



OPEN MEETING

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

**Thursday, August 18, 2022 – 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>
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE and AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for July 21, 2022
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

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.*

8. Monthly Mutual Consent Report
9. Variance Requests
 - A. 196-A – Approve Pavers in Common Area
 - B. 196-B – Approve Pavers in Common Area

Items for Discussion:

None.

United Laguna Woods Mutual
Architectural Controls and Standards Committee Meeting
Regular Open Session
August 18, 2022
Page 2 of 2

Items for Future Agendas:

- TBD

Concluding Business:

10. Committee Member Comments
11. Date of Next Meeting – September 15, 2022
12. Adjournment

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

Anthony Liberatore - Chair
Baltazar Mejia - Staff Officer
Telephone: 949-597-4616



OPEN MEETING

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

**Thursday, July 21, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

MEMBERS PRESENT: Anthony Liberatore - Chair, Cash Achrekar,
Maggie Blackwell (in for Reza Bastani)

MEMBERS ABSENT: Reza Bastani
Michael Mehrain - Advisor

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Robbi Doncost – Manor Alterations Manager,
Gavin Fogg – Manor Alterations Supervisor, Abraham
Ballesteros – Manor Alterations Inspector II, Sandra
Spencer – Administrative Assistant

1. Call Meeting to Order

Chair Liberatore called the meeting to order at 9:45 a.m. after a short recess in order to obtain a quorum.

2. Acknowledgement of Media

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

3. Approval of Agenda

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

4. Approval of Meeting Report for May 19, 2022

Hearing no objection, the meeting report for May 19, 2022 was approved by unanimous consent.

5. Chair's Remarks

Chair Liberatore thanked Director Blackwell for standing in for Director Bastani.

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

None.

7. Division Manager Update

Mr. Mejia updated the committee on his efforts to continue to improve and simplify the variance process; the fee schedule; reviewing the list of items that do not need a city permit; the ability to E-file documents to be recorded with the county; and beta-testing an app that will allow resales inspectors to input their findings electronically.

With regard to customer service, incoming telephone calls are recorded for later reference; customer response surveys are available at various stages of the application process in order to find ways to improve the process.

Mr. Mejia noted that Abraham Ballesteros has replaced Richard de la Fuente as Inspector II. Mr. Ballesteros has been with VMS for 7 years including prior experience in Manor Alterations and Resident Services; cross training is taking place to minimize the impact of absent personnel to the services provided by the department; temporary staff has made great progress in processing the backlog of pending mutual consents and variances; and the search continues for an Administrative Coordinator.

Mr. Mejia provided an update on the mutual's involvement in asbestos containing material abatement. A "demolition mutual consent" is currently issued to allow the work to take place. When the abatement is complete, a certified Air Clearance Form is submitted to the mutual to clear the property for occupancy. Staff continues to work towards shortening the length of time it takes to process these requests.

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.*

8. Monthly Mutual Consent Report

The report was pulled for discussion and Mr. Mejia answered questions from the committee. It was noted that the legend was omitted in error and will be restored for future agenda packets.

Hearing no objection, the Consent Report was approved unanimously.

9. Variance Requests

Mr. Mejia introduced the matrix and explained the reasons for presentation to the ACSC in this manner. The matrix summarizes the variances and eliminates the need for a staff report at the committee level. If the committee approves the variances, a staff report will accompany the attachments to the Board meeting for final approval.

A. 646-C New Patio Screen Wall Openings

Mr. Mejia presented the variance to add patio screen wall openings and a trellis with lighting to the patio of the manor. After discussion, a motion was passed unanimously to recommend the variance for approval to the United Board.

B. 895-C Approve Existing Patio Modifications

Mr. Mejia presented the variance to approve the existing patio modifications which include a partial wall removal, added trellis, and patio tiles.

After discussion, a motion was passed unanimously to recommend the variance for approval to the United Board.

Items for Discussion:

10. Electric Vehicle Charging Update (verbal)

Mr. Mejia updated the committee on the status on the applications at Clubhouse 1 (east of the library) and the PAC. Staff is also looking at programs to improve the electrical system to allow residents to charge in carports including potential programs through Tesla and other sources for grants/assistance.

Items for Future Agendas:

- TBD

Concluding Business:

11. Committee Member Comments

- Director Blackwell appreciated being able to view the plans electronically on the dais tablet, reminded staff and the committee to keep watch on variances that

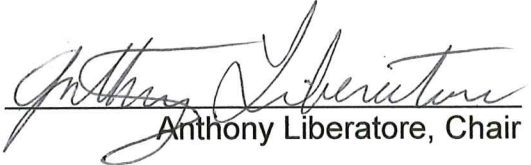
may involve common area and thanked the staff for a good report on the status of Manor Alterations.

