



**OPEN MEETING**

**REPORT OF THE REGULAR OPEN MEETING OF THE  
UNITED LAGUNA HILLS MUTUAL  
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE\***

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

**REPORT**

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

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction, Laurie Chavarria – Sr. Management Analyst, Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Manor Alterations Inspector II, Josh Monroy – Manor Alterations Coordinator

**1. Call Meeting to Order**

The committee took a short recess.

Chair Liberatore called the meeting to order at 9:35 a.m.

**2. Acknowledgement of Media**

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

**3. Approval of the Agenda**

The agenda was amended. The title for item 10a. was revised to *Revision to Standard 20: Balcony and Patio Covers*. The title for item 10b. was revised to *Enact Standard 39: Balcony*

*Patio Enclosures.* The following item was added to the agenda 11b. *Revision to Standard 11: Doors; Exterior.* Hearing no objection, the agenda was approved as amended.

**4. Approval of the Meeting Report for December 21, 2023**

Hearing no objection, the meeting report was approved by consent.

**5. Chair's Remarks**

None.

**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.*

Hearing no objection, the Monthly Mutual Consent Calendar was approved unanimously.

a. Mr. Grimshaw discussed the number of mutual consents issued and completed over a five-month period.

**9. Variance Requests**

None.

**10. Items for Discussion and Consideration**

a. Revision to Architectural Standard 20: Balcony and Patio Covers

The committee had questions regarding section 4.2's prohibition on patio covers over atriums that serve as a means of egress from a 'sleeping room'. They requested that staff provide them with the code requirements related to exiting into an open space.

A motion was made to refer the standard back to staff for further consideration. Hearing no objection, the motion was approved by unanimous consent.

b. Enact Standard 39: Balcony Patio Enclosures

Mr. Grimshaw provided a brief overview of the proposed standard and how it complements Standard 20. Discussion ensued regarding its applicability, types of materials and regulatory requirements.

A motion was made to refer the standard back to staff for further consideration. Hearing no objection, the motion was approved by unanimous consent.

Mr. Mejia joined the dais at 10:04 a.m.

c. Revision to Resale Inspection Fees

Mr. Mejia informed the committee that the last time the resale inspection fees were updated was fifteen years ago. The chargeable rates have since changed as has the scope of work.

A motion was made to recommend the United Board approve the revision to the resale inspection fees. Hearing no objection, the motion was approved by unanimous consent.

**11. Items for Future Agendas**

- a. Revision to Standard 20: Balcony and Patio Covers
- b. Enact Standard 39: Balcony and Patio Enclosures
- c. Revision to Standard 22: Patio Slab
- d. Revision to Standard 11: Doors; Exterior

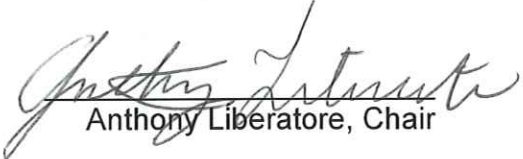
**12. Committee Member Comments**

- Director Leonard requested diagrams for all standards going forward to assist with understanding the material.

**13. Date of Next Meeting: February 15, 2024 at 9:30 a.m.**

**14. Adjournment**

The meeting was adjourned at 10:12 a.m.

  
Anthony Liberatore, Chair

Anthony Liberatore, Chair  
Alan Grimshaw, Manor Alterations Manager  
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