



## **OPEN SESSION**

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

**Thursday, January 21, 2021 – 9:30AM  
VIRTUAL MEETING**

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. Via email to [meeting@vmsinc.org](mailto: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.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

#### **NOTICE and AGENDA**

*This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Minutes – December 17, 2020
5. Chair's Remarks
6. Member Comments - (*Items Not on the Agenda*)
7. Division Manager Update - New Internal VMS Temporary Staff to Respond to Calls & Emails

#### **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.*

#### **Items for Discussion and Consideration:**

8. Review of Consents Issued/Delayed (Attachment #1)
  - i. Backlog
  - ii. Pending Request Status
  - iii. Communication Plans
  - iv. Proposed Solutions
9. Financial Analysis
10. Revised Forms (Attachment #2)
11. Asbestos Plan
  - i. Status of Meeting
  - ii. Agenda of Meeting
  - iii. Status of 3<sup>rd</sup> Party Representative
12. Goals of Manor Alterations

#### **Items for Future Discussion & Agendas:**

- Standard Details Update Cost Estimates

#### **Concluding Business:**

13. Committee Member Comments



14. Date of Next Meeting – February 18, 2021
15. Adjournment



**OPEN MEETING**

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

Thursday, December 17, 2020 - 9:30 AM  
Laguna Woods Village Community Center (Virtual GoToMeeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Brian Gilmore, Elsie Addington, Carl Randazzo, Neda Ardani,  
Reza Bastani

**DIRECTORS PRESENT:** Steve Parson

**COMMITTEE MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Walter Ridley, Mike Mehrair, Juanita Skillman

**STAFF PRESENT:** Gavin Fogg, Robbi Doncost, Lauryn Varnum, Leslie Cameron

**1. Call to Order**

Chair Gilmore called the meeting was called to order at 9:30am.

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Chair Gilmore moved to accept the agenda. Director Randazzo seconded. The committee approved the agenda as presented.

Director Bastani requested an internal meeting between Chair Gilmore, Staff Officer Robbi Doncost, and Staff Member Gavin Fogg at an alternate time to discuss questions regarding his Mutual Consent Application. Staff Members and Chair Gilmore agreed to schedule a separate internal meeting.

**4. Approval of Meeting Report for October 15, 2020**

The committee approved the meeting report.

Director Randazzo requested future meeting reports include an increase in detail.



Director Randazzo and Chair Gilmore requested to be included in the creation of the agenda for the proposed Asbestos Meeting between an AQMD representative, a third-party vendor, and Laguna Woods.

#### **5. Chair's Remarks**

Chair Gilmore discussed having the ability to opt out of receiving paper copies of agendas, requesting he receive electronic copies only. Director Addington and Advisor Ridley both seconded this request.

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

None.

#### **7. Manor Alterations Division Update**

Staff Officer Robbi Doncost updated current status of submissions and inquiries within Manor Alterations ("MA"). Currently the Department is severely understaffed, and is working with HR to bring on additional staff in previously approved positions. An org chart was provided to the Committee for review and indication of the request to increase MA staff by 7 new positions. Current appropriate staff has received updated training on asbestos materials.

Mr. Doncost discussed the effects of the malware attack which resulted in the loss of all files, emails, and floorplans compiled prior to October 21. Not all files have been restored nor can be stored in the Stellar ticketing program.

Mr. Doncost discussed the continuation of the "triage system" in order to prioritize processing applications that correlate to the health and safety of residents in advance of other applications until the Division is whole again.

Director Randazzo proposed amending the classification of alterations which require city permits and Mutual Consents. Discussion ensued in regard to the ownership and use of the owners' plans. The City of Laguna Woods at present will not release plans to VMS for their files due to professional copyright infringement restrictions.

#### **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.

#### **8. Status of Mutual Consents**

Mr. Doncost presented the status of the Mutual Consents in that the division is overwhelmed with applications both incoming and in process. Progress is continuing but lag times and communications are falling further behind.



Director Randazzo discussed residents experiencing delays in approvals.

Mr. Doncost and Mr. Fogg discussed the status and varying completions of residents submitted applications.

Mr. Doncost discussed the timeline of months for bringing on additional staff within Manor Alterations. The reasons involve not only the procurement and interviewing of candidates but also the training of new staff to function effectively in the systems.

### **Items for Discussion**

#### **9. Standard Plans & Classifications**

Mr. Doncost discussed gathering costs from third party vendors to create Standard Details. The existing drawings would be marked up for bidding.

Director Randazzo discussed the classifications system and revisions to existing policies for permitted alterations. Some future revisions will be considered.

#### **10. Review Camera Investigation Procedure**

Mr. Doncost presented current camera investigation procedure. Mr. Doncost proposed a Standardized Cost to all residents.

Director Randazzo discussed the collection of fees in advance of work causing delays. Director Randazzo supported the implementation of a Standardized Cost.

Mr. Fogg clarified the fee collection process and confirmed the fee collection bears no weight upon timing as the chargeable service is paid through their monthly assessment. Mr. Fogg discussed that the fee is determined based on the scope of work.

Chair Gilmore proposed additional discussion on this agenda item at a later date.

#### **11. Demolition & Renovation Mutual Consents Reviewed Simultaneously Presently Implemented**

Mr. Doncost discussed implementation of review process in order to expedite timelines of approval. Mr. Doncost confirmed this policy has shortened application review timelines, and aides the completeness of the approval as the totality of work is considered.

#### **12. Contractor's Meeting & Future Communication Methodology**

Mr. Doncost summarized the contractor's meeting minutes in which better, more frequent communication is requested.

Director Randazzo discussed ongoing communication and meetings with contractors, inquiring as to the schedule of meetings and the content. Director Randazzo suggested a monthly notice via email, suggested meetings multiple times per year.



Chair Gilmore discussed active participation by members of United ACSC in agenda creation for further meetings.

### **13. Items of Potential “Over-Reach”**

Mr. Doncost summarized the memorandum and reaffirmed that the HOA is only concerned with the compliance of governmental rules and regulations as established by the City, CalOSHA, and SCAQMD.

Director Randazzo discussed a third-party vendor evaluation with to verify and properly interpret the state’s asbestos laws. Director Randazzo discussed the potential discrepancy between prior asbestos policies and current policies.

Director Addington discussed prior meetings with third party vendors that informed the state’s current asbestos policies. Director Addington suggested inquiring if AQMD has a pool of speakers for public outreach to address VMS with specific topics to review.

Mr. Fogg discussed that current asbestos policies are consistent with AQMD regulations as instructed in his asbestos training course, and recommended by the environmental consultant.

### **14. Goals of Manor Alterations for 2021**

Due to time constraints, Chair Gilmore proposed further discussion of goals to be continued at a later time.

### **15. Goals of United ACSC for 2021**

Chair Gilmore presented information relating to Manor Alterations and ACSC. Topics include potential revision of Mutual Consent Permitting process, revisiting the AQMD policies regarding asbestos, streamlining communication between residents, contractors, agents, and VMS.

Director Randazzo discussed re-evaluating the timeline of goals proposed by Chair Gilmore suggesting these goals were more achievable with an extended timeline of a few months.

Chair Gilmore discussed seeking legal counsel to receive code compliant drawings from the City of Laguna Woods.

Director Bastani discussed record keeping of vendor performance made available to the community.

Advisor Skillman discussed the historical importance of accurate record keeping and distribution. Advisor Skillman clarified that previous Board members have proposed a vendor performance log which resulted in legal ramifications within the community.

### **Items for Future Agendas:**

Standard Plans Update of Markup for Future Cost Estimates

Goals of Manor Alterations for 2021



Revision of document package provided for Mutual Consent and Demo Application

**Concluding Business:**

**16. Committee Member Comments:**

None.

**17. Date of Next Meeting – January 21, 2020**

**18. Adjournment at 12:02 p.m.**

X \_\_\_\_\_

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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Mutual Consents and Demolition Permits - Current Snapshot	
Unread Emails	612
Average # of Phone Calls per Day	25
Average # of Payments Taken per Day	15
Open Items in Stellar	
Mutual Consents	532
Demolition Permits	144
Unoccupied Manor	99
Resale Inspection	260
Resale Landscape Inspection	119
Stop Work Notice	19
Non Compliance	156

\*Totals Inclusive of all 2020 and 2021

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MUTUAL CONSENT FOR MANOR ALTERATION(S)

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), hereby requests permission of the Corporation to make the alteration described below to the Manor. Said alteration (hereafter sometimes referred to as the "Work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor.

United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor: \_\_\_\_\_

Street: \_\_\_\_\_

Final Inspection \_\_\_\_\_

A copy of the signed City Final Inspection is required for final acceptance by the Mutual

City Demo Permit#: \_\_\_\_\_

Final Inspection: \_\_\_\_\_

City Permit#: \_\_\_\_\_

Final Inspection: \_\_\_\_\_

NAF: \_\_\_\_\_

MANOR MODEL NAME:PLAN #:

APPLICANT INFORMATION

Name:Phone:

Street Address:

City:State:Zip Code:

Email:

PROPERTY OWNER INFORMATION

Name:Phone:

Street Address:

City:State:Zip Code:

Email:

CONTRACTOR INFORMATION

Company Name:Phone:

Street Address:

City:State:Zip Code:

Email:License:Class:Expires:

PROJECT DESCRIPTION:VALUATION: \$

ALTERATIONS TO BE COMPLETED PER MUTUAL RULES & STANDARD SECTION(S):

PER MUTUAL APPROVED STANDARD PLAN(S) #

PER MUTUAL APPROVED VARIANCE RESOLUTION #

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual’s Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Mutual Consent applies, where applicable. To ensure compliance, the Member’s signature below indicates receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual Rules and Regulations, and that I may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.
3. I understand and agree that I am responsible for all risks in connection with all alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with all alteration(s) or improvement(s), including any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.

I understand that I am responsible for the actions of my contractor(s), I understand that I am responsible for any damages, claims, fines, or violations that result from the actions or inactions of my contractor(s) or guest(s).

I will ensure that items requiring inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that the Mutual Consent will EXPIRE within 180 DAYS.

Signature of Member:Date:

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards regarding this alteration(s). In addition, I am a contractor licensed pursuant to the laws of the State of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application. I will ensure that items requiring Inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUIDLING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

Signature of Contractor:Date:

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND UPON REQUEST, COPIES OF DISPOSAL MANIFESTS WILL BE PROVIDED TO THE CORPORATION.

FOR OFFICE USE ONLY

This application is approved and said member is hereby granted permission to make the above described alteration(s).

