



**SPECIAL OPEN MEETING**

**SPECIAL OPEN MEETING OF THE BOARD OF DIRECTORS  
OF UNITED LAGUNA WOODS MUTUAL,  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Friday, March 22, 2024, at 9:00 a.m.  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods California**

**<https://us06web.zoom.us/j/95563492734>**

**Dial by Phone: +1 669-900-6833**

**Webinar ID: 955 6349 2734**

The purpose of this meeting is to conduct the special open United Mutual Board Meeting in  
accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

- 1. Call Meeting to Order / Establish Quorum – President Bok**
- 2. Approval of the Agenda**
- 3. New Business**
  - a. Entertain a Motion to Approve Recommendation of the Variance Request for  
Installation of a Stair Lift at Manor 80-F Calle Aragon**
- 4. Members' Comments**
- 5. Directors' Comments**
- 6. Adjournment**

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# United ACSC – March 21, 2024

## Variance Requests

Agenda Item #9	Manor Address	Description of Request	Summary of Request and Staff Recommendation (*)
A	80-F	Install Stairlift	<p><b><u>GENERAL NOTES:</u></b></p> <ul style="list-style-type: none"> <li>• 80-F is one of eight manors in the building</li> <li>• Stairlift installed at stairs to units F and G</li> <li>• Stairs are 6 feet wide and the lift will not restrict access.</li> <li>• Electrical provided from Unit F to power stairlift</li> <li>• Panel required on handrail prior to installation of Stairlift</li> <li>• Panel is painted to match handrail</li> </ul> <p><b>Staff Recommendation: Approve</b></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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## Variance Request Form

SA \_\_\_\_\_

<b>Model:</b> GRANADA	<b>Plan:</b> 10A	<b>Date:</b> 3/18/2024
<b>Member No:</b> [REDACTED]	<b>Signature:</b> [REDACTED]	
<b>Phone:</b> [REDACTED]	<b>E-mail:</b> [REDACTED]	
<b>Contractor Name/Co:</b>	<b>Phone:</b>	<b>E-mail:</b>
<b>Mailing Address:</b> [REDACTED] (to be used for official correspondence)		

### Description of Proposed Variance Request ONLY:

Install stair lift at stairs to unit.

### Dimensions of Proposed Variance Alterations ONLY:

### FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

#### Alteration Variance Request

##### Check Items Received:

- ☐ Drawing of Existing Floor Plan
- ☐ Drawing of Proposed Variance
- ☐ Dimensions of Proposed Variance
- ☐ Before and After Pictures
- ☐ Other: \_\_\_\_\_

#### Complete Submittal Cut Off Date:

##### Meetings Scheduled:

Third AC&S Committee (TACSC): \_\_\_\_\_

United AC&S Committee: \_\_\_\_\_

Board Meeting: \_\_\_\_\_

☐ Denied ☐ Approved

☐ Tabled ☐ Other \_\_\_\_\_

Agenda Item # 3a

ATTACHMENT 2  
PHOTOS

## 80-F Installation of Stairlift





# ATTACHMENT 2 PHOTOS

Open stair rail requires an aluminum panel painted to match rail

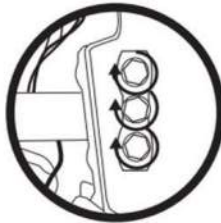


If the stairway is open plan or there is access to the rear of the installation (not against a wall), then the installation must not go ahead until the access has been panelled off.

## 1.6

### Avoiding Unsafe Installations

- The installer should not proceed with installation if, for any reason, it is considered unsafe.
- If the user exceeds the safe working Load of 127Kg. (300lbs or 20 stones) the installation should not proceed.
- If any of the final safety checks fail, they should be repaired and re-tested before the stairlift is put into service. **Under no circumstances should any safety feature be overridden or disabled.**
- In the event that there is no wall or solid vertical surface behind the stairlift in its intended position, or on an open plan stairway the installation should not proceed until adequate shielding has been fitted.
- If the angle of the stairs is greater than 55° or less than 23° the installation should not proceed.



8.

