



**OPEN MEETING**

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

**Thursday, July 20, 2023 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

**MEMBERS PRESENT:** Anthony Liberatore – Chair, Maggie Blackwell, Sue Quam (arrived at 9:31 a.m.)

**STAFF PRESENT:** Ian Barnette – Maintenance & Construction Assistant Director (arrived at 9:34 a.m. via Zoom), Bart Mejia – Maintenance & Construction Assistant Director (in the audience), Michael Horton – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor (arrived at 9:43 a.m. via Zoom), David Rudge – Manor Alterations 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. Acknowledgement of Media**

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

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved by consent.

**4. Approval of the Meeting Report for June 15, 2023**

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

**5. Chair's Remarks**

Chair Liberatore thanked staff for their efforts to arrange this meeting. Chair Liberatore advised members that on Friday, August 11<sup>th</sup> from 2:00 p.m. – 4:00 p.m. in Clubhouse 3 there will be a United Mutual Town Hall.

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

None.

**7. Division Manager Update**

Mr. Horton introduced David Rudge the new Manor Alterations variance inspector. Mr. Horton provided background on Mr. Rudge's experience and expertise. Additionally, Mr. Horton advised the committee that he's reached out to Resident Services and has asked for a copy of their glossary of terms, which he plans to share with the Manor Alteration staff to simplify the process for residents.

**8. Monthly Mutual Consent Report**

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.*

There are no items on the consent calendar for this month.

a. Mr. Horton provided insight into the number of mutual consents submitted and completed over a five-month period.

**9. Variance Requests**

a. 405-B: Variance for Handrail and Ramp Installation at Entry

The variance was introduced by Mr. Horton. Discussion ensued and staff answered questions from the committee.

A motion was made to refer the variance back to staff for further investigation. The motion was approved by unanimous consent.

b. 2010-C: Variance for Polycarbonate Patio Cover on Front Patio

The variance was introduced by Mr. Horton. Discussion ensued and staff answered questions from the committee.

A member commented on the variance request and staff responded.

A motion was made to approve the recommended material provided that they comply with the requirements that staff has stated and to move forward to the United Board for approval. The variance was approved by unanimous consent.

c. 921-G: Variance for Atrium Enclosure with Non-Standard Opening in Wall

The variance was introduced by Mr. Horton. Discussion ensued and staff answered questions from the committee.

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

d. 484-D: Variance for Interior Stair Relocation and Bathroom Remodel

The variance was introduced by Mr. Horton. Discussion ensued and staff answered questions from the committee.

A member commented on the variance request and staff responded.

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

**10. Items for Discussion and Consideration**

a. Revision to Alteration Fee Schedule

Chair Liberatore asked staff to provide an explanation on postponing this item to a future date.

A motion was made to postpone this item. The motion was approved by unanimous consent.

b. Accommodation for Disabled Residents-Relationship between renter, resident (owner) and United Mutual for accesibility exposure sent to appropriate parties Resales (Pamela Bashline) and Legal

Mr. Horton advised the committee that renter requests for accessibility improvements must go through the landlord-resident. The landlord will then be responsible to present the request to Manor Alterations. Manor Alterations has no fiduciary duty to the renter only the landlord.

Additionally, if the renter has any questions, comments or concerns they are advised to go to the Orange County Housing Authority and the Fair Housing Council of OC and request mediation.

**11. Items for Future Agendas**

- a. Revision to Alteration Fee Schedule
- b. Revised Resale Inspection Fee
- c. Approve United Board "Contractors in Good Standing" List (Have Legal Department draft disclaimer. Have Mutual Attorney review it).

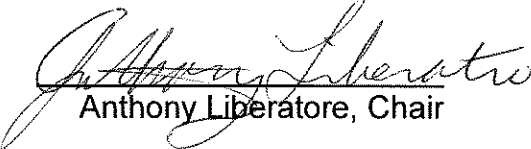
**12. Committee Member Comments**

- Director Quam introduced herself to the committee and make remarks about how impressed she was by the amount of work that goes on.
- Chair Liberatore thanked staff.

**13. Date of Next Meeting: August 17, 2023 at 9:30 a.m.**

**14. Adjournment**

The meeting was adjourned at 10:28 a.m.

  
Anthony Liberatore, Chair

Anthony Liberatore, Chair  
Baltazar Mejia, Staff Officer  
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