



OPEN SESSION

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

**Thursday, December 16, 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 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 – November 18, 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. Demolition Permit – Potential Adjustment to Mirror City Policy (Attachment 2, PDF Page 9)
10. ACM: Legal Involvement Progress & Dual Mutual Involvement – Update from Chairman
11. Technology Update – Initial Online Permit Launch

Items for Future Discussion:

12. Website Revisions for Manor Alterations

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting – Thursday, January 20, 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, November 18 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: Anthony Liberatore, Pat English

COMMITTEE MEMBERS ABSENT: Neda Ardani, Reza Bastani, Pearl Lee

ADVISORS PRESENT: Dick Rader

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Gavin Fogg

1. Call to Order

Acting Chair Pat English called the meeting to order at 9:32 AM.

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

Agenda was approved via consensus.

4. Approval of Meeting Report for October 21, 2021

The committee approved the agenda as presented by consensus with an edit requested regarding the meeting title date.

5. Chair's Remarks

Chair English stated she was unsure whom would ultimately chair the committee, but should have a decision made within 30 days.

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

None.

7. Manor Alterations Division Manager Update



Staff Officer Doncost updated the committee on current staffing being full, the training timelines of certain staff being reduced as they were internal transfers, and predicted that 2022 would start in a better position than 2021.

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 and highlighted the positive trend in processing requests.

Chair English asked for a brief summary as to the role of Manor Alterations (“MA”) within the community. Mr. Doncost stated that MA’s role was to process permits, as well as preside over changes within VMS as it relates to standards or architectural changes.

Chair English inquired if the volume of standard alterations were increasing, and Mr. Doncost conformed this to be true. MA is also experiencing an increase in variance requests, as well as requests from resales to provide expedited tasks. The Monthly Mutual Consent Report is a snapshot of current MA progress and timelines, but does not encapsulate the full scope of MA’s tasks.

Items for Discussion

9. News Bulletin Topics – CVP Preparation

Mr. Doncost explained that the MA News Bulletin was a media device that allows MA to post notices of change directly to the community. The Contractor Violation Policy (“CVP”) that was approved within United was a main focus of a recent bulletin in order to bring contractors into alignment. MA is committed to transparency to the vendors who work within the community, and this bulletin is an effective tool to achieve this.

Pres. Liberatore inquired as to the “architectural” aspects of the committee and MA. Mr. Doncost thanked Pres. Liberatore for highlighting this facet of MA, stating that there was a desire to revisit this element of MA, but the overwhelming utilitarian needs of MA processing permits has held focus. Pres. Liberatore highlighted that many other retirement communities exist nearby, and by neglecting the changing trends of aesthetics and architecture, potential future members may be dissuaded from selecting Laguna Woods Village.

10. Water Heater Enclosures - Update

Mr. Doncost stated that in the interest of mutuals being aligned, he wanted to update the United ACSC with potential developments within Third.



Chair English asked about the location of the water heaters in both mutuals, and Mr. Doncost confirmed that in Third Mutual, the water heaters are located outside.

11. ACM: Legal Involvement Progress & Dual Mutual Involvement – Update from Chairman

Mr. Doncost summarized the ongoing discussion between both mutuals, the responsibility matrix that had been generated and distributed, and at this time, MA was seeking direction as to how each mutual wished to proceed around ACM.

Pres. Liberatore inquired if ACM was a point of concern for variance requests, and Mr. Doncost confirmed that ACM would only be a factor during demolition. Currently MA is trying to determine the level of involvement that MA should participate in regarding all ACM.

Chair English asked for confirmation regarding the safety of asbestos present within the community. Mr. Doncost confirmed that if asbestos is encapsulated it poses no threat, but all releases within a certain size must be permitted with AQMD. Advisor Rader confirmed that according to legal precedent, a governing agency such as AQMD could cull all records relating to ACM within LWV. Given the legal oversight, it would be ideal to connect and work together with Third in this matter. Pres. Liberatore pledged to connect with Chair Mutchnick of Third ACSC.

Items for Future Discussion:

12. News Bulletin Topics

Concluding Business:

13. Committee Member Comments

Pres. Liberatore commented on the asbestos discussions, specifically its legal ramifications and the need for clear documentation. Mr. Doncost mentioned that someone in Third Mutual may have a contact regarding legal concerns.

Chair English stated that the goal was not to increase liability, and Mr. Doncost suggested an informal joint meeting to confirm how each mutual wished to proceed.