- Director Achrekar commented on the new resales inspection app.
- Chair Liberatore thanked staff for their efforts.

12. Date of Next Meeting – August 18, 2022

13. Adjournment

The meeting was adjourned at 10:29 a.m.

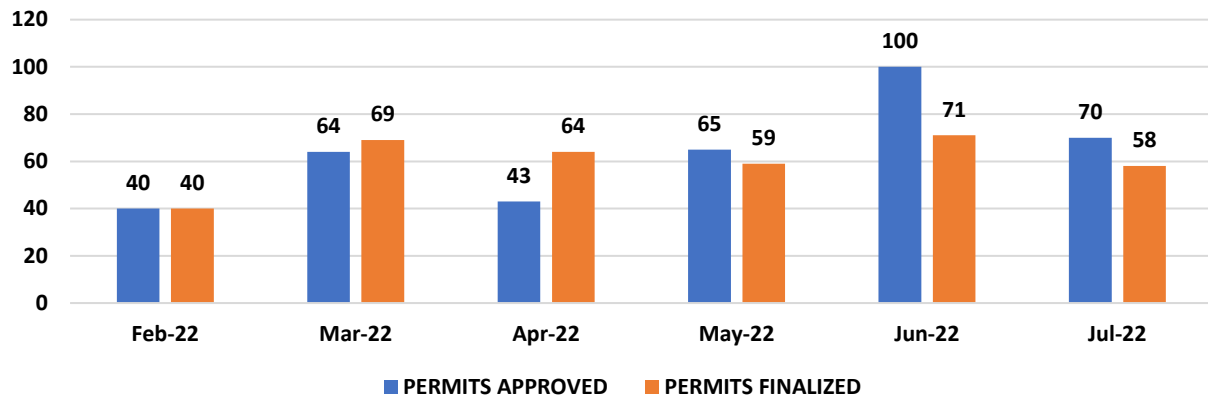


Anthony Liberatore, Chair

Anthony Liberatore, Chair
Baltazar Mejia, Staff Officer
949-597-4616



UNITED MONTHLY MUTUAL CONSENT REPORT



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United ACSC – August 18, 2022

Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	196-A	Install Pavers in Common Area	<ul style="list-style-type: none"> • Pavers will be installed in common area to cover a 10'x5' area • Pavers will be screened by vegetation • Pavers must be set in compacted subgrade <p>Staff Recommendation: Approve</p>
B	196-B	Install Pavers in Common Area	<ul style="list-style-type: none"> • Pavers will be installed in common area to cover a 106"x62" area • Pavers are under the roof overhang in front of the manor • Pavers will be screened by existing vegetation • Pavers must be set in compacted subgrade <p>Staff Recommendation: Approve</p>

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

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

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Manor 196-A

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Variance Request Form

Model: <u>LA CORONA</u>	Plan: <u>3BR</u>	Date: <u>JULY 29, 2021</u>
Member Name: <u>[REDACTED]</u>	Signature: <u>[REDACTED]</u>	
Phone: <u>[REDACTED]</u>	E-mail: <u>[REDACTED]</u>	
Contractor Name/Co: _____	Phone: _____	E-mail: _____
Owner Mailing Address: (to be used for official correspondence) <u>[REDACTED]</u>		

Description of Proposed Variance Request ONLY:

PAVERS ARE installed over existing concrete pad and over leveling sand. We did this to create a space for 2 chairs and a small table.

Dimensions of Proposed Variance Alterations ONLY:

60" x 120" patio

FOR OFFICE USE ONLY

RECEIVED BY: JV DATE RECEIVED: 7/30/21 Check# CC BY: MS

<p>Alteration Variance Request</p> <p>Check Items Received:</p> <ul style="list-style-type: none"> <input checked="" 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 checked="" type="checkbox"/> Other: _____ 	<p>Complete Submittal Cut Off Date:</p> <p>Meetings Scheduled:</p> <p>Third AC&S Committee (TACSC): _____</p> <p>United M&C Committee: _____</p> <p>Board Meeting: _____</p> <p><input type="checkbox"/> Denied <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Tabled <input type="checkbox"/> Other _____</p>
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ATTACHMENT 2
PHOTOS



