



## **OPEN SESSION**

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

**Thursday, October 21, 2021 – 9:30AM-11:30AM  
HYBRID IN-PERSON/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 three options:

1. Join the Zoom meeting at <https://us06web.zoom.us/j/91432172027>
2. 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.
3. 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 Meeting Report – September 16, 2021
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

#### **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.*

#### **Status of Mutual Consents:**

8. Monthly Mutual Consent Report (Attachment 1, PDF Page 7)

#### **Items for Discussion:**

9. Revised Alteration Fee Schedule (Attachment 2, PDF Page 9)
10. Water Heater Standard Revision (Attachment 3, PDF Page 17)
11. ACM Comparison Report: Legal Involvement Progress & Dual Mutual Involvement

#### **Items for Future Discussion:**

12. News Bulletin Topics

#### **Concluding Business:**

13. Committee Member Comments
14. Date of Next Meeting – Thursday, November 18, 2021 at 9:30AM
15. Adjournment

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**OPEN MEETING**

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

Thursday, September 16 2021 - 9:30 AM-11:30AM  
Laguna Woods Village Community Center (Hybrid Virtual Meeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Neda Ardani, Reza Bastani, Carl Randazzo, Andre Torng

**COMMITTEE ADVISORS ABSENT:** Michael Mehrain, Dick Rader

**ADVISORS PRESENT:** Juanita Skillman

**STAFF PRESENT:** Robbi Doncost, Lauryn Varnum, Richard DeLaFuente

**1. Call to Order**

Chair Randazzo called the meeting to order at 9:35am.

**2. Acknowledgement of Media**

Zoom platform via Granicus.

**3. Approval of Agenda**

Agenda was approved via consensus.

**4. Approval of Meeting Report for August 19, 2021**

The committee approved the agenda as presented by consensus.

**5. Chair's Remarks**

Chair Randazzo congratulated the committee on the enactment of the Contractor Violation Policy and complimented the work completed thus far.

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

None.

**7. Manor Alterations Division Manager Update**

Staff Officer Doncost complimented the continued progression and work done by the committee. Mr. Doncost discussed the staffing gap and the resulting increase in timelines. He noted that the Contractor Violation Policy has been adopted by the United Mutual Board, however, the date of enactment



requires 28-day postponement due to Civil code requirements, and the October meeting will not be a regular meeting so, it seems that the November Board meeting is the first time that the policy can be finally approved by the Board and thereby officially enacted. Mr. Doncost will confirm the enactment date with the Executive Team. Mr. Doncost confirmed that the front counter was closed due to the Delta Variant effects and a lack of staffing, however other staff is being utilized to assist in filling the gap. MA hopes to create a permanent transfer with employees from other VMS divisions.

#### **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.*

#### **Status of Mutual Consents**

##### **8. Monthly Mutual Consent Report**

Mr. Doncost presented the status of the Mutual Consents, stating there was approximately a 35% drop in production from July and a 17% reduction from June. This was due to the staffing decrease, leaving a backlog of emails to be handled. Chair Randazzo inquired if the FAQs assisted in people receiving information and not requiring appointments, which Mr. Doncost confirmed the FAQs were beneficial but it was difficult to quantify the assistance. Director Torng inquired if the average number of tickets decreasing was due to members or lack of staff, and Mr. Doncost confirmed that when staffing is at proper capacity, the conveyor system is effective, but that is not the current situation.

Chair Randazzo inquired if an “intermediary permit” could be created in order to expedite approvals, or if a “contractor coordinator” could be hired in order to assist members with communication between VMS and contractors. Mr. Doncost confirmed that this would need additional budget expenditure.

#### **Variance Requests:**

##### **A. Variance Request – 157-B Avenida Majorca (Madrid, Plan 4) – Bathroom Alteration to Install a Second Toilet**

Staff Officer DeLaFuente discussed the variance, and Chair Randazzo asked detail-oriented questions such as the location of the door, if there were any further structural changes, and if the hallway was going to be affected. Mr. DeLaFuente clarified the answers to committee members questions, and confirmed that this variance would not set a precedent. Director Bastani inquired as to why the variance and other variances must be reviewed at all if there were no structural changes planned. He stated that he felt these reviews were an overreach and unnecessary.

Chair Randazzo called for a motion to approve the variance, and the motion carried for approval.