14. Date of Next Meeting – Thursday December 16, 2021 9:30 AM

15. Adjournment – 10:30 AM

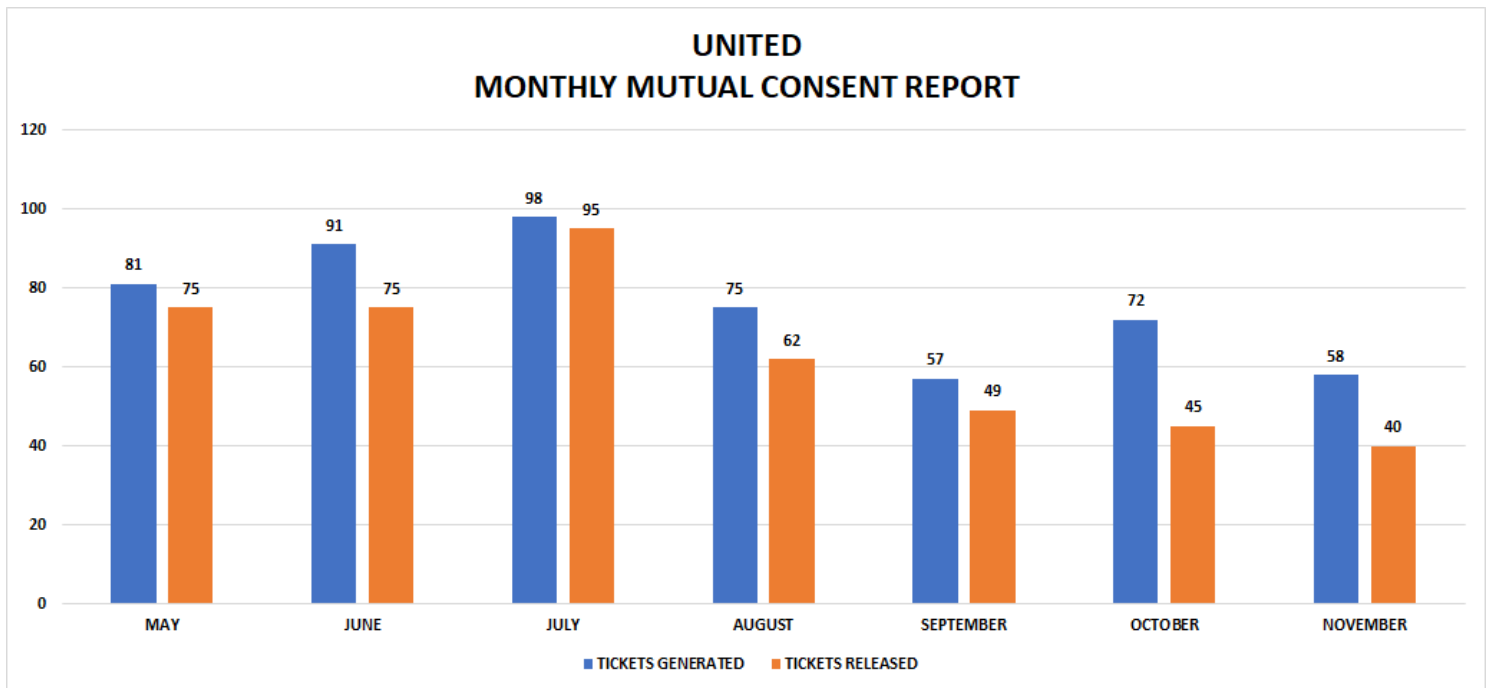
X _____

Pat English, Acting Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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Average Numbers:

Phone in-take: received per day / responded to per day =
25 - 30 Received per day / 25 - 30 Responded per day

E-mail in-take: received per day / responded to per day =
50 – 60 Emails per day / 50 - 55 Responded per day

Counter Appointments: total for November/average per day =
52 In-Person Appointments in November/ 1 - 2 Appointments per day

Permit Release Timeline:

Class I Permits = 15 - 20 Business Days
Class II Permits = 15 - 20 Business Days
Class III Permits = 15 - 90 Business Days

Permitless Alterations:

July = 9
August = 19
September = 9
October = 8
November = 9

Current Cumulative Total of all Approved Permitless Alterations = 106

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CITY OF LAGUNA WOODS

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULE 1403 INFORMATION

California Health and Safety Code Section 19827.5 requires permit applicants to provide notification, as required by South Coast Air Quality Management District (SCAQMD) Rule 1403, prior to obtaining a demolition permit. The Rule 1403 Notification Form is available on SCAQMD's website at:

<http://www.aqmd.gov/home/regulations/compliance/asbestos-demolition-removal/r1403-web-app>

SCAQMD Rule 1403 Section (d)(1)(A) generally requires that a California State Certified Asbestos Consultant who is certified by the California Department of Industrial Relations' Division of Occupational Health and Safety (Cal/OSHA) perform an asbestos survey prior to any demolition or renovation work (see definitions below), in accordance with all applicable federal, state, and local laws and regulations.