VIEW OF LIVING ROOM FROM EXTERIOR FACING SOUTH WEST
PIC #1

ATTACHMENT 2
PHOTOS



VIEW FROM LIVING ROOM FACING NORHT EAST
PIC #2

ATTACHMENT 2
PHOTOS



VIEW FROM WALKWAY FACING SOUTH TOWARDS REAR OF MANOR 196-A
PIC #3

ATTACHMENT 3
ARIEL

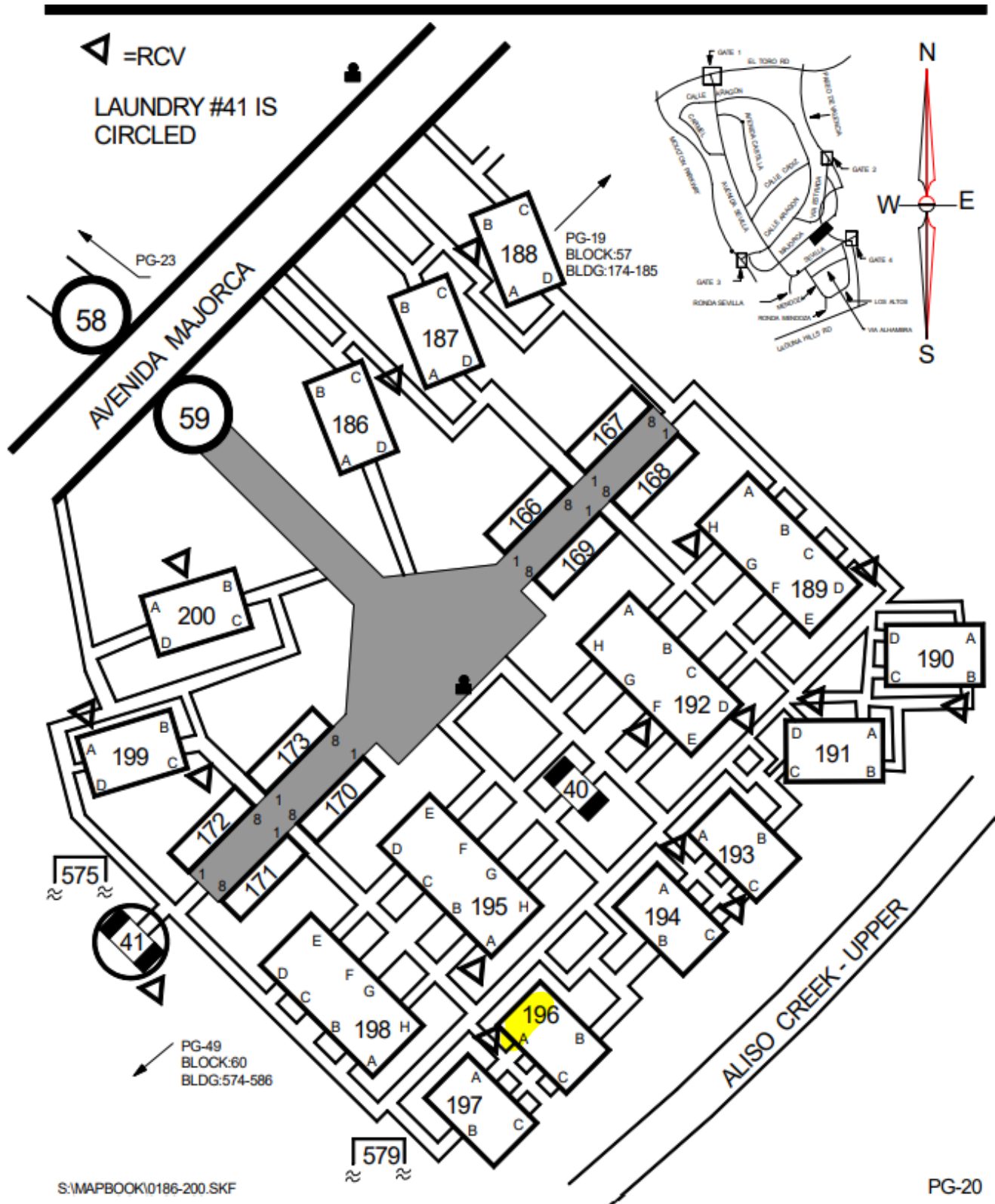
196-A
Avenida
Majorca



SYMBOL DENOTES LOCATION OF MANOR



ATTACHMENT 3
LOCATION MAP

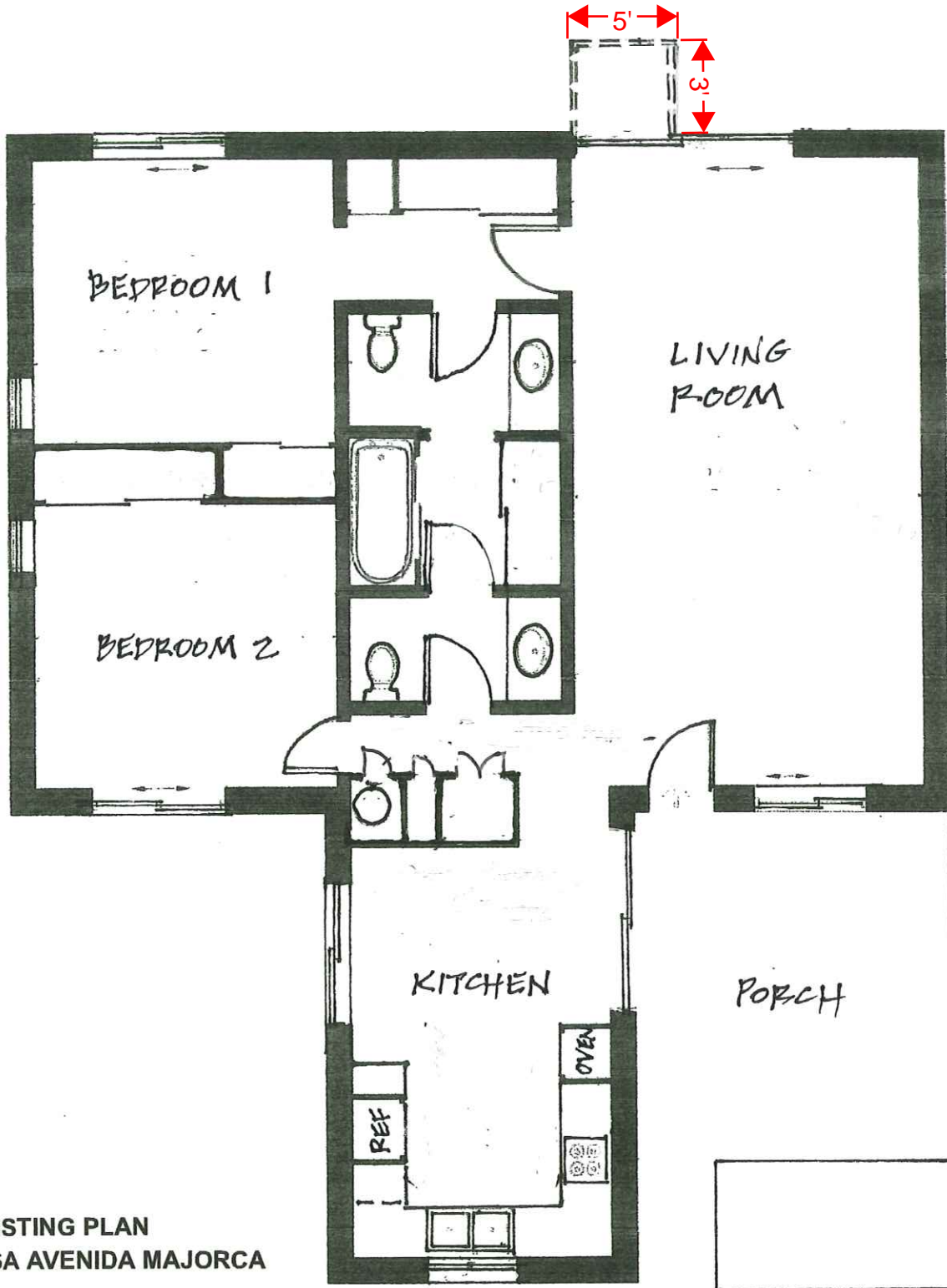


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PG-20

LA CORONA

ATTACHMENT 4
EXISTING FLOOR PLAN



EXISTING PLAN
196A AVENIDA MAJORCA



PIC #3

ATTACHMENT 4
PROPOSED FLOOR
PLAN

LA CORONA

Common Area

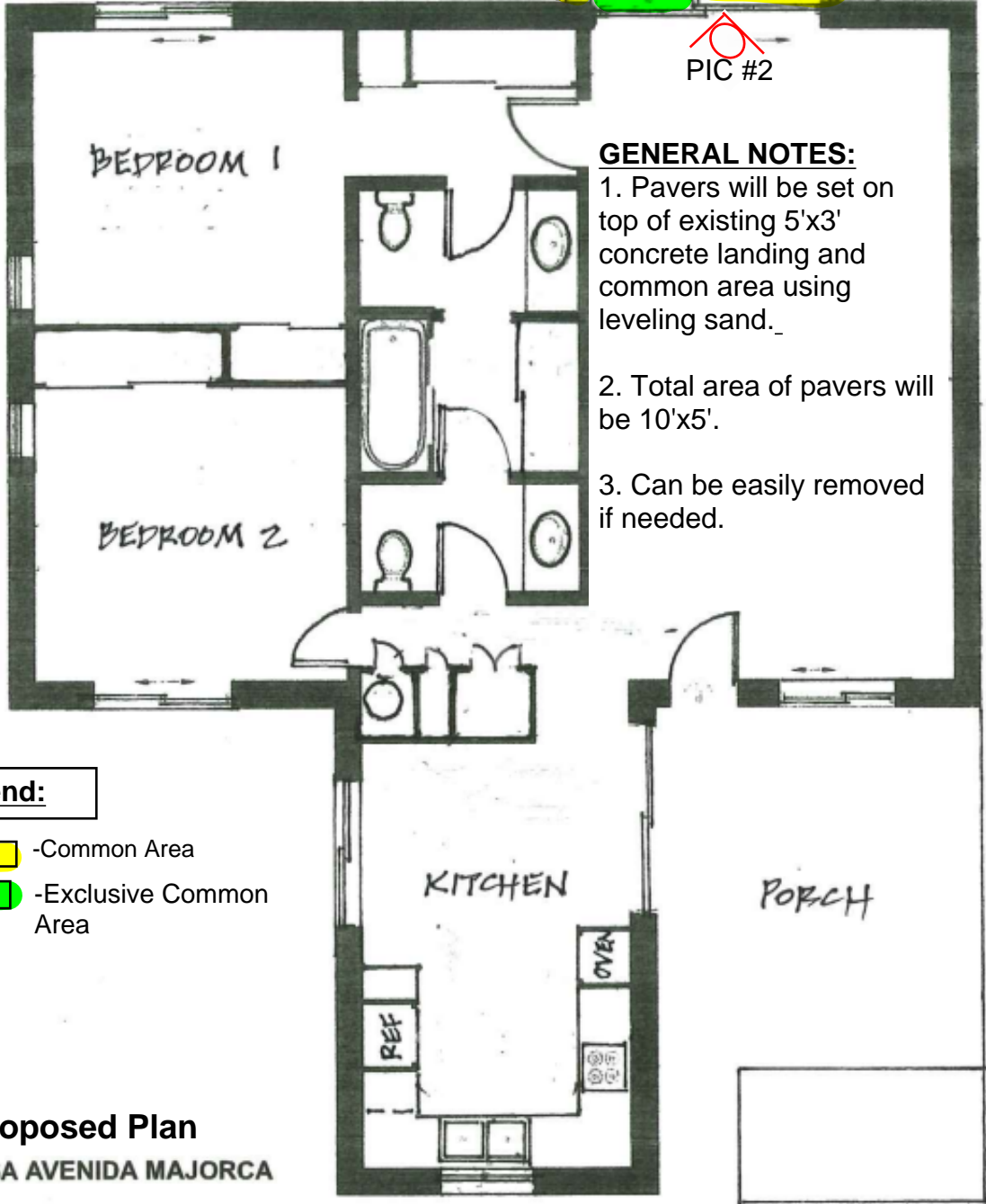
PIC #1

Proposed location of pavers



Common Area

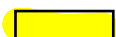

PIC #2



GENERAL NOTES:

- 1. Pavers will be set on top of existing 5'x3' concrete landing and common area using leveling sand.
- 2. Total area of pavers will be 10'x5'.
- 3. Can be easily removed if needed.

Legend:

-  -Common Area
-  -Exclusive Common Area

Proposed Plan
196A AVENIDA MAJORCA



CONDITIONS OF APPROVAL

Manor: 196-A

Variance Description: Pavers in Common Area, area to be 10'x5'

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. This approval does not change the original limits of exclusive-use common area.
- A.2. This approval allows temporary permission for the installation of pavers per the attached approved drawings in common area.
- A.3. In no way does this approval allow for patio enclosures or room additions to be built into common area at this time or in the future. No room additions or patio enclosures shall be allowed or considered outside the original limitation of the exclusive-use common area as shown.

B. Materials and Methods:

- B.1. Pavers installation must be set in compacted subgrade.
- B.2. Prior to the issuance of a Mutual Consent for Alterations, a sample of the pavers to be installed shall be provided to Manor Alterations for review and approval.