##### **B. Variance Request – 773-C Avenida Sevilla (Cordoba, 1A4R) – Room Addition on Existing Front Patio, Bathroom Addition, & Enlargement of Bedroom Window**



Mr. DeLaFuentes discussed the variance, including answering questions regarding the roof, the raising of the floor, the location of sliding glass doors, and how the neighboring units will be affected. Director Bastani asked questions regarding the roof and if the neighbors had provided any opposition, which Mr. DeLaFuentes confirmed the neighbors had issued no concerns.

Chair Randazzo called for a motion to approve the variance, and the motion carried for approval.

#### **C. Variance Request – 250-H Calle Aragon (Granada, Plan 10A) – Bathroom Alteration, Kitchen Remodel, & French Doors**

Mr. DeLaFuentes discussed the details of the variance, and Chair Randazzo inquired as to a few follow up questions. Such as, will the ceilings be scraped, are there any exterior modifications? It was confirmed the ceilings have previously been scraped, and the front entry kitchen window is being relocated.

Chair Randazzo called for a motion to approve the variance, and the motion carried for approval.

#### **Items for Discussion**

##### **9. Manor Alterations FAQs**

Mr. Doncost stated that the FAQ sheet was a helpful document in order to lend consistency between staff to residents, and had been revised to include the edits proposed at the last ACSC. Director Bastani inquired if the potential changes to the material used to construct the walls of the water heater cabinets has been raised, but Mr. Doncost confirmed that this issue had been temporarily delayed due to the volume of work necessary for the Contractor Violation Policy. Wood is what is currently specified, however, a United Director asked if other material that is not subject to rot, could be used.

##### **10. Contractor Violations & Policy**

Mr. Doncost discussed the approval of the Contractor Violation Policy and the efficacy of the policy being enacted. Director Randazzo inquired as to the existing relationships between VMS and contractors. Mr. Doncost confirmed that the process highlighted by the CVP was an effective path used when issues arose with a multiple-violating contractor. The ability to highlight the violations was helpful and that as a result of the policies that are currently in place, one specific contractor owner was now aware of the issues causing MA to stop their work, and took steps to adjust the lack of oversight which caused the problem.

##### **11. ACM Comparison Report**

Mr. Doncost clarified that the comparison report was created to better classify the responsibilities of all involved parties regarding ACM, and that no consultant costs were expended to create this document. Mr. Doncost confirmed that the document was not provided as a motion to vote upon, but merely informative at this time. Discussion ensued as to the obligations of each party, and Director Bastani stated that more information and explanation was needed.

##### **12. Manor Alterations News Bulletin**



Chair Randazzo asked that the News Bulletin contain a section that calls out the status of the backlog of Mutual consents, i.e., how many weeks is MA behind in processing these items. This was information that had been presented at the time that the News Bulletins were first published and recently this information has been omitted. Staff Officer Varum confirmed that the upcoming edition of the MA news Bulletin will contain the back log statistical information and this will continue from now on.

**Items for Future Discussion:**

**13. News Bulletin Topics**

**Concluding Business:**

**14. Committee Member Comments**

None.