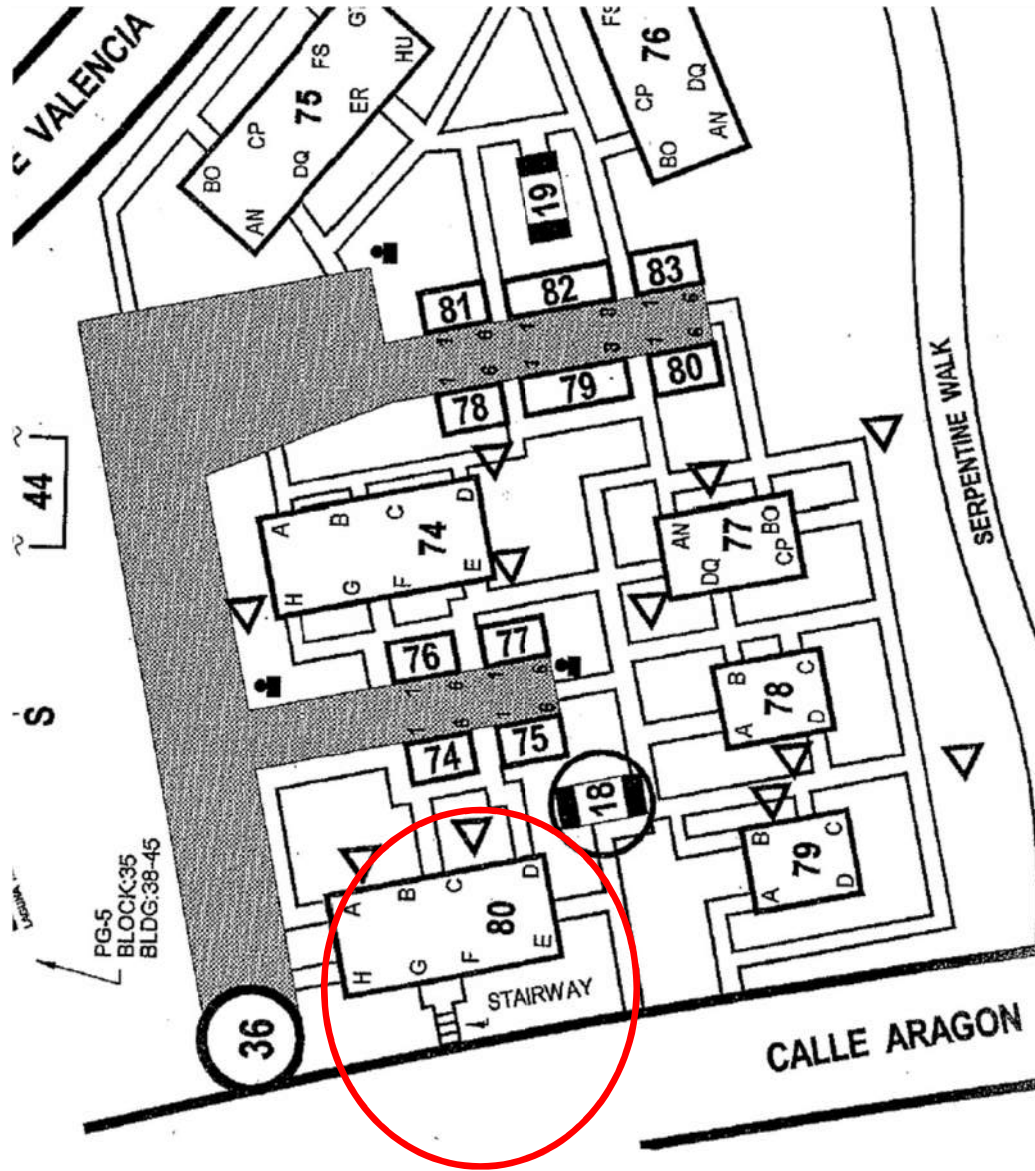
Tighten the 6 horizontal bolts using a 13mm socket torque wrench set to 36Nm (26lb).



