevant.
- 2.7** Awnings must not extend beyond the existing patio or balcony perimeter.
- 2.8** Awnings on balconies must span the width of all windows and sliding glass doors which lie above the balcony structure

- 2.9** Awnings on patios must be installed above the top of the standard window height or 6'-8" from ground level, but not exceeding 12" above the window or 7'-8" from ground level.
- 2.10** Awnings on balconies may be attached to the fascia or rafter tails, and consist of a silicone sealant for weather protection. Installation on the roof above the overhang is strictly prohibited.
- 2.11** On patios and on the balconies of Seville style manors, the awning's framework must be lag bolted to the building's wood framing and consist of a silicone sealant for weather protection. Any penetration through the wall must consist of a silicone sealant.
- 2.12** The edges of the awning material must be straight. No scalloped or decorative edges will be allowed.

RESOLUTION 01-13-140

WHEREAS, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Woods Mutual Alteration Standards; and

WHEREAS, the Maintenance & Construction Committee has recommended that the Board of Directors further amend the United Laguna Woods Mutual Alteration Standards with suggested changes;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby approves the revisions of Mutual Alteration Standard Section 34 – Awnings, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended, and Resolution 01-04-146, adopted October 6, 2004 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 the purpose of this resolution.



STANDARD 34: PATIO AND BALCONY AWNINGS
 OCTOBER 2024, RESOLUTION 01-04-146
 REVISED AUGUST 2013, RESOLUTION 01-13-140
REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

- ~~1.1 **SEE STANDARD 1: GENERAL REQUIREMENTS PERMITS AND FEES:** A Mutual Consent for Manor Alteration is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations office with City permit numbers prior to beginning work.~~
- ~~1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.~~
- ~~1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.~~
- ~~1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~
- ~~1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications and meet current noise abatement codes.~~
- ~~1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if~~

~~required, must have location approved by the Mutual Consent for Manor Alterations office.~~

~~1.7 **CONTRACTOR:** Installation must be performed by a California-licensed contractor of the appropriate trade.~~

~~1.1 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.0 DEFINITIONS

~~2.1 Patio: A defined open outdoor space – paved and or landscaped – that adjoins the manor at ground level which does not serve as a walkway.~~

~~2.2 Balcony: A platform that projects from the second-floor manor wall and is enclosed by a parapet or railing.~~

~~1.82.3 Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building. It is fully open on three sides. Structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.~~

2.03.0 APPLICATIONS

~~3.1 Awnings will only be allowed over patio areas, and on balconies. All plans must include any and all architectural or engineering details when submitted to Manor Alterations for review.~~

~~2.1a. All awnings must be compliant with state and local building codes.~~

~~2.23.2 No window awnings will be allowed. Building permit requirements are to be verified with the City of Laguna Woods Building Department.~~

~~2.33.3 All awnings must be retractable. Awnings will only be allowed directly over patio and or balcony areas.~~

~~2.43.4 The selected color of the awning fabric must be a solid light tan or a solid light gray. A fabric sample must be submitted for approval to the Mutual Consent for Manor Alterations Office. If a previously permitted awning currently exists on the building, that awning's color will set the precedent for that building. Alterations to existing roof structures are not allowed.~~

~~2.53.5 Awning fabric must pass the California State Fire Marshall's Test~~

Procedure #804 in which a registration number is received that verifies its' fire resistance. Awning framework and or materials shall not interfere with any existing building guttering and drainage systems.

3.6 If the awning is allowed to fall into a state of disrepair or is damaged, it must be removed or replaced at the Mutual Member's expense. The cause of any damage sustained by the awning is irrelevant. Awning cover materials may be fabric or rigid and shall meet all local, state and federal requirements.

2.6a. All fabric selections must be flame resistant or flame retardant and pass the California State Fire Marshal Test.

2.73.7 Awnings must not extend beyond the existing patio or balcony perimeter. Color finish options for awning framing and cover materials shall conform to or compliment the United Laguna Woods Mutual Exterior Color Groups A through G corresponding to the geographical area in which the manor is located.

2.83.8 Awnings on balconies must span the width of all windows and sliding glass doors which lie above the balcony structure. The edges of the awning material must be straight. No scalloped or decorative edges allowed.

3.9 Awnings on patios must be installed above the top of the standard window height or 6'-8" from ground level, but not exceeding 12" above the window or 7'-8" from ground level. The member is responsible for proper, on-going maintenance of the awning and must not allow the awning to remain in a state of disrepair.

2.9a. A state of disrepair is subject to mutual inspection and removal at members expense.

3.10 Awnings on balconies may be attached to the fascia or rafter tails, and consist of a silicone sealant for weather protection. Installation on the roof above the overhang is strictly prohibited. Should removal of the awning become necessary for building maintenance, the member is responsible for all removal and reinstallation costs.

4.0 PATIO

4.1 Awnings shall cover the entire length of the patio and may extend up to but not beyond the defined patio area.

4.2 In cases where a ground floor manor has a balcony directly above the patio area, awnings will be allowed only as an extension of the balcony above. All necessary architectural and or engineering documents to be included with mutual consent submittal.

4.3 Awning attachment to building details are subject to review by Manor

Alterations.

5.0 BALCONY

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

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

~~2.10-~~

~~2.11 On patios and on the balconies of Seville style manors, the awning's framework must be lag bolted to the building's wood framing and consist of a silicone sealant for weather protection. Any penetration through the wall must consist of a silicone sealant.~~

~~2.12 The edges of the awning material must be straight. No scalloped or decorative edges will be allowed.~~



STANDARD 34: PATIO AND BALCONY AWNINGS
 OCTOBER 2024, RESOLUTION 01-04-146
 REVISED AUGUST 2013, RESOLUTION 01-13-140
 REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

1.1 SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

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

3.0 APPLICATIONS

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

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

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

4.0 **PATIO**

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

5.0 **BALCONY**

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

RESOLUTION 01-24-XX

REVISE STANDARD 34: PATIO AND BALCONY AWNINGS

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

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

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

RESOLVED FURTHER, Resolution 01-13-140 adopted August 13, 2013, is hereby superseded and canceled; and

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

JUNE 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.