**15. Date of Next Meeting – October 21, 2021 9:30 AM**

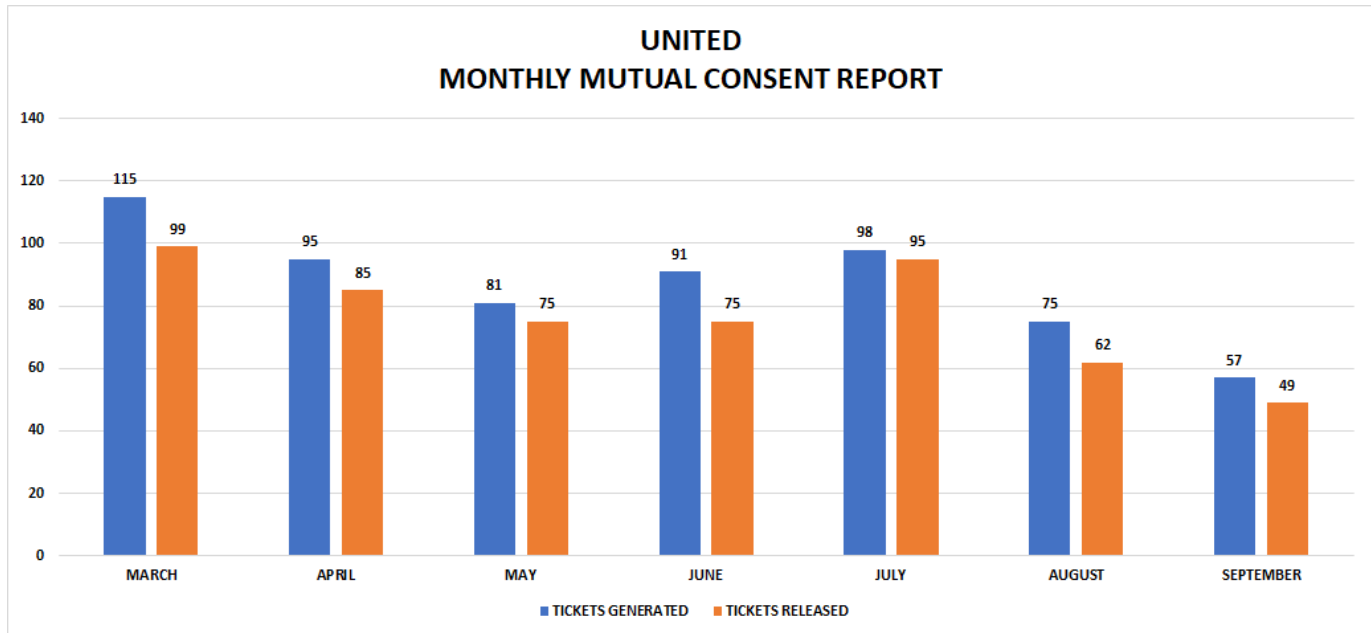
**16. Adjournment – 11:24 PM**

X \_\_\_\_\_

Carl Randazzo, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



**Average Numbers:**

**Phone in-take: received per day / responded to per day =**  
**60 – 70 Received per day / 50 – 65 Responded per day**

**E-mail in-take: received per day / responded to per day =**  
**70 – 90 Emails per day / 60-70 Responded per day**

**Remote counter: total for September /average per day =**  
**8 Appointments in September / 6-8 Appointments per day**

**Permit Release Timeline:**

**Class I Permits = 13 - 15 Business Days**

**Class II Permits = 13 - 15 Business Days**

**Class III Permits = 10-90 Business Days**

\*Plan Checks are performed within 2-4 days, delays are caused by staff gap within the in-take division

**Permitless Alterations:**

**July = 9**

**August = 19**

**September = 9**

**Current Cumulative Total of all Approved Permitless Alterations = 89**

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## **STAFF REPORT**

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**DATE:** October 21, 2021  
**FOR:** United Mutual Architectural Control & Standards Committee  
**SUBJECT:** Alteration Fee Schedule Revision

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### **RECOMMENDATION**

Manor Alterations recommends the United Architectural Control & Standards Committee approve the new Alteration Fee Schedule, as provided in Attachment One, which allows for a more appropriate fee structure to the actual cost of staff labor expended on Mutual Consent Alterations.

### **BACKGROUND**

The current Fee Schedule was adopted in 2017. The actual cost expended by Manor Alterations at its current rate do not align with the 2017 adopted Fee Schedule.

### **DISCUSSION**

Prior to the commencement of most manor alterations, Mutual members or their authorized contractors are required to obtain a Mutual Consent (permit application) from the Permits & Inspections Office. A Permit Fee is charged to partially offset administrative costs associated with the processing and review of Mutual Consents. Depending on the type of alteration to be performed, the fees are currently calculated using either a flat fee or the value of the proposed alteration. The process starts as soon as the Mutual Consent is submitted to the Permits & Inspections Office. Staff reviews the application and ensures that the proposed alteration conforms to Mutual Standards.

Since alterations are optional, and chosen by the Member, it is reasonable that the cost for processing the applications and inspecting the work be borne by those electing to alter their manor. Over the past year, several new processes and services, along with improvements to customer service, have been implemented in the Manor Alterations Division. Contractor parking passes, demolition mutual consents, and conformance deposits have all brought significant improvements to the services offered and have increased safety within the Village. Given the processes and administrative requirements currently involved, it is suggested that the ACSC now consider updating the alteration fee schedule to reflect the increased administrative and processing cost increase for Mutual Consents.

As shown on Attachment 1, the Financial Analysis factors in the cost of each staff member's time in order to process Mutual Consents, Variances, Resale Inspections, and other submissions.

The cost of each staff members time is based upon their position within Manor Alterations (Attachment 2). The financial analysis extrapolates the amount of additional earnings captured by the proposed fee increase (Attachment 3). The proposed resolution 01-21-XX (Attachment 4) would serve to update the existing fee schedule and enact a more accurate fee schedule reflective of current costs incurred by the Mutual.

## **FINANCIAL ANALYSIS**

The total average increase is estimated to incur a \$67,200 increase to the assessment value in Mutual Consents with an increase of \$12,300 in Variance fees. The proposed fee increases will partially offset the operating costs of the added staff. This additional income is not represented in the current 2022 Budget projection for Manor Alterations.