Alteration Code(s):

1. No person shall make any alteration of, make any addition to, or remove any portion of any real property owned, managed or controlled by the Corporation without the prior written approval of the Corporation as evidenced by a Mutual Consent for Manor Alteration issued by the Corporation.
2. Concurrently with this application the following documents shall be submitted together with the required fee pursuant to Clause 10 herein.
  - a) A description of the proposed work to be performed.
  - b) If the proposed work is to be performed by a contractor, a copy of the written agreement covering the proposed work, executed by the member and the contractor.
  - c) If applicable, a building permit issued by the City of Laguna Woods, County of Orange, State of California.
  - d) Upon its submission, each of said documents shall be incorporated by reference and become a part of this application.
3. Any contractor who proposes to perform the work:
  - a) Shall be licensed as a contractor as required by the laws of the State of California, and shall present evidence thereof to the Corporation.
  - b) Shall maintain in force Commercial General Liability insurance and Workers Compensation insurance satisfactory to the Corporation. A performance bond and a labor and material bond may be required at the option of the Corporation.
  - c) Shall complete, verify and file with the Corporation, a Construction Contractor Pass Application, and shall promptly notify the Corporation of any change in the information provided in such application until such time as any warranties required in Clause 5 shall expire.
  - d) Shall identify all vehicles and persons with involved in performance of the work in a manner satisfactory to the Corporation, and surrender upon demand of the Corporation all identification credentials (such as passes which may have been supplied to them); such credentials remaining at all times the property of the Corporation.
  - e) Hereby warrants that all work to be performed shall be free from defective workmanship and materials for a period of not less than one year from the date of final inspection by the Corporation as provided herein.
  - f) Shall perform all work to the satisfaction of the Corporation, subject to the inspection of the Corporation as provided in Clause 10 herein.
  - g) Shall indemnify and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties pursuant to Clause 7 herein.
  - h) Shall keep the real property on which the work is to be performed free of all liens or claims pursuant to Clause 11 herein.
  - i) Shall comply with all applicable laws, plans, rules and regulations pursuant to Clause 4 herein,
  - j) Shall promptly commence the work and diligently prosecute the same to completion without unduly inconveniencing the member and neighboring residents and upon completion, file a request for final inspection with the Corporation on a form provided by the Corporation.
4. The member and contractor, shall comply at all times with:
  - a) All federal, state and local laws, ordinances, codes and regulations.
  - b) The plans and specifications or other description(s) of the work submitted to and approved by the Corporation.
  - c) All rules and regulations of the Corporation and all other corporations owning, controlling or managing real property in Laguna Woods Village@, Laguna Woods, California.
5. The member and the contractor, if any, hereby agree that any defects due to faulty materials or workmanship which appear within one year, or such greater period may be guaranteed by the contractor, if any, after final inspection by the Corporation, shall be corrected by and at the expense of the member and/or the contractor, if any, as the Corporation may, in its sole discretion, determine.
6. The member and the contractor, if any: understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.
7. The member and the contractor, if any, agree to indemnify, defend and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties from any and all claims, liens, liabilities, costs, expenses, fines, penalties or fees arising out of the work, including attorney's fees and court costs as may be incurred in defending against any such claims, liens, liabilities, costs, expenses, fines, penalties or fees.
8. Approval of this application shall not be deemed to create any right to approval of any other such application on the part of the member.
9. Approval of this application shall not create any right to the approval of any other application involving the same or similar work proposed to be performed by such contractor.
10. Concurrent with this application the member shall pay the current fee pursuant to the schedule of fees as determined by the Corporation from time to time. The Corporation may inspect and inquire into the status the work and may make a final inspection within 30 days after receipt of a written request for final inspection on a form provided by the Corporation from the member or contractor. No inspection by the Corporation shall constitute a waiver of any right of the Corporation or a release of any obligation or duty of the contractor or member hereunder, or warranty that the work has been completed properly or complies with applicable laws, ordinances, codes or regulations.
11. The real property on which the work is performed shall be kept free from liens or claims of mechanics, material men, subcontractors and others connected with the work. The contractor, if any, agrees to waive all rights for liens for any amount claimed to be due to the contractor from the member and agrees to execute release(s) of liens or other documents as requested by the Corporation, converting all work, labor and materials, including equipment and fixtures of all kinds, performed or furnished in connection with the work.
12. The contractor, if any, agrees that the issuance of a Mutual Consent for Manor Alteration shall constitute permission to the contractor, his subcontractors, agents and employees to Laguna Woods Village®, Laguna Woods, for such purposes and times as are reasonable and necessary for the prompt and efficient performance of the work. Such permission may be revoked by the Corporation at any time, with or without cause, as to the contractor, his subcontractors, agents and employees, or as to any of them.
13. The member hereby agrees to be responsible for the maintenance and repair of all additions or alterations created by the work, except for damage caused by or resulting from the gross negligence or willful misconduct of the Corporation, its officers, directors or agents. Notwithstanding any provision of any agreement between the contractor and the member to the contrary, no more than ninety per cent (90%) of the contract price for the work shall be paid by the member until the work has been completed and inspected as provided herein. In the event that legal proceedings are instituted by or against the Corporation in connection with this application or the work, the member and the contractor jointly and severally agree to pay the Corporation all costs and expenses of such proceedings including reasonable attorney's fees. The member and the contractor, if any, understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.

MUTUAL CONSENT FOR MANOR ALTERATION(S)

Manor: 1234-A

Street: Avenue A

Final Inspection \_\_\_\_\_

A copy of the signed City Final Inspection is required for final acceptance by the Mutual

City Demo Permit#: \_\_\_\_\_

Final Inspection: \_\_\_\_\_

City Permit#: \_\_\_\_\_

Final Inspection: \_\_\_\_\_

NAF: \_\_\_\_\_

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), hereby requests permission of the Corporation to make the alteration described below to the Manor. Said alteration (hereafter sometimes referred to as the "Work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor.

United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

MANOR MODEL NAME: San Sebastian

PLAN #: A

APPLICANT INFORMATION

Name: John Q. Homeowner

Phone: (949) 123-4567

Street Address: 1234-A San Sebastian Street

City: Laguna Woods

State: CA

Zip Code: 92637

Email: john.q.homeowner@gmail.com

PROPERTY OWNER INFORMATION

Name: John Q. Homeowner

Phone: (949) 123-4567

Street Address: 1234-A San Sebastian Street

City: Laguna Woods

State: CA

Zip Code: 92637

Email: john.q.homeowner@gmail.com

CONTRACTOR INFORMATION

Company Name: A Standard Contractor Co.

Phone: (949) 987-6543

Street Address: 123 A Street

City: Aliso Viejo

State: CA

Zip Code: 92656

Email: james.t.contractor@gmail.com

License: 123456

Class: A-50

Expires: 1/1/22

PROJECT DESCRIPTION:

VALUATION: \$ 108

Installation of (2) Velux 14" sun tunnels within dining area, spaced 10 linear feet apart.

ALTERATIONS TO BE COMPLETED PER MUTUAL RULES & STANDARD SECTION(S):

PER MUTUAL APPROVED STANDARD PLAN(S) #

PER MUTUAL APPROVED VARIANCE RESOLUTION #

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual’s Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Mutual Consent applies, where applicable. To ensure compliance, the Member’s signature below indicates receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual Rules and Regulations, and that I may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.

3. I understand and agree that I am responsible for all risks in connection with all alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with all alteration(s) or improvement(s), including any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.

I understand that I am responsible for the actions of my contractor(s), I understand that I am responsible for any damages, claims, fines, or violations that result from the actions or inactions of my contractor(s) or guest(s).

I will ensure that items requiring inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that the Mutual Consent will EXPIRE within 180 DAYS.

Signature of Member: John Q. Homeowner

Date: 1/15/21

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards regarding this alteration(s). In addition, I am a contractor licensed pursuant to the laws of the State of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application. I will ensure that items requiring Inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUIDLING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 180 DAYS.

Signature of Contractor: James T. Contractor

Date: 1/20/21

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND UPON REQUEST, COPIES OF DISPOSAL MANIFESTS WILL BE PROVIDED TO THE CORPORATION.

FOR OFFICE USE ONLY

This application is approved and said member is hereby granted permission to make the above described alteration(s).

Alteration Code(s):

Page 3 of 23

VMS, Inc. Permit Fee Check # Conformance Fee/Check # Paid By Date Page 1 of 2

ATTACHMENT #2 - REVISED FORMS

1. No person shall make any alteration of, make any addition to, or remove any portion of any real property owned, managed or controlled by the Corporation without the prior written approval of the Corporation as evidenced by a Mutual Consent for Manor Alteration issued by the Corporation.

2. Concurrently with this application the following documents shall be submitted together with the required fee pursuant to Clause 10 herein.

a) A description of the proposed work to be performed.

b) If the proposed work is to be performed by a contractor, a copy of the written agreement covering the proposed work, executed by the member and the contractor.

c) If applicable, a building permit issued by the City of Laguna Woods, County of Orange, State of California.

d) Upon its submission, each of said documents shall be incorporated by reference and become a part of this application.

3. Any contractor who proposes to perform the work:

a) Shall be licensed as a contractor as required by the laws of the State of California, and shall present evidence thereof to the Corporation.

b) Shall maintain in force Commercial General Liability insurance and Workers Compensation insurance satisfactory to the Corporation. A performance bond and a labor and material bond may be required at the option of the Corporation.

c) Shall complete, verify and file with the Corporation, a Construction Contractor Pass Application, and shall promptly notify the Corporation of any change in the information provided in such application until such time as any warranties required in Clause 5 shall expire.

d) Shall identify all vehicles and persons with involved in performance of the work in a manner satisfactory to the Corporation, and surrender upon demand of the Corporation all identification credentials (such as passes which may have been supplied to them); such credentials remaining at all times the property of the Corporation.

e) Hereby warrants that all work to be performed shall be free from defective workmanship and materials for a period of not less than one year from the date of final inspection by the Corporation as provided herein.

f) Shall perform all work to the satisfaction of the Corporation, subject to the inspection of the Corporation as provided in Clause 10 herein.

g) Shall indemnify and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties pursuant to Clause 7 herein.

h) Shall keep the real property on which the work is to be performed free of all liens or claims pursuant to Clause 11 herein.

i) Shall comply with all applicable laws, plans, rules and regulations pursuant to Clause 4 herein,

j) Shall promptly commence the work and diligently prosecute the same to completion without unduly inconveniencing the member and neighboring residents and upon completion, file a request for final inspection with the Corporation on a form provided by the Corporation.

4. The member and contractor, shall comply at all times with:

a) All federal, state and local laws, ordinances, codes and regulations.

b) The plans and specifications or other description(s) of the work submitted to and approved by the Corporation.

c) All rules and regulations of the Corporation and all other corporations owning, controlling or managing real property in Laguna Woods Village@, Laguna Woods, California.