C. Requirements for Mutual Consent for Alterations:

- C.1. Not Applicable
- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the

D. Requirements for Final Inspection by Manor Alterations:

D.1. Not Applicable

D.2. Not Applicable

General Conditions:

G. General Conditions

G.1. Conformance Deposit: **Not Applicable**

G.2. No improvement shall be installed, constructed, modified or altered at 196-A, ("Property") within the Third Laguna Hills 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.3. 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.4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 196-A and all future Mutual Members at 196-A

- G.5. 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.6. 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.7. 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.8. 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.9. 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.10. The expiration date of the Variance is 180 days from the Notice of Approval of the Variance issued by Manor Alterations.
- G.11. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

- G.12. All construction, including demolition, must be completed within 180 days or 6 months from the Notice of Approval of the Variance issued by Manor Alterations via Mutual Consent.
- G.13. 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.14. Not Applicable.
- G.15. 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.16. 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.17. 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.18. 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.19. 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.20. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.

- G.21. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.22. 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.23. 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.24. Member shall indemnify, defend and hold harmless Third and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

DRAFT

ATTACHMENT 6
RESOLUTION DRAFT

RESOLUTION 01-22-XX

Variance Request

WHEREAS, Mr. Douglas J. Smart of 196-A Avenida Majorca, a La Corona style manor, requests Board approval of a variance for pavers in common area, total area to be 10'x5'; and

WHEREAS, no Neighborhood Awareness Notices were sent to the adjoining neighbors. The reason for lack of notification is that the location where the pavers are proposed to be installed are screened with vegetation; and,

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval to the Board;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors hereby approves the request for the pavers in common area, total area to be 10'x5'; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 196-A Avenida Majorca and all future Mutual Members at 196-A Avenida Majorca; 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.

DRAFT

Manor 196-B

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ATTACHMENT 1
VARIANCE REQ.
FORM

MANOR # 196-B
 ULWM TLHM
SA 21104521

Variance Request Form

Model: <u>La Corona</u>	Plan: <u>3BR</u>	Date: <u>July 29, 2021</u>
Member Name: [REDACTED]	Signature: [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: _____	Phone: _____	E-mail: _____
Owner Mailing Address: <small>(to be used for official correspondence)</small> [REDACTED]		

Description of Proposed Variance Request ONLY:

Pavers are installed in the area under the roof overhang as per accompanying floor plan. I wanted a small area that was shady most of the day to sit in.

Thank you for your consideration

Dimensions of Proposed Variance Alterations ONLY:

102" x 62"