<b>Prepared By:</b>	Robbi Doncost, Manor Alterations Manager
<b>Reviewed By:</b>	Gavin Fogg, Manor Alterations Supervisor Guy West, Maintenance & Construction Director Jeff Parker, CEO

## **ATTACHMENT(S)**

Attachment 1 – Financial Analysis  
Attachment 2 – Organizational Chart  
Attachment 3 – Revised Fee Schedule  
Attachment 4 – Resolution 01-21-XX

## Attachment 1 – Financial Analysis

925 ADDED STAFF FINANCIAL ANALYSIS					
DIVISION 925		January 15, 2020			
See Organizational Chart for listing of new positions and new staff added.					
STAFF ADDITIONS		Economical Impact			
<u>Counter Staff Added</u>		<u>Rate/Hr.</u>	<u>Yearly Pay</u>		
0	promotion-Sr. Op Specialist	2.2	\$ 4,576	1) Previously Appv'd position	
1	1 Counter Operational Specialist	19	\$ 39,520		
2	2 Counter Operational Specialist	19	\$ 39,520		
<u>Phone Staff Added</u>					
3	3 Phone Operational Specialist	19	\$ 39,520		
4	4 Phone Operational Specialist	19	\$ 39,520		
<u>Resales Staff Added</u>					
5	5 Inspector Float	28.85	\$ 60,000		
6	6 Operational Specialist	19	\$ 39,520		
<u>Inspectors Staff Added</u>					
7	7 Float Inspector (3rd & United)	28.85	\$ 60,000		
Total Salary Increase Per Org Chart			\$ (322,176)		
<u>Economical Resource Alternatives</u>					
<u>Mutual Consents</u>		Current Fees		MC Proposed Fee Increase	
MC Permit Fees Collected 2020		\$ 110,500		\$ 120,000.00	2) MC Permit Fees Calculated See Exhibit "A"
<u>Resale Inspection &amp; Report Fees</u>		Current Fees		Proposed Fee Increase	
Third Resale Inspections		\$ 37,375		\$ 45,000.00	3) Resale Inspection & Report Fees Calculated See
United Resale Inspections		\$ 48,750		\$ 45,000.00	Exhibit "A" for Fees
		\$ 86,125		\$ 90,000	
				Proposed Fee Increase	
		Current Fees			
<u>Variances</u>				4) Resale Inspection & Report Fees See Exhibit "A"	
		24		24	
		VARs/YEAR		VARs Actual	Additional Fee Generated
Variance Fee \$150/VAR.		\$ 3,600		\$ 7,944	\$ 4,344 5) 24 Variances per year average.
<u>Added Fines</u>					
MA Issued IN110 Stop Notice		Fine of \$500 X 17 events		\$ 8,500	6) 1.42 per month
MA Issued N of Correction 9378		Fine of \$250 X 43 events		\$ 10,740	7) 3.58 per month
Added Proceeds for Various Cost Revisions			\$ 323,584		
Total Financial Impact			\$ 1,408	per year	
NOTES:		Added Income			
1) This rate is noted as the increase from prior position to new position rate increase as previously approved.					
2) MC Permit Fees see Exhibit "A" for Current & Proposed Fees					
3) Resale Fees see Exhibit "A" for Current & Proposed Fees					
4) Resale Inspection & Report Fees See Exhibit "A"					
5) Increase of Variance fee proposed to cover acutual cost to owner					
6) MA Stop Notice Fee- Many are issued for illegal work or ACM P-5 Cleanup					
7) Correction Notice Issuance for work not conforming to Standards and Policy					
The current variance fee of \$150 doesn't come close to covering the site visits, staff reporting, and preparation					

