



OPEN MEETING

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

Thursday, January 16, 2020 – 9:30 a.m.
Laguna Woods Village Community Center Elm Room
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Co-Chair Elsie Addington, Co-Chair Reza Bastani, Carl Randazzo, Brian Gilmore

DIRECTORS PRESENT: Juanita Skillman, Cash Achrekar

COMMITTEE MEMBERS ABSENT:

ADVISORS PRESENT: Mike Mehraim, Janey Dorrell, Walter Ridley

STAFF PRESENT: Brett Crane, Gavin Fogg, Alisa Rocha

1. Call to Order

Co-Chair Addington called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Not present.

3. Approval of the Agenda

Director Randazzo moved to accept the agenda. Co-Chair Addington seconded. The committee had no objection.

4. Approval of the Report for November 21, 2019

Director Randazzo moved to accept the report. Co-Chair Addington seconded. The committee had no objection.

5. Committee Co-Chair Remarks

Co-Chair Addington stated she and Co-Chair Reza Bastani will be co-chairing this and future meetings.

6. Member Comments

None.

7. Division Manager Update

Mr. Crane stated the Alterations Office is currently extremely busy. In 2019, we had an average of 44 people walking through the door; to date our average has been 124 people. Staff is doing an excellent job with keeping up with the demand.

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.

None.

Items for Discussion and Consideration:

8. Asbestos concerns

Mr. Crane discussed the rough draft of the Asbestos Awareness flyer that was included in the agenda packet. The flyer is a simple guideline. Since asbestos is state and federal regulated, detailed information will have to be provided by them. Mr. Crane introduced an invited guest, Contractor Ron Harbin, to speak regarding asbestos. Mr. Crane also mentioned requesting an estimate from CAC (Certified Asbestos Consultant) licensed hygienist for the appropriate costs of particular asbestos removals. Additionally, creating a bulk-sampling program per cul-de-sac by a hygienist or consultant was discussed to obtain enough samples to possibly deem an entire cul-de-sac as asbestos free.

Advisor Dorrell mentioned the absence of an asbestos policy/standard; Mr. Crane responded by sharing the existence of Resolution 01-12-134 which will be provided by email to the committee.

Contractor Harbin provided some background on himself and his experience at Laguna Woods Village since 1996. A discussion regarding wipe down took place and if it is necessary. Mr. Crane commented that a wipe down is not requested by the Alterations Office. The 'wipe test at the entry of the manor' is mentioned on the Mutual Consent for Demolition Checklist and it is to confirm that asbestos containing material is not being tracked out into the common area. Mr. Crane stated the Mutual Consent for Demolition Checklist will be revised appropriately.

Director Randazzo shared an 'Asbestos Awareness Frequently Asked Questions' flyer he created. Mr. Crane will review it.

9. Standard architectural drawings

Mr. Crane mentioned this is a project in progress which will be presented to The City by Jeff Parker and Siobhan Foster for over-the-counter approvals. There will be already pre-approved standard plans of certain models provided and the biggest obstacle will be The City's approval.

10. City inspection costs

Mr. Crane provided a cost sheet provided by The City for their various service fees.

Reports:

11. Status of Mutual Consents

Mr. Fogg went over this report with the committee.

Items for Future Agendas

None.

Concluding Business:

12. Committee Member Comments

Director Achrekar inquired about Roger Flynn's case. Mr. Fogg responded the correct windows have been provided.

Advisor Dorrell expressed concerns about the time-frame communication that is being shared with members by the Alterations Office staff. Mr. Crane stated the time line depends on the size of the job and the information provided and we do not have any control over The City's time line. Mr. Fogg stated we do provide an estimated time frame and recommend calling to check status. Chair Gilmore suggested providing something in writing. Mr. Crane stated staff can work on adding some information on an existing document that is provided to members.

Advisor Dorrell also expressed concerns regarding hiring an abatement company needing to remove carpeting and pad.

Chair Gilmore expressed his concerns of snow-balling rumours.

Director Randazzo hopes for clearer directions regarding asbestos abatement and he also thanked Contractor Ron Harbin for his time.

Director Bastani mentioned not waiting for Jeff Parker and Siobhan Foster approach to The City and get approval of some of the standard plans.

Advisor Ridley questioned if asbestos soot was exposed with the remodel down the hall on the first floor of the Community Center.

13. Date of Next Meeting - February 20, 2020

14. Adjournment at 11:36 a.m.

Elsie Addington, Co-Chair
Brett Crane, Staff Officer
Alisa Rocha, Alterations Coordinator 949-268-2301