5. The member and the contractor, if any, hereby agree that any defects due to faulty materials or workmanship which appear within one year,

or such greater period may be guaranteed by the contractor, if any, after final inspection by the Corporation, shall be corrected by and at the expense of the member and/or the contractor, if any, as the Corporation may, in its sole discretion, determine.

6. The member and the contractor, if any: understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.

7. The member and the contractor, if any, agree to indemnify, defend and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties from any and all claims, liens, liabilities, costs, expenses, fines, penalties or fees arising out of the work, including attorney's fees and court costs as may be incurred in defending against any such claims, liens, liabilities, costs, expenses, fines, penalties or fees.

8. Approval of this application shall not be deemed to create any right to approval of any other such application on the part of the member.

9. Approval of this application shall not create any right to the approval of any other application involving the same or similar work proposed to be performed by such contractor.

10. Concurrent with this application the member shall pay the current fee pursuant to the schedule of fees as determined by the Corporation from time to time. The Corporation may inspect and inquire into the status the work and may make a final inspection within 30 days after receipt of a written request for final inspection on a form provided by the Corporation from the member or contractor. No inspection by the Corporation shall constitute a waiver of any right of the Corporation or a release of any obligation or duty of the contractor or member hereunder, or warranty that the work has been completed properly or complies with applicable laws, ordinances, codes or regulations.

11. The real property on which the work is performed shall be kept free from liens or claims of mechanics, material men, subcontractors and others connected with the work. The contractor, if any, agrees to waive all rights for liens for any amount claimed to be due to the contractor from the member and agrees to execute release(s) of liens or other documents as requested by the Corporation, converting all work, labor and materials, including equipment and fixtures of all kinds, performed or furnished in connection with the work.

12. The contractor, if any, agrees that the issuance of a Mutual Consent for Manor Alteration shall constitute permission to the contractor, his subcontractors, agents and employees to Laguna Woods Village®, Laguna Woods, for such purposes and times as are reasonable and necessary for the prompt and efficient performance of the work. Such permission may be revoked by the Corporation at any time, with or without cause, as to the contractor, his subcontractors, agents and employees, or as to any of them.

13. The member hereby agrees to be responsible for the maintenance and repair of all additions or alterations created by the work, except for damage caused by or resulting from the gross negligence or willful misconduct of the Corporation, its officers, directors or agents. Notwithstanding any provision of any agreement between the contractor and the member to the contrary, no more than ninety per cent (90%) of the contract price for the work shall be paid by the member until the work has been completed and inspected as provided herein. In the event that legal proceedings are instituted by or against the Corporation in connection with this application or the work, the member and the contractor jointly and severally agree to pay the Corporation all costs and expenses of such proceedings including reasonable attorney's fees. The member and the contractor, if any, understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.
- Page 4 of 23
- Signature of Member: \_\_\_\_\_
- Date : \_\_\_\_\_
- Page 2 of 2



### MUTUAL CONSENT APPLICATION INSTRUCTIONS

To obtain a Mutual Consent, print out and/or download required attachments. Follow the list of requirements below necessary to provide a complete permit submission. All submissions must be sent to Manor Alterations Department ([alterations@vmsinc.org](mailto:alterations@vmsinc.org)).

1. Complete the **Mutual Consent for Application**
  - Include the homeowner's property address within the community, signature, and valid email address
  - The Contractor information and signature will be required
2. Provide a copy of the floor plan that corresponds to your unit/manor including-
  - Scope of work inclusive of all proposed alterations
  - Highlighted location of all proposed permit items within scope of work noted on floor plan
  - Manor Alterations will determine if Structural Drawings will be required dependent upon the proposed project
3. If the **General Contractor** and or the **Abatement Contractor** listed on your application has not conducted work within the community, we will require a **Certificate of Liability** indicating the appropriate parties as "Additionally Insured", minimum coverages noted for General Liability, Worker's Compensation, and Automobile Insurance. (Attachment X)
4. Payment will be obtained after your completed permit is approved by a Manor Alterations Inspector.
5. Please email complete submission to initiate the processing of your documents.

Once approved Manor Alterations will contact the applicant via the information provided to collect credit card payment for the permit fees. An email will be sent with your approved documents to all parties involved to continue the process at the city.

*Please Note: Currently we have no predictive submission time frames available as we are experiencing an extremely high volume of submissions a day. Be assured that Manor Alterations is working extremely hard to expedite the process for all submissions. Status requests cannot be answered at this time as it detracts from processing time.*

MUTUAL CONSENT FOR DEMOLITION

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), requests permission of the Corporation to perform the demolition required to make the alteration described below to the dwelling. Said alteration (hereafter sometimes referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a, contractor is to perform said alteration; and which is incorporated herein and made a part hereof.

United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor: \_\_\_\_\_

Street: \_\_\_\_\_

Demo Consent # \_\_\_\_\_

City Demo Permit # \_\_\_\_\_

Final Date: \_\_\_\_\_

City Permit # \_\_\_\_\_

Final Date: \_\_\_\_\_

NAF: \_\_\_\_\_

☐ WASTE LINE

☐ LANDSCAPE

MANOR MODEL NAME:PLAN #:

PROPERTY OWNER INFORMATION

NamePhone:

Mailing Address:

City:State:Zip Code:

Email:

CONTRACTOR INFORMATION

Company Name:Phone:

Street Address:

City:State:Zip Code:

Email:License#:Class:Expires:

DEMOLITION DESCRIPTION:VALUATION: \$

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS MAY BE PRESENT IN ALL BUILDING COMPONENT, SUCH AS CEILINGS, FLOORS, AND MANY MORE. SUCH MATERIALS DO NOT IMPOSE RISK IF NOT DISTURBED. LEAD-BASED PAINT AND LEAD CONTAINING CERAMIC TILES MAY A L S O BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATED TO PROPER TESTING, PERMITS & REQUIRED LICENCES DURING DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS. DISPOSAL MANIFESTS AND POST REMOVAL CLEARANCES MUST BE PROVIDED TO THE CORPORATION.

ALL DEMOLITION IS TO BE PERFORMED PER STATE, FEDERAL, CITY, AND MUTUAL REGULATIONS

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual’s Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Consent applies, where applicable. To ensure compliance, the Member’s signature indicating receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual rules and regulations, and that I may be subject to a Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.

3. I understand and agree that I am responsible for all risks in connection with all the alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with all alteration(s) or improvement(s), including any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.

I certify that all items listed above will be properly listed on the Demolition Permit from the City of Laguna Woods. I also understand that the Mutual Consent will EXPIRE within 180 DAYS of approval.

Signature of Member:Date:

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards, Rules and Regulations. In addition, I certify that I am a contractor licensed pursuant to the laws of the state of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application.

Signature of Contractor:Date:

FOR OFFICE USE ONLY

Alteration Code(s):

1. No person shall make any alteration of, make any addition to, or remove any portion of any real property owned, managed or controlled by the Corporation without the prior written approval of the Corporation as evidenced by a Mutual Consent for Manor Alteration issued by the Corporation.
2. Concurrently with this application the following documents shall be submitted together with the required fee pursuant to Clause 10 herein.
  - a) A description of the proposed work to be performed.
  - b) If the proposed work is to be performed by a contractor, a copy of the written agreement covering the proposed work, executed by the member and the contractor.
  - c) If applicable, a building permit issued by the City of Laguna Woods, County of Orange, State of California.
  - d) Upon its submission, each of said documents shall be incorporated by reference and become a part of this application.
3. Any contractor who proposes to perform the work:
  - a) Shall be licensed as a contractor as required by the laws of the State of California, and shall present evidence thereof to the Corporation.
  - b) Shall maintain in force Commercial General Liability insurance and Workers Compensation insurance satisfactory to the Corporation. A performance bond and a labor and material bond may be required at the option of the Corporation.
  - c) Shall complete, verify and file with the Corporation, a Construction Contractor Pass Application, and shall promptly notify the Corporation of any change in the information provided in such application until such time as any warranties required in Clause 5 shall expire.
  - d) Shall identify all vehicles and persons with involved in performance of the work in a manner satisfactory to the Corporation, and surrender upon demand of the Corporation all identification credentials (such as passes which may have been supplied to them); such credentials remaining at all times the property of the Corporation.
  - e) Hereby warrants that all work to be performed shall be free from defective workmanship and materials for a period of not less than one year from the date of final inspection by the Corporation as provided herein.
  - f) Shall perform all work to the satisfaction of the Corporation, subject to the inspection of the Corporation as provided in Clause 10 herein.
  - g) Shall indemnify and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties pursuant to Clause 7 herein.
  - h) Shall keep the real property on which the work is to be performed free of all liens or claims pursuant to Clause 11 herein.
  - i) Shall comply with all applicable laws, plans, rules and regulations pursuant to Clause 4 herein,
  - j) Shall promptly commence the work and diligently prosecute the same to completion without unduly inconveniencing the member and neighboring residents and upon completion, file a request for final inspection with the Corporation on a form provided by the Corporation.
4. The member and contractor, shall comply at all times with:
  - a) All federal, state and local laws, ordinances, codes and regulations.
  - b) The plans and specifications or other description(s) of the work submitted to and approved by the Corporation.
  - c) All rules and regulations of the Corporation and all other corporations owning, controlling or managing real property in Laguna Woods Village@, Laguna Woods, California.
5. The member and the contractor, if any, hereby agree that any defects due to faulty materials or workmanship which appear within one year, or such greater period may be guaranteed by the contractor, if any, after final inspection by the Corporation, shall be corrected by and at the expense of the member and/or the contractor, if any, as the Corporation may, in its sole discretion, determine.
6. The member and the contractor, if any: understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.
7. The member and the contractor, if any, agree to indemnify, defend and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties from any and all claims, liens, liabilities, costs, expenses, fines, penalties or fees arising out of the work, including attorney's fees and court costs as may be incurred in defending against any such claims, liens, liabilities, costs, expenses, fines, penalties or fees.
8. Approval of this application shall not be deemed to create any right to approval of any other such application on the part of the member.
9. Approval of this application shall not create any right to the approval of any other application involving the same or similar work proposed to be performed by such contractor.
10. Concurrent with this application the member shall pay the current fee pursuant to the schedule of fees as determined by the Corporation from time to time. The Corporation may inspect and inquire into the status the work and may make a final inspection within 30 days after receipt of a written request for final inspection on a form provided by the Corporation from the member or contractor. No inspection by the Corporation shall constitute a waiver of any right of the Corporation or a release of any obligation or duty of the contractor or member hereunder, or warranty that the work has been completed properly or complies with applicable laws, ordinances, codes or regulations.
11. The real property on which the work is performed shall be kept free from liens or claims of mechanics, material men, subcontractors and others connected with the work. The contractor, if any, agrees to waive all rights for liens for any amount claimed to be due to the contractor from the member and agrees to execute release(s) of liens or other documents as requested by the Corporation, converting all work, labor and materials, including equipment and fixtures of all kinds, performed or furnished in connection with the work.
12. The contractor, if any, agrees that the issuance of a Mutual Consent for Manor Alteration shall constitute permission to the contractor, his subcontractors, agents and employees to Laguna Woods Village®, Laguna Woods, for such purposes and times as are reasonable and necessary for the prompt and efficient performance of the work. Such permission may be revoked by the Corporation at any time, with or without cause, as to the contractor, his subcontractors, agents and employees, or as to any of them.
13. The member hereby agrees to be responsible for the maintenance and repair of all additions or alterations created by the work, except for damage caused by or resulting from the gross negligence or willful misconduct of the Corporation, its officers, directors or agents. Notwithstanding any provision of any agreement between the contractor and the member to the contrary, no more than ninety per cent (90%) of the contract price for the work shall be paid by the member until the work has been completed and inspected as provided herein. In the event that legal proceedings are instituted by or against the Corporation in connection with this application or the work, the member and the contractor jointly and severally agree to pay the Corporation all costs and expenses of such proceedings including reasonable attorney's fees. The member and the contractor, if any, understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.