### Attachment 1 – Financial Analysis (continued)

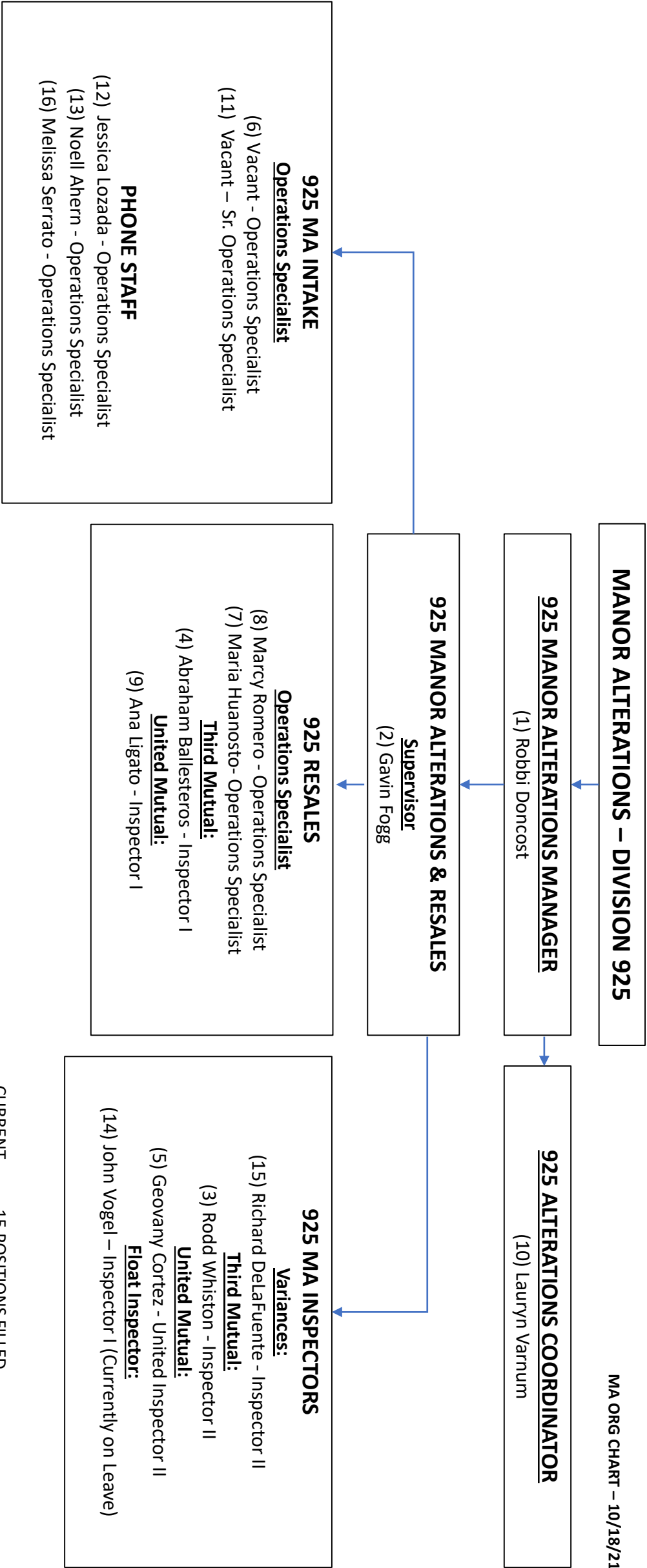
<b>EXHIBIT "A"</b>				
<b>MUTUAL CONSENT CURRENT FEES</b>				
Mutual Consent Current fee based on Average of records searched in 2020				
MCs processed '2020	325	records for the AV yr.		
MC Fee Av 2020	\$ 340	for PA01 & PA02 Mutual Consent		
<b>MC FEES COLLECTED 2020</b>	<b>\$ 110,500</b>			
<b>MUTUAL CONSENT PROPOSED FEE INCREASE</b>				
United \$100 Fee Increase X 600 AV MC's/yr	\$ 60,000	Fee Increase only		
Third \$100 Fee Increase X 600 AV MC's/yr.	\$ 60,000	Fee Increase only		
<b>MC PROPOSED FEE INCREASE</b>	<b>\$ 120,000</b>	<b>Proposed Fee Increase</b>		
<b>RESALE INSPECTION &amp; REPORT FEES CURRENT &amp; PROPOSED</b>				
	<b>Current Fees 2020</b>			
Third Report Cost Current : \$115	\$ 37,375	325 resales inspections		
United Report Cost Current: \$150	\$ 48,750	325 resales inspections		
	<b>\$ 86,125</b>	<b>Current Fees</b>		
	<b>Fee Increase</b>			
Resale Inspections in 20211				
United \$100 Fee Increase X 450 Insp't	\$ 45,000.00	Fee Increase only		
Third \$100 Fee Increase X 450 Insp't	\$ 45,000.00	Fee Increase only		
	<b>\$ 90,000</b>	<b>Proposed Fee Increase</b>		
Projected an increase in Resale Inspections due to staff and no malware problems				
<b>VARIANCE FEES ACTUAL</b>				
	Per 2021 Bill Rates Schedule			
	\$ 38.94			
		Hrs.	Total	
Inspection Site Visit & Gen. Data	\$ 38.94	1.5	\$ 58.41	
Manor Research Tickets/MC's/Violations	\$ 38.94	2.5	\$ 97.35	
Operations Specialist Report	\$ 38.94	1.5	\$ 58.41	
Operations Specialist Filing & Transmittal	\$ 38.94	1.5	\$ 58.41	
Misc. Reissue & Resale Coord. O.S.	\$ 38.94	1.5	\$ 58.41	
		8.50	\$ 330.99	
		Hrs	per report	
			Actual Cost	
	Actual Fee 24 X @330.99 =			\$ 7,943.76