December 28, 2023 9:26 AM

## ATTACHMENT 2 PHOTOS

## 80-F access to unit





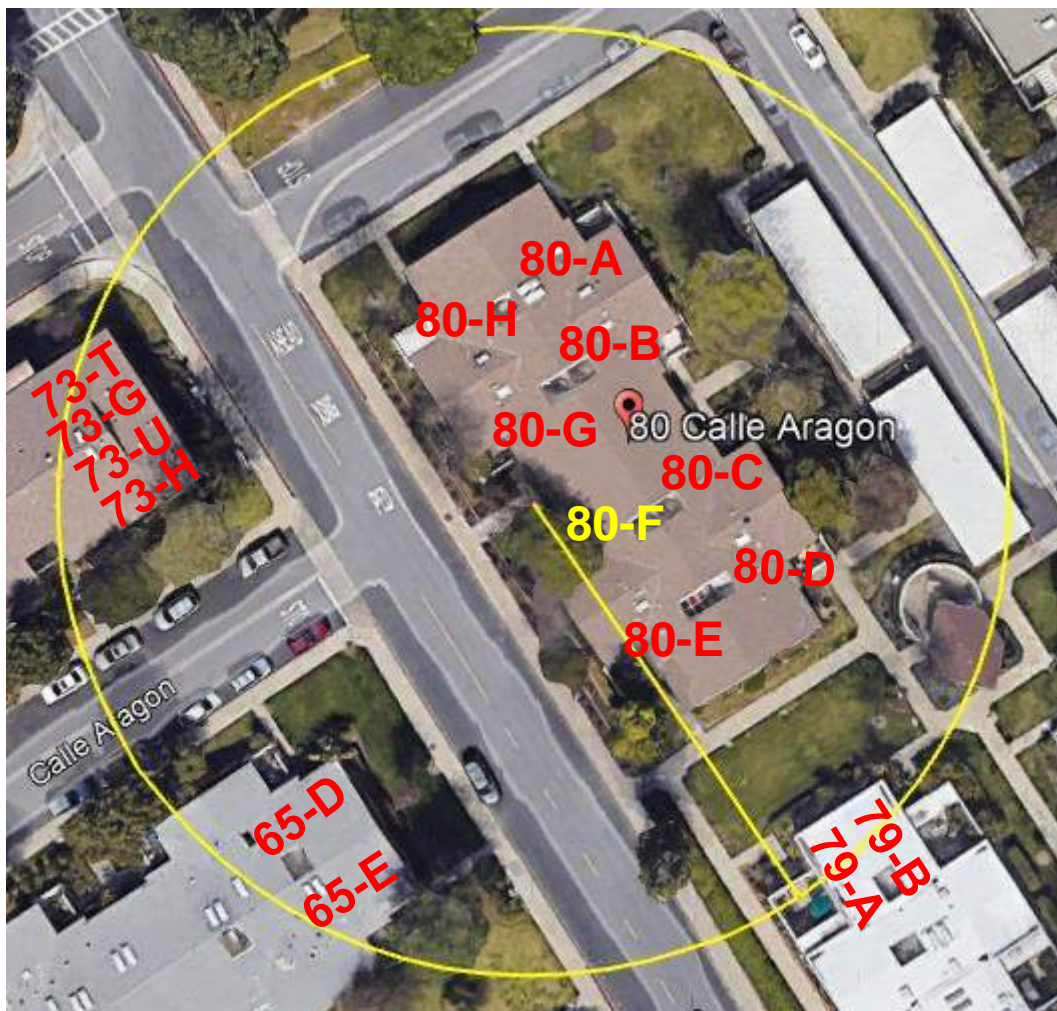
ATTACHMENT 2  
PHOTOS

Electrical provided from unit



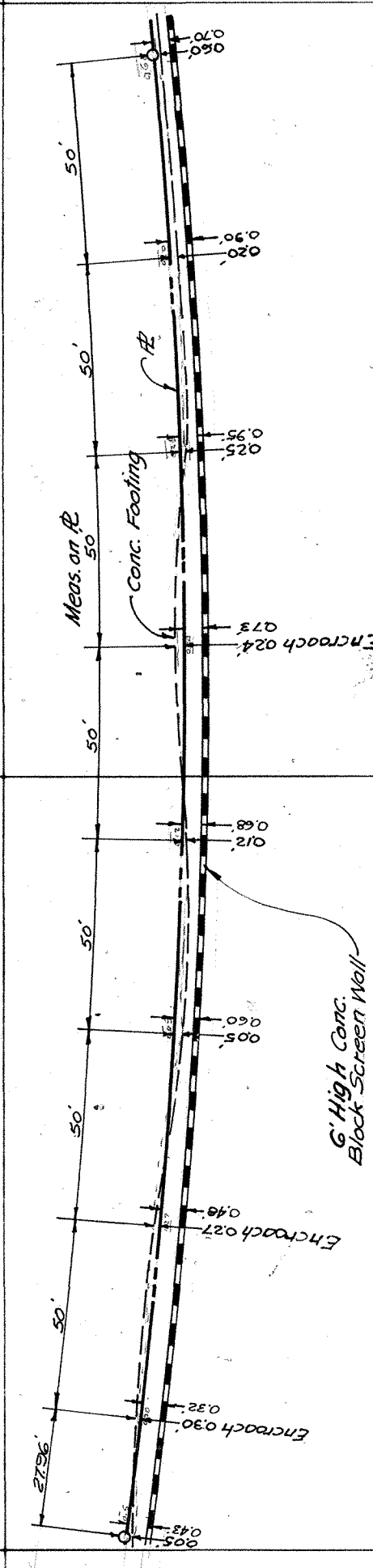
ATTACHMENT 3  
AERIAL

80-F Calle Aragon

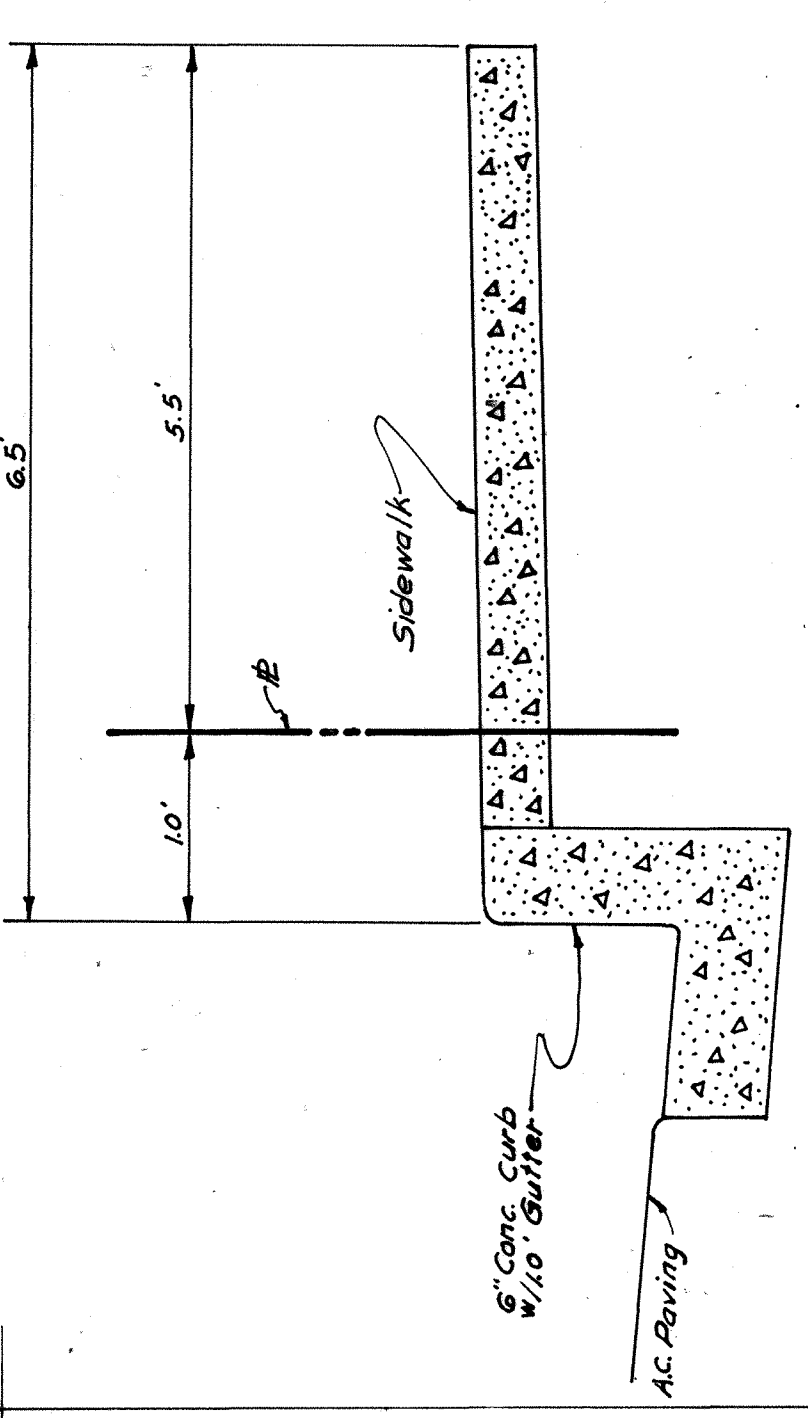




PASEO DE VALENCIA



5619



**SECTION**  
*No Scale*

## LEGEND

- Indicates Manhole & Sanitary Sewer Line  
 —●— Indicates Fire Hydrant  
 —●— Indicates Gate Valve  
 —●— Indicates Telephone & Electric Lines  
 ——— Indicates Water Line  
 ——— Indicates Meter Line  
 ——— Indicates Storm Pipe  
 ——— Indicates 6" Thick Retaining Wall 1' to 2' High, Unless Otherwise Noted.  
 —○— Indicates Sanitary Sewer Cleanout, Unless Otherwise Noted.  
 ——— Indicates 5' High Concrete Block Screen Wall

AS-BUILT SURVEY  
TRACT 5093 - LOT NO. 1  
AS-BUILT SURVEY  
24522 CALLE ARAGON

**NOTE:**

THE WATER EASEMENTS SHOWN HEREON ARE  
RECORDED IN BOOK ~~633~~ PAGE ~~80~~ OFFICIAL  
RECORDS OF ORANGE COUNTY, CALIFORNIA.

THE SEWER EASEMENTS SHOWN HEREON ARE  
RECORDED IN BOOK ~~633~~ PAGE ~~83~~ OFFICIAL  
RECORDS OF ORANGE COUNTY, CALIFORNIA.