MUTUAL CONSENT FOR DEMOLITION

The undersigned, a member of United Laguna Woods Mutual, Third Laguna Hills Mutual, or Laguna Woods Mutual No. Fifty, a California nonprofit corporation (hereafter referred to as the "Corporation"), requests permission of the Corporation to perform the demolition required to make the alteration described below to the dwelling. Said alteration (hereafter sometimes referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a, contractor is to perform said alteration; and which is incorporated herein and made a part hereof.

United Laguna Hills Mutual, per Resolution 01-10-88, hereby designates that the member of United Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein.

Manor: 1234-A

Street: Avenue A

Demo Consent #

City Demo Permit #

Final Date:

City Permit #

Final Date:

NAF:

☐ WASTE LINE

☐ LANDSCAPE

MANOR MODEL NAME: San Sebastian

PLAN #: A

PROPERTY OWNER INFORMATION

Name: John Q. Homeowner

Phone: (949) 123-4567

Mailing Address: 1234-A, Avenue A

City: Laguna Woods

State: CA

Zip Code: 92637

Email: john.q.homeowner@gmail.com

CONTRACTOR INFORMATION

Company Name: A Standard Contractor Co.

Phone: (949) 987-6543

Street Address: 123 A Street

City: Aliso Viejo

State: CA

Zip Code: 92656

Email: james.t.contractor@gmail.com

License#: 123456

Class: A-50

Expires: 1/1/22

DEMOLITION DESCRIPTION:

VALUATION: \$ 108

Removal of popcorn ceiling within living room and dining room

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS.AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND COPIES OF TEST RESULTS, DISPOSAL MANIFESTS AND CLEARANCES MUST BE PROVIDED TO THE CORPORATION.

ALL DEMOLITION IS TO BE PERFORMED PER STATE, FEDERAL, CITY, AND MUTUAL REGULATIONS

MEMBER: IMPORTANT. PLEASE READ CAREFULLY

1. The Mutual’s Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Consent applies, where applicable. To ensure compliance, the Member’s signature indicating receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/ or I do not conform to Mutual rules and regulations, and that I may be subject to a Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.
3. I understand and agree that I am responsible for all risks in connection with all the alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with all alteration(s) or improvement(s), including any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof.

I certify that all items listed above will be properly listed on the Demolition Permit from the City of Laguna Woods. I also understand that the Mutual Consent will EXPIRE within 180 DAYS of approval.

Signature of Member: John Q. Homeowner

Date: 1/15/21

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards, Rules and Regulations. In addition, I certify that I am a contractor licensed pursuant to the laws of the state of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application.

Signature of Contractor: James T. Contractor

Date: 1/20/21

FOR OFFICE USE ONLY

Alteration Code(s):

1. No person shall make any alteration of, make any addition to, or remove any portion of any real property owned, managed or controlled by the Corporation without the prior written approval of the Corporation as evidenced by a Mutual Consent for Manor Alteration issued by the Corporation.
2. Concurrently with this application the following documents shall be submitted together with the required fee pursuant to Clause 10 herein.
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  - c) If applicable, a building permit issued by the City of Laguna Woods, County of Orange, State of California.
  - d) Upon its submission, each of said documents shall be incorporated by reference and become a part of this application.
3. Any contractor who proposes to perform the work:
  - a) Shall be licensed as a contractor as required by the laws of the State of California, and shall present evidence thereof to the Corporation.
  - b) Shall maintain in force Commercial General Liability insurance and Workers Compensation insurance satisfactory to the Corporation. A performance bond and a labor and material bond may be required at the option of the Corporation.
  - c) Shall complete, verify and file with the Corporation, a Construction Contractor Pass Application, and shall promptly notify the Corporation of any change in the information provided in such application until such time as any warranties required in Clause 5 shall expire.
  - d) Shall identify all vehicles and persons with involved in performance of the work in a manner satisfactory to the Corporation, and surrender upon demand of the Corporation all identification credentials (such as passes which may have been supplied to them); such credentials remaining at all times the property of the Corporation.
  - e) Hereby warrants that all work to be performed shall be free from defective workmanship and materials for a period of not less than one year from the date of final inspection by the Corporation as provided herein.
  - f) Shall perform all work to the satisfaction of the Corporation, subject to the inspection of the Corporation as provided in Clause 10 herein.
  - g) Shall indemnify and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties pursuant to Clause 7 herein.
  - h) Shall keep the real property on which the work is to be performed free of all liens or claims pursuant to Clause 11 herein.
  - i) Shall comply with all applicable laws, plans, rules and regulations pursuant to Clause 4 herein,
  - j) Shall promptly commence the work and diligently prosecute the same to completion without unduly inconveniencing the member and neighboring residents and upon completion, file a request for final inspection with the Corporation on a form provided by the Corporation.
4. The member and contractor, shall comply at all times with:
  - a) All federal, state and local laws, ordinances, codes and regulations.
  - b) The plans and specifications or other description(s) of the work submitted to and approved by the Corporation.
  - c) All rules and regulations of the Corporation and all other corporations owning, controlling or managing real property in Laguna Woods Village@, Laguna Woods, California.
5. The member and the contractor, if any, hereby agree that any defects due to faulty materials or workmanship which appear within one year, or such greater period may be guaranteed by the contractor, if any, after final inspection by the Corporation, shall be corrected by and at the expense of the member and/or the contractor, if any, as the Corporation may, in its sole discretion, determine.
6. The member and the contractor, if any: understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.
7. The member and the contractor, if any, agree to indemnify, defend and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods, their officers, directors, agents and sureties from any and all claims, liens, liabilities, costs, expenses, fines, penalties or fees arising out of the work, including attorney's fees and court costs as may be incurred in defending against any such claims, liens, liabilities, costs, expenses, fines, penalties or fees.
8. Approval of this application shall not be deemed to create any right to approval of any other such application on the part of the member.
9. Approval of this application shall not create any right to the approval of any other application involving the same or similar work proposed to be performed by such contractor.
10. Concurrent with this application the member shall pay the current fee pursuant to the schedule of fees as determined by the Corporation from time to time. The Corporation may inspect and inquire into the status the work and may make a final inspection within 30 days after receipt of a written request for final inspection on a form provided by the Corporation from the member or contractor. No inspection by the Corporation shall constitute a waiver of any right of the Corporation or a release of any obligation or duty of the contractor or member hereunder, or warranty that the work has been completed properly or complies with applicable laws, ordinances, codes or regulations.
11. The real property on which the work is performed shall be kept free from liens or claims of mechanics, material men, subcontractors and others connected with the work. The contractor, if any, agrees to waive all rights for liens for any amount claimed to be due to the contractor from the member and agrees to execute release(s) of liens or other documents as requested by the Corporation, converting all work, labor and materials, including equipment and fixtures of all kinds, performed or furnished in connection with the work.
12. The contractor, if any, agrees that the issuance of a Mutual Consent for Manor Alteration shall constitute permission to the contractor, his subcontractors, agents and employees to Laguna Woods Village®, Laguna Woods, for such purposes and times as are reasonable and necessary for the prompt and efficient performance of the work. Such permission may be revoked by the Corporation at any time, with or without cause, as to the contractor, his subcontractors, agents and employees, or as to any of them.
13. The member hereby agrees to be responsible for the maintenance and repair of all additions or alterations created by the work, except for damage caused by or resulting from the gross negligence or willful misconduct of the Corporation, its officers, directors or agents. Notwithstanding any provision of any agreement between the contractor and the member to the contrary, no more than ninety per cent (90%) of the contract price for the work shall be paid by the member until the work has been completed and inspected as provided herein. In the event that legal proceedings are instituted by or against the Corporation in connection with this application or the work, the member and the contractor jointly and severally agree to pay the Corporation all costs and expenses of such proceedings including reasonable attorney's fees. The member and the contractor, if any, understand that Village Management Services, Inc. is the Management Agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for Mutual Consent for Manor Alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the Managing Agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the Management Agent, such disapproval or revocation may be in the best interest of the Corporation.



## DEMOLITION PERMIT APPLICATION INSTRUCTIONS

To obtain a Mutual Consent for Demolition, print out and/or download required attachments. Follow the list of requirements below necessary to provide a complete permit submission. All submissions must be sent to Manor Alterations Department ([alterations@vmsinc.org](mailto:alterations@vmsinc.org)).

1. Complete the **Mutual Consent for Demolition Application**
  - Include the homeowner's property address within the community, signature, and valid email address
  - The Contractor information and signature will be required
2. Complete **Mutual Consent for Demolition Checklist** including mandatory signature by homeowner
3. Provide a copy of the floor plan that corresponds to your unit/manor including-
  - Scope of work inclusive of all proposed alterations
  - Highlighted location of all proposed permit items within scope of work noted on floor plan
  - Manor Alterations will determine if Structural Drawings will be required dependent upon the proposed project
4. If the **General Contractor** and or the **Abatement Contractor** listed on your application has not conducted work within the community, we will require a **Certificate of Liability** indicating the appropriate parties as "Additionally Insured", minimum coverages noted for General Liability, Worker's Compensation, and Automobile Insurance. (Attachment X)
5. Please provide either an **Asbestos Report** or an **Abatement Contract**
  - A. Asbestos Reports:** Please contact a local Asbestos consultant company that can provide test results with all areas tested that will be disturbed through the demo process
    - If test results are negative or None-Detected then your General Contractor may complete the scope of work
    - If test results are positive Manor Alterations requires an abatement contract from an abatement contractor
  - B. Abatement Contract:** Obtained by hiring an abatement contractor who is licensed and certified to work in areas that contain asbestos while properly & safely containing the asbestos materials. Provide an abatement contract signed by all parties involved i.e. Abatement Contractor, homeowner and/or General Contractor
6. Payment will be obtained after your completed permit is approved by a Manor Alterations Inspector.
7. Please email complete submission to initiate the processing of your documents.