FOR OFFICE USE ONLY

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

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

ATTACHMENT 2
PHOTOS

PIC # 1

This is a picture of
me sitting on my
brick paver patio



102" x 62" proposed
location of the pavers.
PIC #2

ATTACHMENT 2
PHOTOS



Vegetation covering the proposed location of pavers facing north east.
PIC #3

ATTACHMENT 3
ARIEL

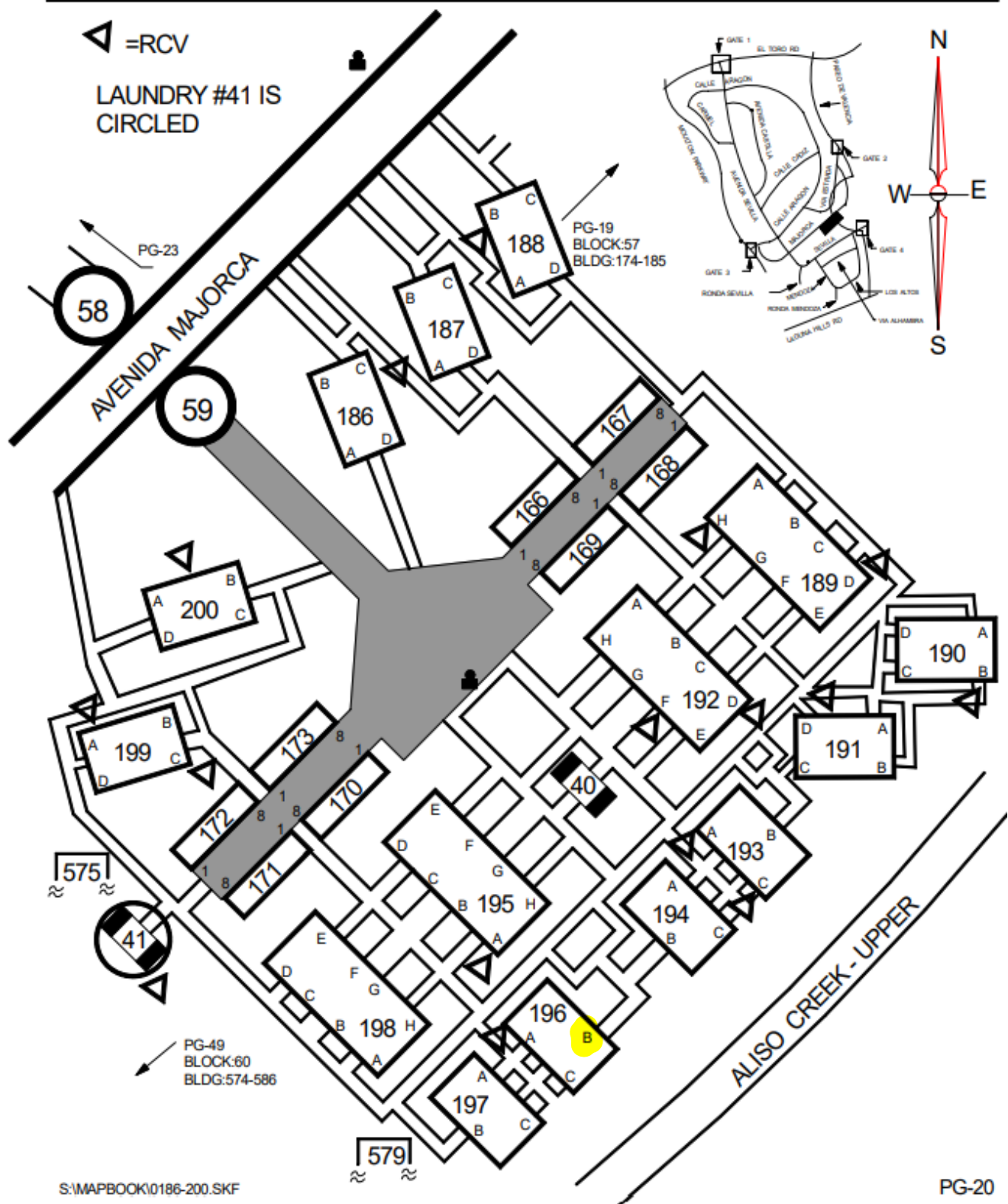
196-B
Avenida
Majorca



SYMBOL DENOTES LOCATION OF MANOR

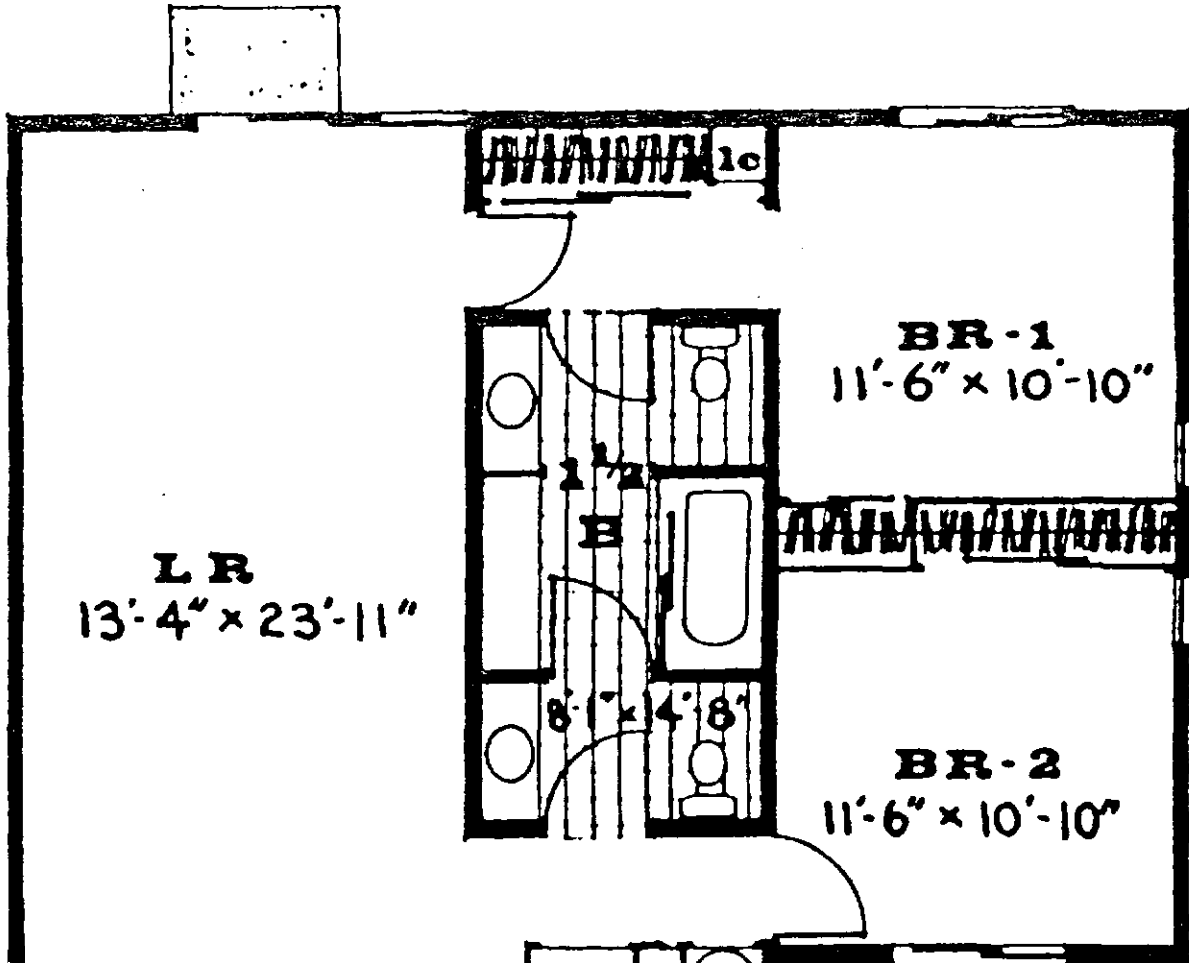


ATTACHMENT 3
LOCATION MAP



ATTACHMENT 4
PROPOSED FLOOR
PLAN

LA CORONA (3 PLAN)



Common Area

This is the area of the new pavers under the eave of the roof.
See pic #1.

- GENERAL NOTES:**
1. Pavers will be located under the overhang of the roof in the dirt area.
 2. Total area of pavers will be 102" x 62".
 3. Pavers will be covered by existing vegetation.
 4. Can be easily removed if needed.

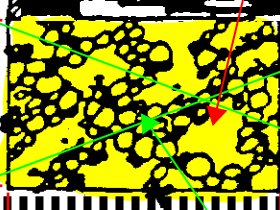
roof overhang

DR Room Addition

PIC #3

PIC #2

PIC #1



102"

Area open to underside of roof.

Line of overhead roof element on plan.

Common Area



CONDITIONS OF APPROVAL

Manor: 196-B

Variance Description: Pavers in Common Area, area to be 102"x62"

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. This approval does not change the original limits of exclusive-use common area.
- A.2. This approval allows temporary permission for the installation of pavers per the attached approved drawings in common area.
- A.3. In no way does this approval allow for patio enclosures or room additions to be built into common area at this time or in the future. No room additions or patio enclosures shall be allowed or considered outside the original limitation of the exclusive-use common area as shown.

B. Materials and Methods:

- B.1. Pavers installation must be set in compacted subgrade.
- B.2. Prior to the issuance of a Mutual Consent for Alterations, a sample of the pavers to be installed shall be provided to Manor Alterations for review and approval.

C. Requirements for Mutual Consent for Alterations:

- C.1. Not Applicable
- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the

D. Requirements for Final Inspection by Manor Alterations:

D.1. Not Applicable

D.2. Not Applicable

General Conditions:

G. General Conditions

G.1. Conformance Deposit: **Not Applicable**