### Attachment 1 – Financial Analysis (continued)

<b>EXHIBIT "B"</b>				
<b>VARIANCE ASSEMBLY &amp; REPORT PROCESSING FEE ALLOCATION</b>				
Per 2021 Bill Rates Schedule				
	\$ 38.94	Hrs.	Total	
Rev of Variance Initial Req. & Discssions of Policy	\$ 38.94	0.5	\$ 19.47	
Initial Stellar & Policy Review	\$ 38.94	1	\$ 38.94	
Site Visit & Doc Assembly	\$ 38.94	4	\$ 155.76	
Report Assembly	\$ 38.94	7	\$ 272.58	
Added Plan Coordination/MC	\$ 38.94	2	\$ 77.88	
Supervisor Review & Comments	\$ 38.94	1.5	\$ 58.41	
Manager Review & Edits	\$ 38.94	1	\$ 38.94	
		17	\$ 662.0	
		Hrs	Per Variance	
			Actual Cost	
Calculate AV # of Variances / Yr.				
24 Variances per year at \$662 = \$15,900				

	Permit Fee Legend			
Valuation	Current	% Fee	New	Actual
	Fee	Increase	Fee	\$ Increase
Less than \$750	\$50	40%	\$70.0	\$20.0
\$751 to \$2,000	\$77	40%	\$107.8	\$30.8
\$2,001 to \$4,000	\$168	40%	\$235.2	\$67.2
\$4,001 to \$6,000	\$280	40%	\$392.0	\$112.0
\$6,001 to \$8,000	\$392	40%	\$548.8	\$156.8
\$8,001 tp \$10,000	\$504	40%	\$705.6	\$201.6
Above \$10,000	\$700	40%	\$980.0	\$280.0
What are # of AV MC's issued	600	in 2021 IN Third Mutual		
What is AV Fee Collected	280			
Calculate Total Fee Tally 2021			\$168,000	Third Mutual
Calculate Total Fee Increase 2022			\$67,200	Third Mutual

Attachment 2 – Organizational Chart



MA ORG CHART – 10/18/21

CURRENT – 15 POSITIONS FILLED  
VACANT – 2 POSITIONS VACANT (O.S. Position)  
16 TOTAL POSITIONS

INCLUDES 6 OPERATIONS SPECIALIST POSITIONS

## Attachment 3 – Revised Fee Schedule



### Alteration Fee Schedule

All alterations require an approved HOA Mutual Consent from Manor Alterations before work can commence.

Alterations may also require a City Permit as indicated below.

For items not listed, please contact Manor Alterations at (949) 597-4616 or [alterations@vmsinc.org](mailto:alterations@vmsinc.org)

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans.

Unauthorized Alteration Fee	\$350
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Variance Processing Fee	\$662
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (Standard, Less than 54")	Yes
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences (Less than 84") and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carpport)	No
Shades (Roll-up)	No

Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (New Installation through Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer (New Installation)	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$70
\$751 to \$2,000	\$108
\$2,001 to \$4,000	\$235
\$4,001 to \$6,000	\$392
\$6,001 to \$8,000	\$549
\$8,001 to \$10,000	\$706
Above \$10,000	\$980

\*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

\*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

## **Attachment 4 – Resolution 01-21-XX**

### **RESOLUTION 01-21-XX**

#### **Alteration/Variance Processing Fee Policy**

**WHEREAS**, alteration and variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the Board; and

**WHEREAS**, in order to offset administrative costs associated with processing variance requests, which is often followed by multiple re-submittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105; and

**WHEREAS**, the Mutual currently charges a \$50 fee for a Mutual Consent and a \$150 fee for a Variance; and

**WHEREAS**, the new Alteration Fee Schedule increase to better align the fees with the administrative time it takes to process each task.

**WHEREAS**, the Board realizes that the current fee schedule does not appropriately cover staff time;

**NOW THEREFORE BE IT RESOLVED**, October 21, 2021, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting; the Variance request processing fee will increase to \$662, the Alteration processing fee will increase to \$50, the Unauthorized Alteration Fee will increase to \$350, the Revised Inspection Fee Schedule will be adopted; and

**RESOLVED FURTHER**, October 20, 2017, that Resolution 03-17-120 adopted October 20, 2017 is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the resolution.