Once approved Manor Alterations will contact the applicant via the information provided to collect credit card payment for the permit fees. An email will be sent with your approved documents to all parties involved to continue the process at the city.

*Please Note: Currently we have no predictive submission time frames available as we are experiencing an extremely high volume of submissions a day. Be assured that Manor Alterations is working extremely hard to expedite the process for all submissions. Status requests cannot be answered at this time as it detracts from processing time.*



## MUTUAL CONSENT FOR DEMOLITION CHECKLIST

The following items will be required prior to obtaining a Mutual Consent for Alterations and/or Demolition:

Staff      Applicant

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Any unit within a building that has received epoxy treatment on plumbing lines is required to adhere to plumbing practices as stated by the ePIPE warranty care guidelines provided.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Prior to connecting into ANY plumbing, the waste line is to be inspected by the Mutual at the Member(s) expense. This is required to be completed after all demolition is complete and air clearance has been obtained. Our staff will schedule the waste line inspection.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Mutual Consent for Demolition Application <b>must</b> be filled out and signed by both Member and Contractor.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Legible Demo site plan with locations <b>clearly</b> marked must be provided. <b><i>Failure to clearly mark on site plans in accordance with application/scope of work will result in application denial.</i></b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Asbestos Survey report in full compliance with AQMD requirements signed by State Certified Asbestos Consultant (CAC).  |
| <input type="checkbox"/> | <input type="checkbox"/> | As applicable, based on the survey report, an Abatement Contract/Proposal with the scope of work signed by a Licensed & Registered Asbestos Abatement Contractor and either the Homeowner or the General Contractor.   |
| <input type="checkbox"/> | <input type="checkbox"/> | A final clearance (visual and air) for the interior is required upon completion of asbestos related work, to verify that all ACM (Asbestos Containing Materials) have been completely removed and the unit is clear for occupancy. Adequate number of air samples is required based on the extension and scope of the project. |

Manor # \_\_\_\_\_

Name typed or printed: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

- If the CAC confirms the material to contain more than 0.1% and removal involves <100 sq. ft., the contractor (and anyone else involved in the project) must conduct the work in compliance with California Contractors State License Board and Cal OSHA Regulations including proper containments, workers protection, training, etc.
- If the CAC confirms that the results for all three samples of the same homogeneous material are "None Detected", any worker may conduct the removal and disposal of such construction materials.
- The Certified Asbestos Consultant will NOT be allowed to conduct PCM analysis on samples they have taken; all samples are required to be tested by an accredited Laboratory.



## MEMBER NOTICE

# ASBESTOS AND LEAD HAZARDOUS MATERIALS

All homes in Laguna Woods Village were constructed in the 1960s and 1970s. At that time, asbestos and lead-containing materials met local codes as well as state and federal regulations. These materials, known to be hazardous, were used extensively throughout many building products.

### Asbestos Containing Materials include but are not limited to:

- Ceiling tile
- Floor tile/linoleum and mastic
- Textured wall surfaces
- Stucco & Tex-coat
- Cove Base Mastic
- Transite Panels behind bathroom shower walls
- Sprayed acoustical ceilings & attic overspray
- Fire doors
- Structural fireproofing
- Pipe/boiler insulation
- Attic insulation
- Heating duct material/insulation

### Lead Containing Materials include:

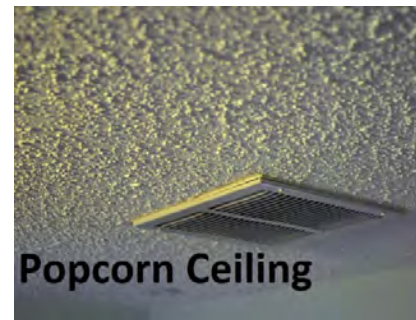
- Lead Based Paint
- Lead containing ceramic tiles

Disturbing these hazardous materials without proper safeguards can be hazardous to your individual health, the worker's health and the environment.

Prior to any disturbance of such suspect materials, it is required that they first be tested and categorized by CA-State Certified Asbestos/Lead consultants. Based on such determination based on the levels of lead and asbestos content, the proposed renovation activities may have to be assigned to a contractor specifically licensed for asbestos/lead work in compliance with federal, state and local laws, codes and regulations. Work performed without providing the required documentation may result in exposure, costly cleanup process, legal liability, fines & penalties to the member. Violators also may be reported to CAL-OSHA and EPA/AQMD.

There are major legal consequences and fines set forth by city, state and federal regulations in addition to the legal liability concerning the health effects on contractors and workers conducting the work.

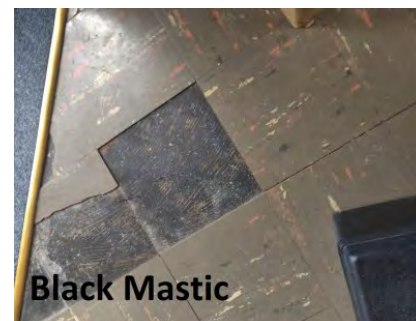
Mutual members and their contractors are required to abide by all applicable federal, state and local laws, ordinances, codes and regulations relating to disturbance, removal, transportation and disposal of asbestos and lead containing materials in their homes, in addition to any requirements set forth by the member's Mutual. Members must check with the Manor Alterations Division at Laguna Woods Village prior to performing any upgrades or renovations to the unit.



Popcorn Ceiling



Drywall, Mud, Tape and joint compound



Black Mastic



Stucco



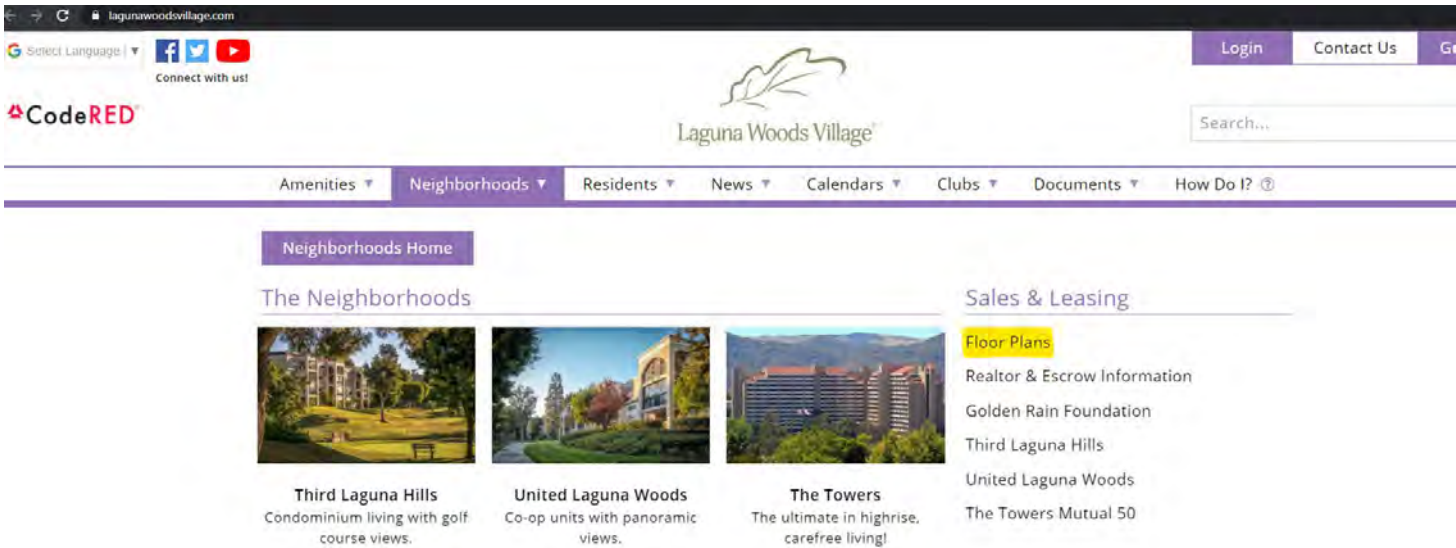
LOCATING YOUR FLOOR PLAN

To obtain a required floorplan for your Mutual Consent Application and/or Demolition Application, follow the list of instructions below.

- 1. Visit our website [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) and click “Neighborhood” Tab



- 2. Under “Sales & Leasing” Click “Floor Plans”





3. Click on the Purple Tab for “Third Laguna Hills” or “United Laguna Woods ” to search for your plan.
- You may narrow your search by selecting the corresponding number of bedrooms, square footage, and/or parking.



[Home](#) / [Neighborhoods](#) / [Floorplans](#)



Community

Third Laguna Hills

United Laguna Woods

The Towers

Bedrooms

1

2

3

Square Feet

< 1000ft

1000ft +

Parking

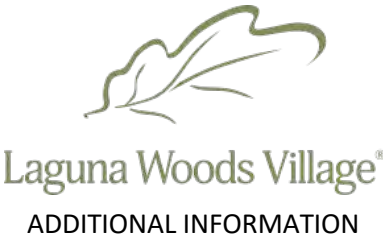
Carport

Garage

Underground

Clear Filters

- Co-ops = United Mutual
- Condos = Third Mutual



For additional information including alteration guidelines, visit the Laguna Woods website at [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com). Select the "Residents" Purple Tab. A dropdown menu will appear. Select Manor Alterations under the Services heading.

Connect with us!

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Search...

Amenities ▾Neighborhoods ▾Residents ▾News ▾Calendars ▾Clubs ▾Documents ▾How Do I? ?

Residents HomeAll Boards

Governance

Golden Rain Foundation  
Third Laguna Hills Mutual  
United Laguna Woods Mutual  
The Towers Mutual 50  
Village Management Services  
Board Meeting Videos

Services

Cable Television  
Internet Services  
Manor Alterations  
Resident Services  
Social Services  
Vehicles & Decals

Financial Services  
Maintenance & Landscaping  
Reservations  
Security Services  
Transportation Services  
Village TV (TV6)

Home / Residents / Resident Services

At Your Service

This page will provide you with informational resources such as Alteration Standards, Alteration Fee Schedule, contractor information, and contact information for the Manor Alterations division.

Manor Alterations

If you are hiring a contractor to do work on your manor, you must ensure they are following the community's rules. For questions contact Manor Alterations in Resident Services by calling 949-597-4616 or emailing [alterations@vmsinc.org](mailto:alterations@vmsinc.org).