State law also requires that a California State Certified Asbestos Contractor who is certified by Cal/OSHA perform all asbestos abatement work in accordance with all applicable federal, state, and local laws and regulations.

The City is unable to waive these requirements of state law. SCAQMD can be reached at (909) 396-2336.

"Demolition" means the wrecking, or taking out, of any load-supporting structural member of a facility or structure and related handling operations, or the intentional burning of any facility. This means that if you remove as little as one (1) two-by-four from a load-bearing wall, it is considered a demolition. Other examples of load-bearing members include foundation, slab, rafters, porch pillars, etc.

"Renovation" means the altering of a facility or the removing or stripping of one or more facility (structure) components in any way, including but not limited to, the stripping or removal of asbestos-containing material from facility components, retrofitting for fire protection, and the installation or removal of heating, ventilation, and air conditioning (HVAC) systems.

At Permit: **IF THE ASBESTOS SURVEY FOUND NO ASBESTOS PRESENT IN THE PROPOSED WORK AREA AND THIS**
ASC Form **PROJECT IS A "RENOVATION" WITH NO "DEMOLITION"**, you are required to complete and submit the Asbestos Survey Certification (ASC) Form with certification by a California State Certified Asbestos Consultant (see page 2), prior to City permit issuance.

At Permit: **IF THE ASBESTOS SURVEY FOUND NO ASBESTOS PRESENT IN THE PROPOSED WORK AREA AND THIS**
1403 Form **PROJECT INCLUDES "DEMOLITION"**, you are required by state law to provide the City with a copy of the Rule 1403 Notification Form on or after the 15th day from the date that it was filed with SCAQMD. The City is unable to issue a demolition permit until the form is provided and 15 days have passed from its filing.

At Permit: **IF THE ASBESTOS SURVEY FOUND "LESS THAN 100 SQUARE FEET" OF ASBESTOS PRESENT IN THE**
ASC Form **PROPOSED WORK AREA AND THIS PROJECT IS A "RENOVATION" WITH NO "DEMOLITION"**, you are
Prior to required to complete and submit the Asbestos Survey Certification (ASC) Form with certification by a
Inspection: California State Certified Asbestos Consultant (see page 2) prior to City permit issuance. Once all asbestos
Proof of removal is complete, and prior to scheduling a City inspection, you must submit proof of asbestos removal
Removal by a California State Certified Asbestos Contractor prior to scheduling a City inspection.

At Permit: **IF THE ASBESTOS SURVEY FOUND "100 SQUARE FEET OR MORE" OF ASBESTOS PRESENT IN THE**
1403 Form **PROPOSED WORK AREA AND THIS PROJECT INCLUDES "RENOVATION" AND/OR "DEMOLITION"**, you are
Prior to required by state law to provide the City with a copy of the Rule 1403 Notification Form on or after the
Inspection: 15th day from the date that it was filed with SCAQMD. The City is unable to issue a demolition permit until
Proof of the form is provided and 15 have passed from its filing. Once all asbestos removal is complete, and prior
Removal to scheduling a City inspection, you must submit proof of asbestos removal by a California State Certified
Asbestos Contractor prior to scheduling a City inspection.

At Permit: **IF THE PROJECT INCLUDES "DEMOLITION", IRRESPECTIVE OF ASBESTOS PRESENCE**, you are required by
1403 Form State law to provide the City with a copy of the Rule 1403 Notification Form on or after the 15th day from
the date that it was filed with SCAQMD. The City is unable to issue a demolition permit until the form is
provided and 15 days have passed from its filing.

**This form is reproduced by the approval of the City of Laguna Woods at time of permit issuance. It is also to be signed by the Applicant upon Mutual Consent application and archived in Manor Alterations records.*



MANOR: _____

DATE: _____

Laguna Woods Village®

ASBESTOS SURVEY REPORT CHECKLIST

Rev 7/15/16

Inspection Date:	Notification #:	Survey Purpose	Limited Survey	Thorough Survey
Contractor Name:		Class ID#:	Contact Name:	Phone:
Site Address:			City:	State: Zip:
Survey Conducted By:			Phone:	Class ID#:

Rule 1403	Asbestos Survey Documentation Requirements*	40CFR763	In Compliance	Misc.
d1A	Thoroughly inspected the facility for ACM and assumed ACM where the demolition/renovation will occur	85a	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d1A	Identified all friable and nonfriable types of ACM and assumed ACM	85a4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d1Ai	Quantified all the friable and nonfriable ACM and assumed ACM		<input type="checkbox"/> Yes <input type="checkbox"/> No	
-	Submitted a CAC signed survey report with the company logo/headings and contact information	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(I)	Documented the name, address and phone # of the person(s) that performed the inspection(s)	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(II)	Documented the OSHA certificate # of the person(s) that performed the inspection(s)	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(III)	Documented the dates the survey was performed	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(IV)	A listing of all suspected materials containing any asbestos, a listing of all samples collected, and a sketch of where the samples were taken	85a4viB	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(V)	Documented the name, address and phone # of the lab used for sample analysis	87d	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(VI)	Documented the NVLAP approval # of the lab used for sample analysis	87a	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(VII)	Documented the sampling protocols (763.86) and lab test methods used for asbestos analysis (763.87)	86 & 87	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(iii)(VIII)	Described the facility included any structural damage (fire, demo, partial reno, etc)	-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv	Provided proof of Cal/OSHA certification as a Certified Asbestos Consultant (CAC)	85a4viA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
h1	Sampled the suspect ACM in accordance with the AHERA inspection protocol	86	<input type="checkbox"/> Yes <input type="checkbox"/> No	
-	Assessed the ACM condition for damage type and rating in percent	88b&c	<input type="checkbox"/> Yes <input type="checkbox"/> No	
h2	Analyzed samples at a NVLAP lab by PLM or SCAQMD Method 300-91	87	<input type="checkbox"/> Yes <input type="checkbox"/> No	
-	Included a table summary of findings listing all ACM and non-ACM materials	85a4viB	<input type="checkbox"/> Yes <input type="checkbox"/> No	

* Please see 40CFR763 Subpart E, B&P7180, and R1403d1A for minimum survey requirements

Comment:			
Reporting Inspector:	Date:	Reviewing Supervisor:	Date:

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MANOR: _____

DATE: _____

Laguna Woods Village®
MANOR ALTERATIONS

ASBESTOS SURVEY CERTIFICATION (ASC) FORM

**REQUIRED PRIOR TO PERMIT ISSUANCE IF THE SURVEY FOUND NO ASBESTOS PRESENT IN THE PROPOSED WORK AREA
OR IF THE SURVEY FOUND “LESS THAN 100 SQUARE FEET” OF ASBESTOS PRESENT IN THE PROPOSED WORK AREA.**

Permit Applicant's Name: _____

Job Site Address: _____

Laguna Woods, California 92637

Does this project include any demolition as defined by SCAQMD?

“Demolition” means the wrecking, or taking out, of any load-supporting structural member of a facility or structure and related handling operations, or the intentional burning of any facility. This means that if you remove as little as one (1) two-by-four from a load-bearing wall, it is considered a demolition. Other examples of load-bearing members include foundation, slab, rafters, porch pillars, etc.

(check only one) ☐ No ☐ Yes – if “yes,” **STOP**; this form does not apply to you. Please refer to page 1.

Work Area: Describe all materials that would be affected by renovation.

(Check all that apply; list all others. Attach additional pages as necessary.)

☐ Acoustic Ceiling ☐ Drywall ☐ Ducting ☐ Fire Proofing ☐ Floor Tiles (VAT) ☐ Resilient Floor Covering

☐ Insulation ☐ Linoleum ☐ Mastic ☐ Plaster ☐ Roofing ☐ Stucco ☐ Transite ☐ Cement

TO BE COMPLETED BY A CALIFORNIA STATE CERTIFIED ASBESTOS CONSULTANT:

I, the undersigned, certify that I have personally conducted an asbestos survey of the work area described above, in full compliance with all applicable state, federal, and local laws and regulations, including South Coast Air Quality Management District Rule 1403, and found that *(check one)*:

☐ no asbestos is present. **OR** ☐ less than 100 square feet of asbestos is present.

I certify under penalty of perjury that the foregoing is true and correct to the best of my knowledge, and that I am a California State Certified Asbestos Consultant in good standing holding the California Department of Industrial Relations' Division of Occupational Health and Safety (Cal/OSHA) (DOSH) Asbestos Certification Number below.

California State Certified Asbestos Consultant's Name: _____

California State Certified Asbestos Consultant's Cal/OSHA (DOSH) Asbestos Certification Number: _____

California State Certified Asbestos Consultant's Signature: _____

Date: _____

**Signatures suspected of being forged or not unique
to this document will be reported to Cal/OSHA.**

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