G.2. No improvement shall be installed, constructed, modified or altered at 196-B, ("Property") within the Third Laguna Hills 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.3. 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.4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 196-B and all future Mutual Members at 196-B.

- G.5. 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.6. 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.7. 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.8. 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.9. 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.10. The expiration date of the Variance is 180 days from the Notice of Approval of the Variance issued by Manor Alterations.
- G.11. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

- G.12. All construction, including demolition, must be completed within 180 days or 6 months from the Notice of Approval of the Variance issued by Manor Alterations via Mutual Consent.
- G.13. 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.14. Not Applicable.
- G.15. 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.16. 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.17. 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.18. 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.19. 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.20. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.

- G.21. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.22. 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.23. 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.24. Member shall indemnify, defend and hold harmless Third 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.

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ATTACHMENT 6
RESOLUTION DRAFT

RESOLUTION 01-22-XX

Variance Request

WHEREAS, Ms. Gail Sherain of 196-B Avenida Majorca, a La Corona style manor, requests Board approval of a variance for pavers in common area, total area to be 102"x62"; and

WHEREAS, no Neighborhood Awareness Notices were sent to the adjoining neighbors. The reason for lack of notification is that the location where the pavers are proposed to be installed are screened with vegetation; and,

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval to the Board;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors hereby approves the request for the pavers in common area, total area to be 102"x62"; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 196-B Avenida Majorca and all future Mutual Members at 196-B Avenida Majorca; and

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

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