I HEREBY CERTIFY THAT THIS SURVEY MADE UNDER MY SUPERVISION NOVEMBER, 1912 CORRECTLY SHOWS THE RELATION OF BUILDINGS AND OTHER STRUCTURES TO THE PROPERTY LINES OF THE LAND INDICATED HEREON: THAT THE WALLS OF SAID BUILDINGS ARE PLUMB AND THAT THERE ARE NO ENCROACHMENTS OF ADJOINING BUILDINGS OR STRUCTURES ONTO SAID LAND, NOR OVERLAP OF BUILDINGS OR STRUCTURES OFF FROM SAID MAP, EXCEPT AS SHOWN.

*Donald L. Van Bogart*  
DONALD L. VAN BOGART R.C.E. 10363

I HEREBY CERTIFY THAT ON MAY 24, 1965 A RESURVEY OF THE PREMISES SHOWN HEREON WAS MADE UNDER MY SUPERVISION AND SAID PREMISES WERE FOUND TO BE A SURVEYED ON NOVEMBER 19, 1964, EXCEPT AS NOTED.

*Donald L Van Bogart*  
DONALD L. VAN BOGART

FHA PROJECT NO 33A  
122-30317-M

**TOUPS ENGINEERING, INC.**

CONSULTING CIVIL ENGINEERS  
**SANTA ANA**  
PHONE: 547-6785

FULLERTON

LAND PLANNING CONSULTANTS  
**EL TORO**  
837-0560

**RESTRICTIVE NOTICE—ARCHITECTURAL DRAWINGS**  
THE INFORMATION, PLANS, SPECIFICATIONS AND DESIGNS CONTAINED IN THIS DRAWING AND ITS CONTENTS ARE THE PROPERTY OF ROSS W. CORTISSE AND THAT THEY SHALL NOT BE DISCLOSED TO OTHERS, USED OR REPRODUCED IN WHOLE OR IN PART, FOR ANY PURPOSE WITHOUT THE PRIOR WRITTEN CONSENT OF ROSS W. CORTISSE.  
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## CONDITIONS OF APPROVAL

**Manor:** 80-F

**Variance Description:** Install Stairlift

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 or structural engineer to conform to the Building Code for all footing and foundation additions and modifications for the work of this variance, up to and including both patio wall modifications and new construction retaining wall.
- 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. Prior to the issuance of a Mutual Consent for Alterations, a sample of the aluminum panel material approved by the manufacturer to be used to cover the stairway open plan.

#### **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 80-F Calle Aragon, ("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 80-F Calle Aragon and all future Mutual Members at 80-F Calle Aragon.
- 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 located at 80-F Calle Aragon, a Granada style manor, requests the Architectural Control and Standards Committee approval of a variance to install a stairlift on common area; 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 on March 21, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install a stairlift on common area;

**NOW THEREFORE BE IT RESOLVED**, on March 22, 2024, the United Laguna Woods Mutual Board hereby approves the variance to install a stairlift on common area; 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 80-F Calle Aragon and all future mutual members at 80-F Calle Aragon; 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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