Your contractor may perform work only during the following designated times:

- Monday through Friday from 7 a.m. to 5 p.m. (only quiet work permitted between 7 a.m. and 8 a.m.)
- Saturdays from 9 a.m. to 3 p.m.
- No work is permitted on Sundays and VMS Observed Holidays.

To access the Village, contractors must obtain an Alterations Contractor Pass, which is issued with a Mutual Consent. Contractors are prohibited from parking in visitor parking; they must use street parking.

Your contractor is your responsibility. Please ensure the contractor follows the [construction waste rules](#). If your contractor does not abide by the rules your Mutual has set, you may be held responsible. Consequences can include a hearing before the Board and fines.

Contractor List

Third Alterations Guidelines

United Alterations Guidelines

Construction Waste Rules

Third Alterations Standards

United Alterations Standards

Alteration Fee Schedule

1/06/21

Laguna Woods Village®

**CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER****INSURANCE INFORMATION****CONTACT**

NAME:

PHONE

(A/C, No, Ext):

FAX

(A/C, No):

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

**INSURER A:** ABC INSURANCE COMPANY**INSURER B:****INSURER C:****INSURER D:****INSURER E:****INSURER F:****INSURED****CONTRACTOR INFORMATION****COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A1234	10/10/20	10/10/21	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
<input checked="" type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
	<b>RENTED/LEASED EQUIPMENT</b>						LIMIT: <b>50,000</b> DED: <b>500</b> <b>EXAMPLE LIMIT AND DED</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

**GOLDEN RAIN FOUNDATION OF LAGUNA WOODS VILLAGE MANAGEMENT SERVICES INC.**  
**THIRD LAGUNA HILLS MUTUAL**  
**UNITED LAGUNA WOODS MUTUAL**  
 P.O. BOX 2220  
 LAGUNA HILLS, CA 92654

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**SIGNATURE HERE**

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DATE (MM/DD/YYYY)

1/06/21

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(A/C, No, Ext):

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ADDRESS:

(A/C, No):

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	<b>COMMERCIAL GENERAL LIABILITY</b>			A1234	10/10/20	10/10/21	EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
X	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	SCHEDULED AUTOS						\$
	NON-OWNED AUTOS						\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	<b>RENTED/LEASED EQUIPMENT</b>						LIMIT: 50,000 DED: 500
							EXAMPLE LIMIT AND DED

IF A CONTRACTOR USES ONLY THEIR PERSONAL VEHICLE A LIABILITY OF \$500,000 IS ACCEPTED, DOCUMENTATION ON SEPARATE PAPER IS ACCEPTED

CONTRACTORS WITHOUT ANY EMPLOYEES MAY AT THE DISCRETION OF VMS BE ALLOWED TO PROVIDE WRITTEN SUBSTANTIATED PROOF THEY DO NOT HAVE EMPLOYEES IN ORDER TO SATISFY THIS REQUIREMENT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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AUTHORIZED REPRESENTATIVE

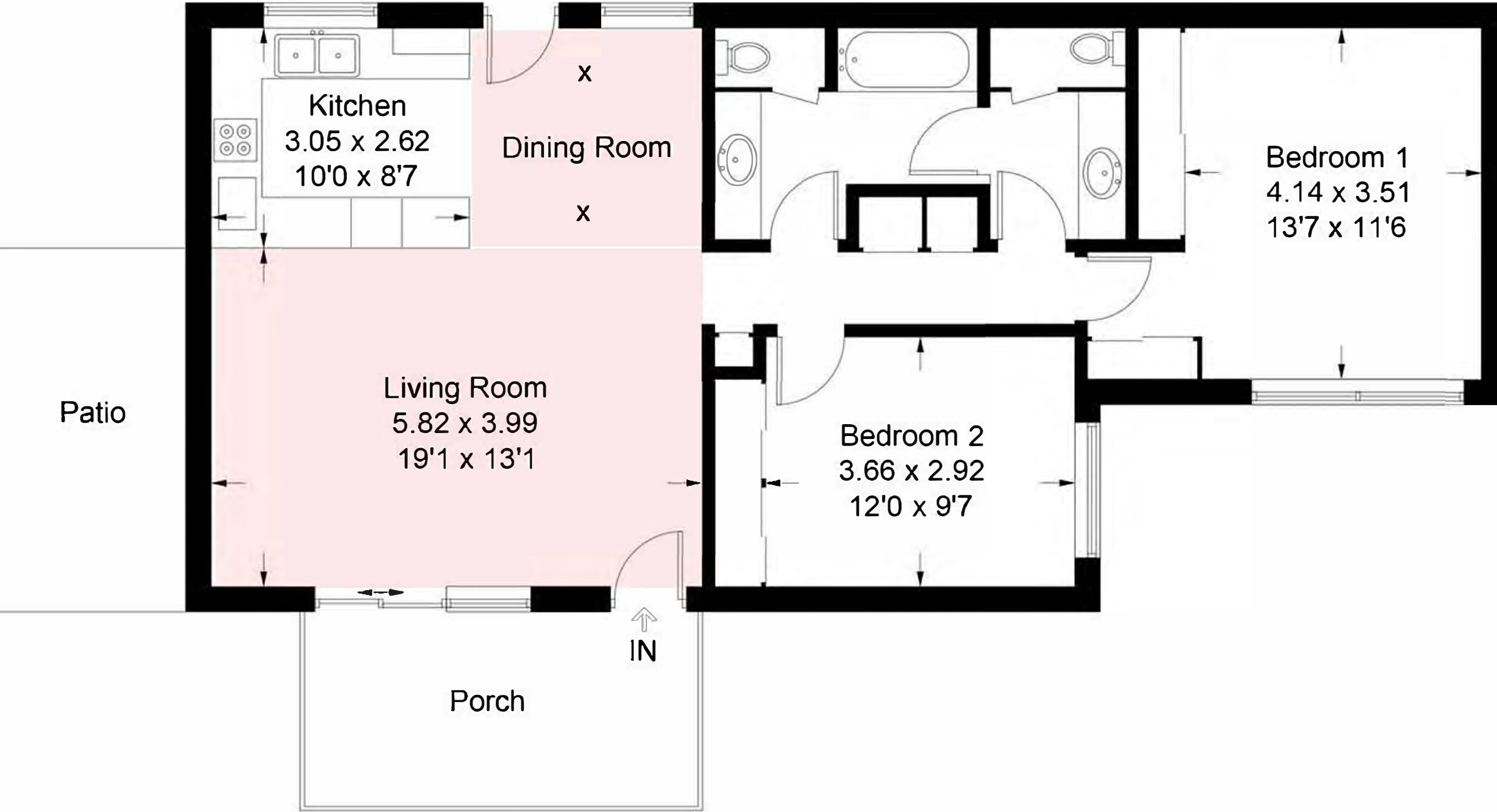
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**SIGNATURE HERE**

# San Sebastian

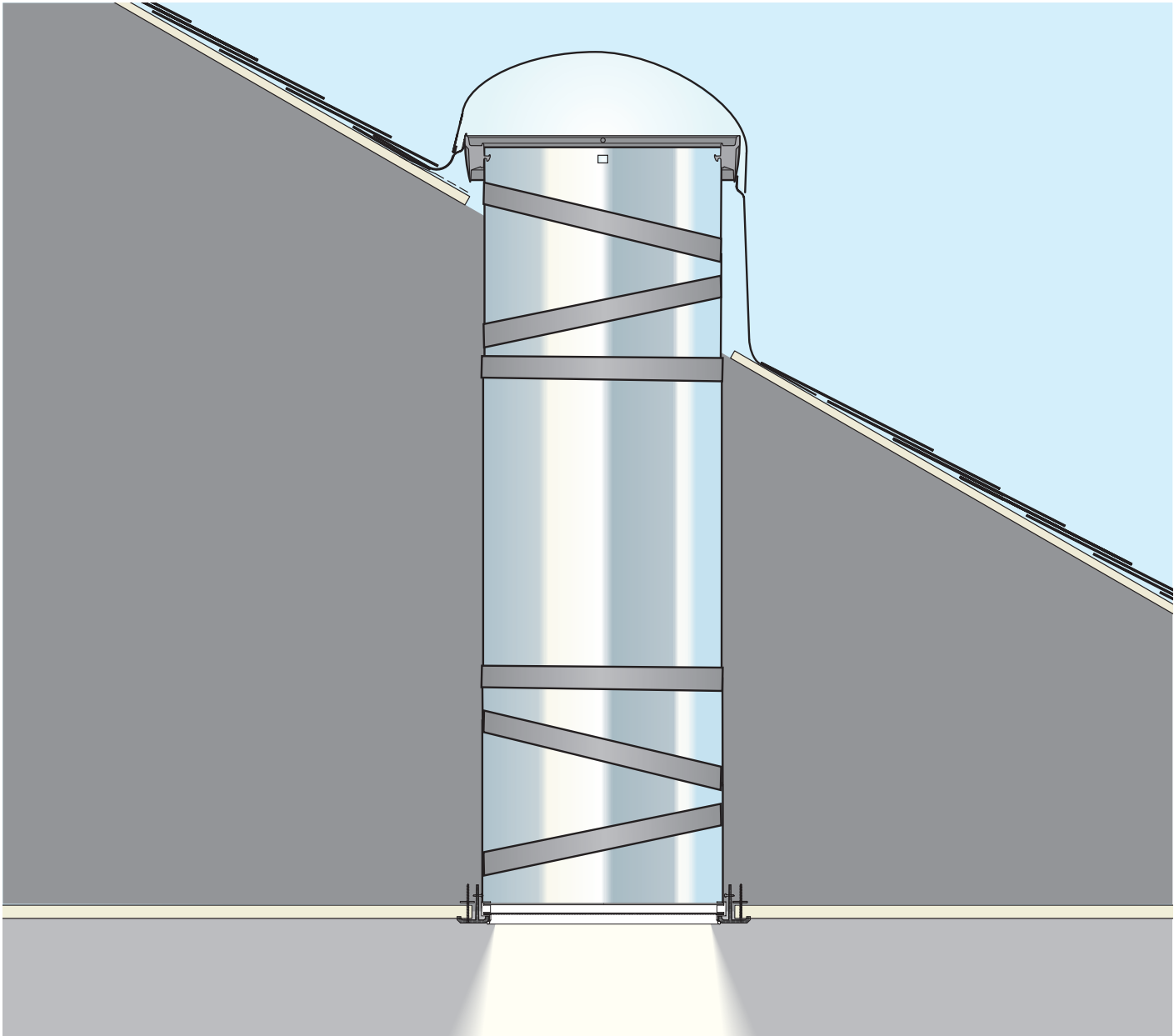
Approximate Gross Internal Area = 88.5 sq m / 953 sq ft

**Red** Highlighted Section indicates location of Asbestos Removal  
**X** indicates location of Velux 14" Sun Tunnels





# TGR/THR/TMR

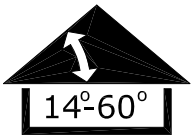


- ENGLISH:** Installation instructions for rigid sun tunnel TGR/THR/TMR
- ESPAÑOL:** Instrucciones de instalación para túnel solar rígido TGR/THR/TMR
- FRANÇAIS :** Instructions d'installation du tunnel de lumière rigide TGR/THR/TMR



General Notes

- 1. This drawing emphasizes the THR pitched flashing VELUX SUN TUNNEL Skylight. It illustrates a general arrangement layout (plus recommendations) for a VELUX THR installation in a 14–60 degree roof pitch application utilizing either a suspended acoustical tile or grid ceiling installation.
- 2. The architectural/structural design and specifications for the inclusion of a tubular daylighting device, such as the VELUX THR, in any roofing/ceiling application is determined and provided by others. The design criteria includes, but is not limited to design loads, structural configurations, structural framing member sizes and material , architectural finishes and integration with the roofing/ceiling systems of the building. VELUX assumes no responsibility or liability in the design, construction and performance of a building structure by others.
- 3. Dimensions shown are nominal, unless indicated otherwise.
- 4. THR 010 0000 nominal diameter is 10". THR 014 0000 nominal diameter is 14".
- 5. Maximum tunnel length is 20'. Minimum tunnel length is 16".
- 6. Ceiling rough opening cut for 010 = 10 3/4", 014 = 14 3/4".
- 7. Minimum 1 1/4" clearance required around ceiling rough opening, to fit trim ring.