## **STANDARD 30: WATER HEATER RELOCATION**

MAY 1996

REVISED SEPTEMBER 2003, RESOLUTION 01-03-132

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

REVISED DECEMBER 2019, RESOLUTION 01-19-103

**POTENTIAL NEW STANDARD FOR WATER HEATER**

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

**2.1** Water heaters located outside of the unit must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Cabinets shall be painted on all sides (inside and out). Future costs for the maintenance of the cabinet will be at Mutual member's expense.

**2.2** All storage cabinets will be constructed per standard plan drawings available at the ~~Permits and Inspections Office~~ ~~In the Community Center.~~  
**Manor Alterations.**

The cabinets are designed to conceal a single water heater. Any deviation from the Standard Plan, such as to allow for a water softener, must have approval from the ~~Permits and Inspections Office~~ and meet all other existing Mutual Standards.

**Manor Alterations.**

**2.3** Water heaters located outside of the unit must respect the view of an adjacent unit. The Permits and Inspections Office must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to Mutual Consent for the alteration being issued.

**2.4** All exterior water heaters will be placed on a concrete pad, or approved equal.

**2.5** All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.



- 2.6 No units will be located on the exterior of the dwelling unit except as outlined in this section.
- 2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed per current Uniform Building Code and Uniform Plumbing Code. Drain line should lead directly to exterior of building. Certain relocations may be permitted to drain to a smitty pan, only with prior approval from the Permits and Inspections Office.
- 2.8 All exterior water heaters are required to be wrapped in a R-11 insulated blanket or equal.
- 2.9 All installations shall meet code regulations for adequate earthquake strapping.

### 3.0 **PLUMBING**

- 3.1 All plumbing supply and distribution lines will be of Type L copper. No galvanized or plastic pipe fittings will be allowed.
- 3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe.
- 3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.
- 3.4 All penetrations through exterior walls shall be completely sealed and water-tight.
- 3.5 Any new or replaced water heater tank that ~~is installed~~ **is installed** at time of relocation, will be 100% at the Mutual member's expense.

**EXCEPTION:** Any existing tank exceeding the serviceable life (10 year Lifecycle Program) of the water heater, as set by the Mutual, will be replaced by the Mutual at no cost to the resident

### 4.0 **ELECTRICAL**

- 4.1 All exterior conduit placement must first be approved by the ~~VMS Permits and Inspections Office.~~ **Manor Alterations.**



**4.2** All installations shall meet electrical codes.

**4.3** Dimensions shown on the enclosure detail are an approximate. Depending on the size of the water heater and the R-11 blanket, the dimensions may be larger.