THR Components

THR 014 0000/THR 010 0000

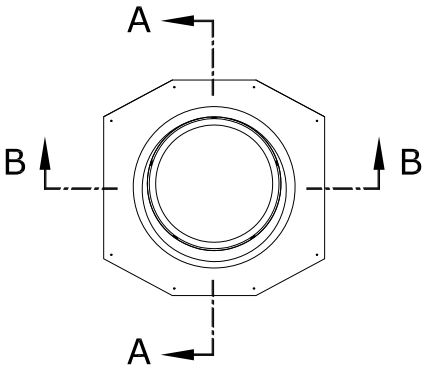
- Acrylic Dome
- Counter flashing assembly
- Hardware bag
- Option
  - THR 014 1000/THR 010 1000 Impact Polycarbonate dome
- 24"/.61m Rigid tunnel
- (2) 11.5"/.29m Rigid elbows
- Tape for tunnel joints
- Hardware bag
- Ceiling ring assembly with crackle over frosted diffuser
- Gasket material for diffuser
- Hardware bag
- Options
  - ZTC 014 0002US–Prismatic diffuser
  - ZTC 014 0003US–Fresnel diffuser

Option: ZTC 014/ZTC 010 0041US Energy kit

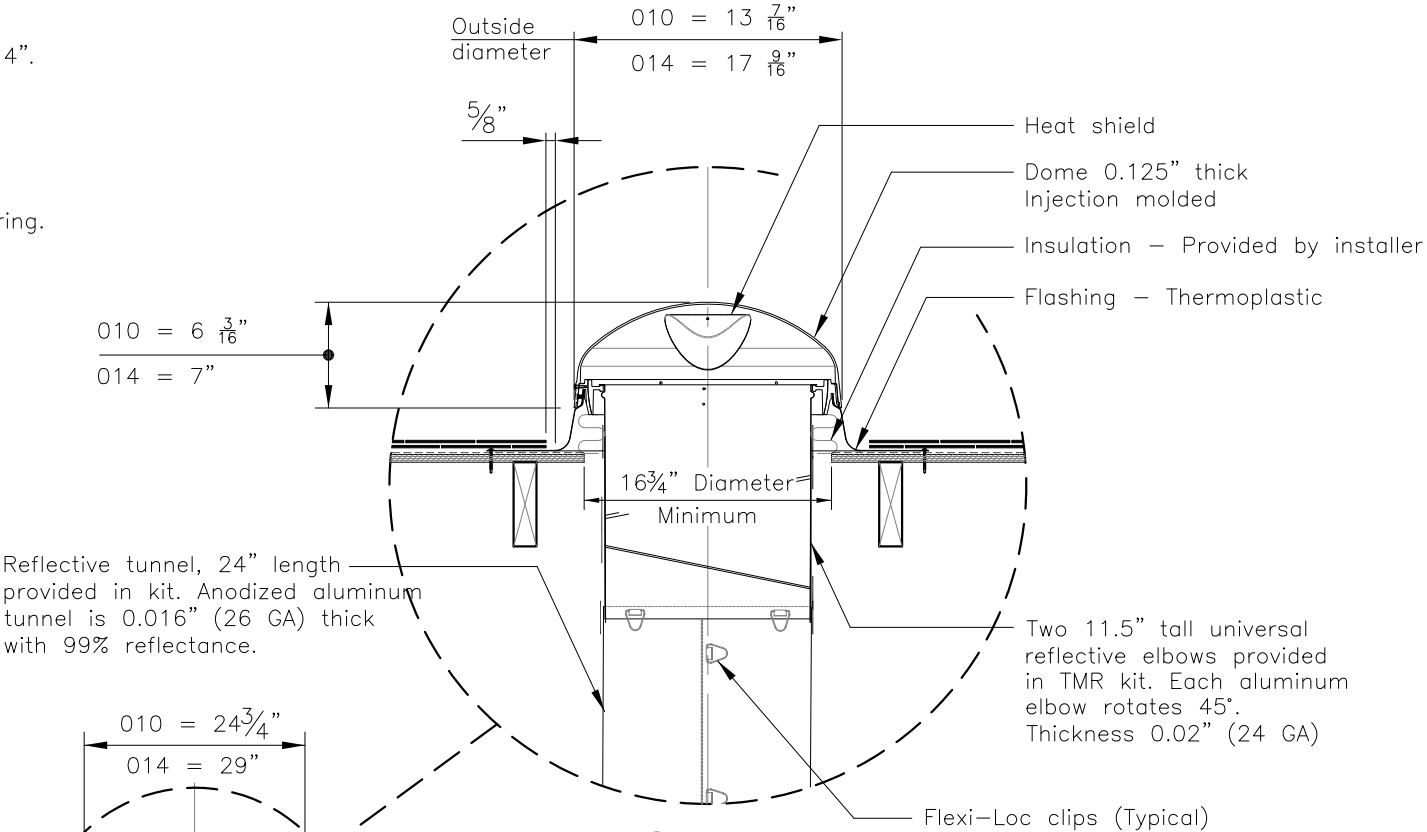
- Residential energy kit (Heat shield & quad diffuser)

Option: ZTR 014/ZTR 010 Rigid Tunnel Extensions

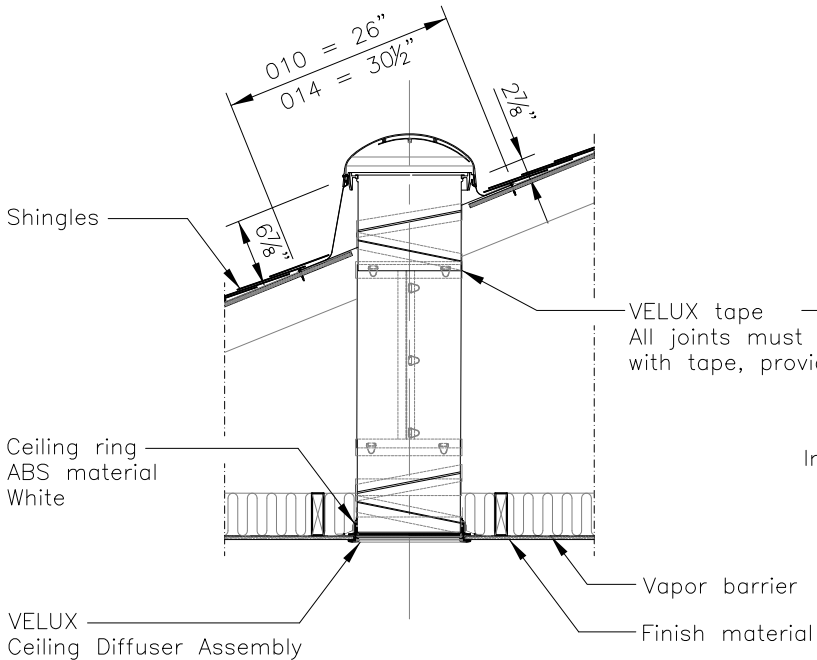
- ZTR 014/ZTR 010 0002 24"/.61m Rigid tunnel
- ZTR 014/ZTR 010 0004 48"/1.22m Rigid tunnel
- ZTR 014/ZTR 010 0006 72"/1.83m Rigid tunnel
- ZTR 014/ZTR 010 0012 144"/3.66m Rigid tunnel
- ZTR 014/ZTR 010 0024 288"/7.32m Rigid tunnel



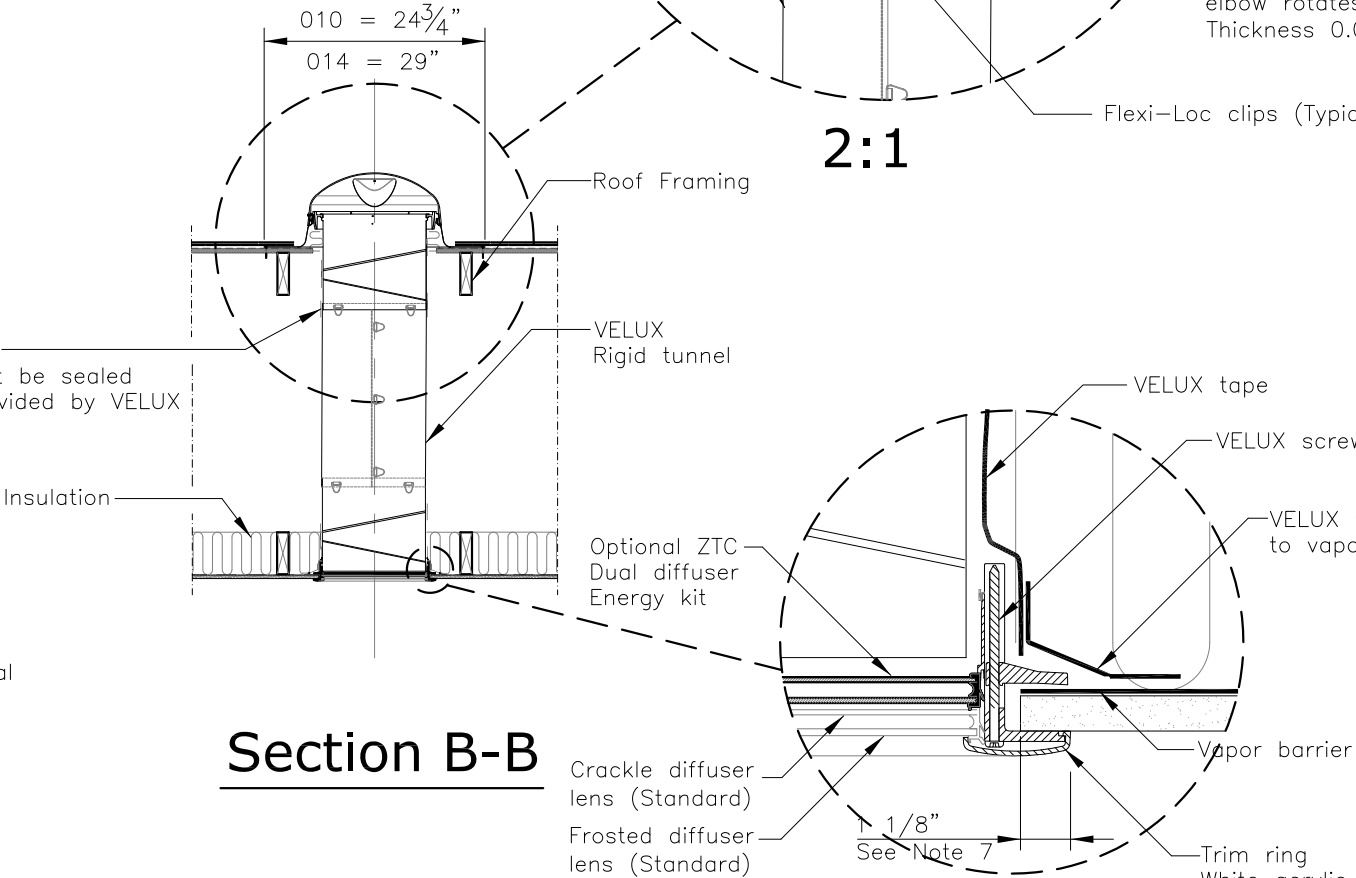
Plan View



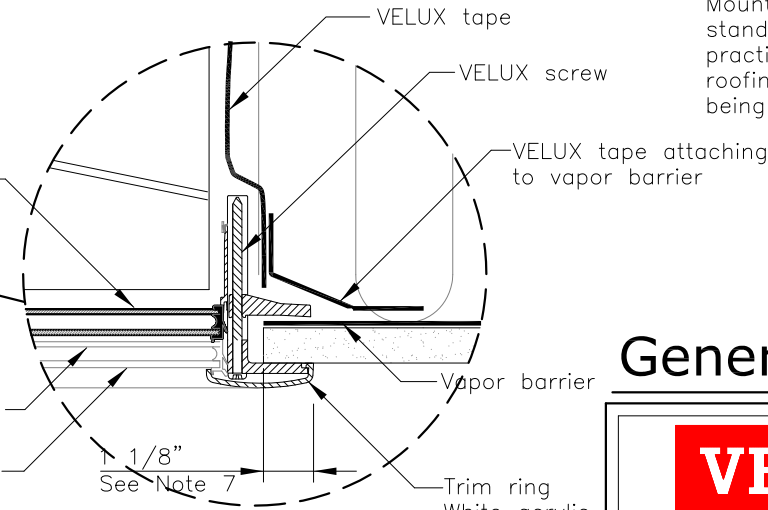
2:1



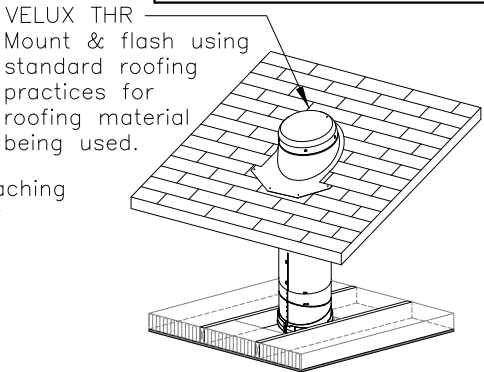
Section A-A



Section B-B



10:1



General Arrangement Layout

VELUX  
1418 Evans Pond Road  
Greenwood, SC 29649  
1-800-88-VELUX  
www.VELUXUSA.com

THR - Residential SUN TUNNEL

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Date: June 7, 2017

Created by: CNJ

TGC/TMC Product Data Sheet

Starting Production Code: BF06 (June 2016)



Description	General	An engineered day lighting system consisting of a field assembly of an exterior frame/roof flashing unit and an interior diffuser system joined by a rigid, reflective tunnel. The system is capped with an acrylic or polycarbonate tall dome with Sun Curve (22") or low profile dome (14") and diffuses the light with an interior Round to Square ceiling adaptor with an acrylic diffuser or a round diffuser sytem.
Installation	Instructions	Installation instructions included in every box. VAS 453607
	Applications	Flashing - G90 Galvanized flashing with water diverters for composite shingles, thin wooden shakes, slate, or membrane type roofing material.
	Roof Pitch	0° to 60° (TGC 0° to 30°; TMC 14° to 60° recommended)
Compatibility	Flashings	Flashing is built on to the unit.
	Interior Accessories (Optional)	ZTB - Decorative Diffuser
		ZTC 0041US - Energy kit (for insulation at ceiling level)
		ZTC 0401US- Energy kit (for insulation at roof level)
		ZTP - Daylight Controller
		ZZZ 233 - Dimmer Power Supply
	Exterior Accessories (Optional)	ZZZ 192 - Exterior Fire Band
		ZTR - Additional rigid tubing available in 2', 4', and 6" lengths.
		ZTQ - Security bars
		ZTZ 211 - Rotating coupler
		ZTE - Rotating elbows
		ZTY - Vapor barrier (for use with THC)
		ZTA - Turret extender
		ZTZ 203 - Suspension wire kit
		ZTM - Tile Flashing for Pitched Sun Tunnels (TMC Only)
		ZTZ 209 - Diffusion Enhancer
Materials	Dome	92% transparent impact resistant acrylic with UV absorbers or polycarbonate
	Flashing	G90 Galvanized metal low profile flashing (TGC) projects 4" above the roof deck and is available in 14" and 22". G90 gvanized metal pitched flashing (TMC) allows for a horizontal dome installation when installed on a pitched roof and projects 9" above the roof deck and is available in 14" only.
	Diffuser Assem (Rd to Sq)	1/8" thick White Acetal copolymer or Kynar (plenum rated), Available with Fresnel, Prismatic or Frosted diffuser
	Diffuser Assem (Drywall)	22" or 14" Round - White ABS Thermoplastic ceiling ring, dual diffuser system with a 1.5 mm clear secondary acrylic diffusion panel, Dia. 350.5 mm (014), Dia. 551 mm (022) and a 3 mm primary acrylic diffusion panel in either frosted, prismatic, or fresnel , Dia. 350.5 mm (014), Dia. 551 mm (022).

Materials Cont.	Diffuser Assem (Open Ceiling)	22" Round Polycarbonate/Acrylic alloy frame with either frosted, prismatic, or fresnel single lens.	
	Ceiling Ring Gasket	Triple sealing flexible vinyl.	
	Rigid Tubing	Highly reflective silver coated aluminum, 98% reflective	
	Rigid Elbows	45° Rotating elbows, 11.5" tall, 0.02" (0.51 mm) thick	
	Tape	2" wide Aluminum tape	
	Screws	1" Self fastening screws for fastening dome and lower reflective elbow.	
	Tunnel clips	Flexi-Loc clips	
Sizes	Standard Sizes	TGC - 14" and 22" diameters TMC - 14" diameter	
	Tunnel lengths	Maximum	20'
		Minimum	16"
	Dome 014	Thickness = 1/8" or 3mm, Height = 6 15/16" or 176.5mm, Outside diameter= 17 9/16" or 446.2mm, Inside diameter = 16 7/8" or 429.5mm.	
	Dome 022	Thickness = 1/8" or 3.2 mm, Height = 16-5/16" or 415 mm, Outside diameter= 25-5/8" or 650.2 mm, Inside diameter = 25" or 633.7 mm.	
	Flashing 14"	29.00" x 29.00" (736.5mm x 736.5mm)	
	Flashing 22"	37" x 37" (940mm x 940mm)	
Certification	Air/Water/ Structural	<input checked="" type="checkbox"/> Hallmark	<input checked="" type="checkbox"/> Florida
		<input type="checkbox"/> TDI	<input type="checkbox"/> Miami Dade
	Thermal (Energy Models)	<input type="checkbox"/> IAPMO-ES	<input type="checkbox"/> LA Research Report
Warranty	Complete Product	<input checked="" type="checkbox"/> U-Factor	<input checked="" type="checkbox"/> SHGC
		<input type="checkbox"/> Energy Star Option	
Changes from Earlier Versions	Exterior	10 years from the date of purchase, VELUX warrants that the SUNTUNNEL skylight will be free from defects in material and workmanship	
	Interior	Introduce Flexi-Loc system, Sun Curve, Tall Dome, New elbows	
Type Sign	Example	New accessories - Decorative diffuser, plenum rated accessories	
	Location	48BD11A	
Other Information	Features & Benefits	Sticker located on the black intermediate ring.	
		Great source of natural light, for spaces where regular skylights are not as practical or where diffuse light is desired.	

**ENGLISH:**

**Contents of packaging:**

- 1 Dome
- 2 Flashing
- 3 Pivot ring
- 4 Upper elbow
- 5 Rigid tunnel section  
(additional sections are available)
- 6 Lower elbow
- 7 Ceiling ring
- 8 Diffuser (primary and secondary)

**Plastic bag:**

- Screws
- Tape
- Tunnel clips
- Foam gasket

**ESPAÑOL:**

**Contenido del paquete:**

- 1 Cúpula
- 2 Tapajuntas
- 3 Anillo pivotal
- 4 Codo superior
- 5 Sección de túnel rígido  
(secciones adicionales disponibles)
- 6 Codo inferior
- 7 Anillo del cielo raso
- 8 Difusor (principal y secundario)

**Bolsa plástica:**

- Tornillos
- Cinta
- Sujetadores para túnel
- Empaquetadura de gomaespuma

**FRANÇAIS :**

**Contenu de l'emballage :**

- 1 Dôme
- 2 Solin
- 3 Anneau pivotant
- 4 Coude supérieur
- 5 Section de tunnel rigide  
(sections additionnelles disponibles)
- 6 Coude inférieur
- 7 Anneau de plafond
- 8 Diffuseur (primaire et secondaire)

**Sac de plastique :**

- Vis
- Ruban
- Attaches du tunnel
- Joint en mousse

**TOOLS · HERRAMIENTAS · OUTILS**