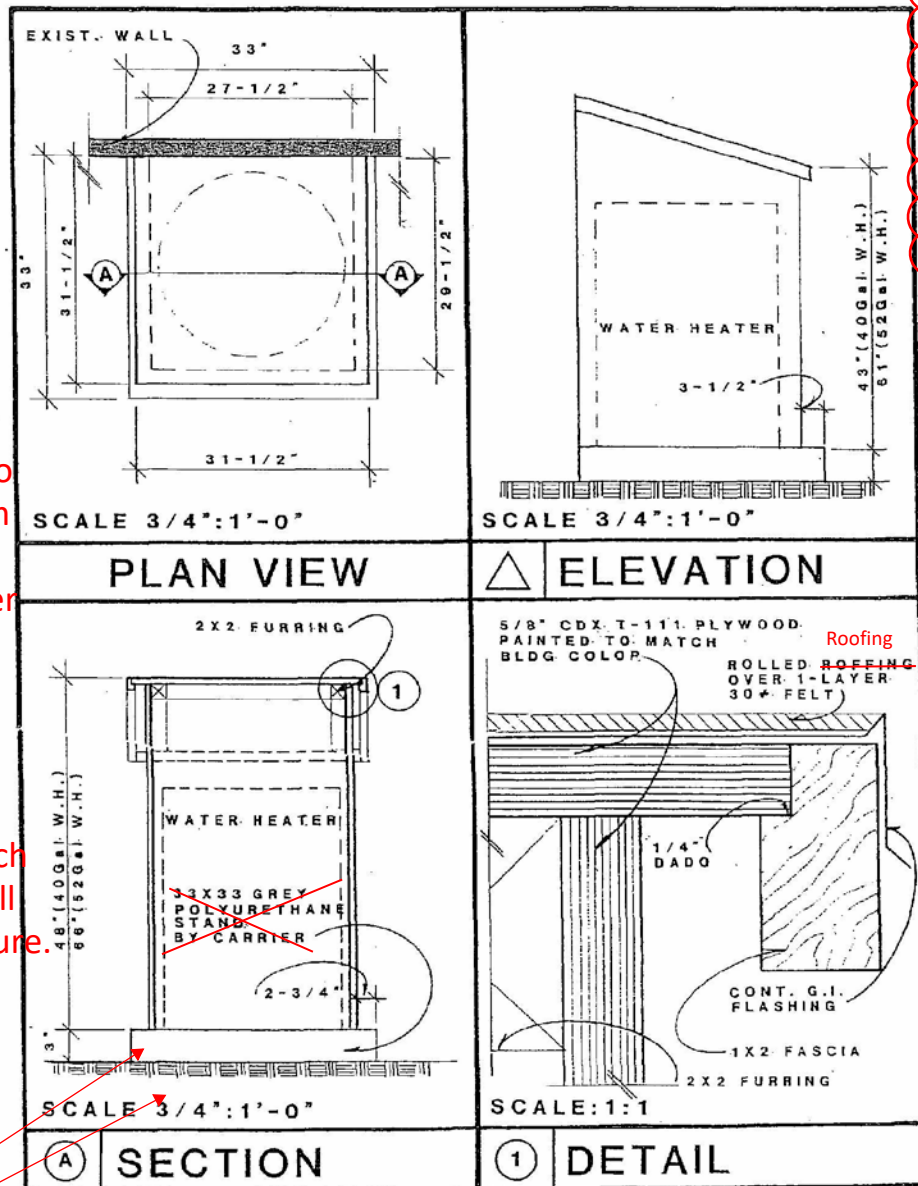
## **5.0 STRAPPING**

**5.1** All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion per the current edition of the Uniform Building Code.

## **6.0 LANDSCAPING**

**6.1** The member shall make arrangements with VMS Landscaping to confirm and/or re-route all sprinkler irrigation heads so that irrigation water does not contact the new water heater enclosure. The member shall bear all cost associated with any revision to the Common Area sprinkler system. Verification of the sprinkler system conformity to this paragraph shall be made in writing to Manor Alterations.

No reference to if the enclosure is to be locked and who is allowed access.



need sill plate dtl. and attachment to slab. Suggest "ram set fasteners at 16" O.C. min. 3 per side of 1/4" diam. x 3" long.

try to confirm clear ht. on which water heater will fit in the enclosure.

Alternatives to the 5/8" CDX could be:  
1. 7/8" Stucco veneer.  
2. Composite siding.  
LOOKING FOR ALTERNATIVES HERE.

Arch. roofing spec is more attractive it could match building roofing.

\*All framing, blocking, & plates to be 2X4 pressure treated wood material. No untreated wood material is allowed.

Typically it is preferred to have a 4" concr. slab of 2,000 psi conc., w/ 8X8 W.W.F., and an 8" deep by 12" wide perimeter footing. Slab over 4" sand or aggregate base material on 24" compacted sub-grade.

Details do not show access door, hardware, or conc. pad alternative. this should be provided w/ dtl.

ATTACHMENT 3  
WATER HEATER STANDARD REVISION

The exterior siding panels come in multiple textures. It still needs to be painted.

<https://www.jameshardie.com/products>



**HARDIE® TEXTURED PANELS**  
**KNOCKDOWN**

Add a rough-textured, stucco look using the Knockdown finish. Shiplap joints create v-grooved architectural lines on your home to add visual interest. Panels can be installed vertically or horizontally to achieve a variety of designs.



**AVAILABLE SIZES**

THICKNESS:	0.312"	
LENGTH:	120"	144"
WIDTH:	48.197"	48.197"
	96"	
	48.197"	

Request a Sample >

Review this knockdown textured panel with compatibility with existing building  
thickness: .312"  
length: 120" 144"  
widths: 48.197" 48.197"

96"  
48.197"



**HARDIE® TEXTURED PANELS**  
**SMOOTH SAND**

Smooth Sand has a fine-textured, smooth, and consistent finish for a sleek look. Shiplap joints create V-grooved, architectural lines to add visual interest. Panels can be oriented horizontally or vertically to achieve a variety of designs.



**AVAILABLE SIZES**

THICKNESS:	0.312"	
LENGTH:	120"	144"
WIDTH:	48.197"	48.197"
	96"	
	48.197"	

Request a Quote >

Request a Sample >