



OPEN SESSION

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

**Thursday, February 17, 2022 – 9:30AM-11:30AM
VIRTUAL ZOOM 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. 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.

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 – January 20, 2022
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)

Variance Requests:

- A. Variance Request – 81-C Calle Aragon (Madrid, 4) Room Addition on the Existing Exclusive Area Front Patio, Bathroom Addition, and Enclosed Atrium (PDF Page 9)
- B. Variance Request – 861-Q Ronda Mendoza (Castilla, HH08_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras (PDF Page 27)

Items for Discussion:

9. ACM: Legal Involvement Progress & Dual Mutual Involvement
10. Technology Update – Automated Reminders & Permitless Alterations Notifications
11. City of Laguna Woods & Manor Alterations Meeting

Items for Future Discussion:

12. TBD



Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting – Thursday, March 17, 2022 at 9:30AM
15. Adjournment



OPEN MEETING

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

Thursday, January 20, 2022 - 9:30 AM-11:30AM
Laguna Woods Village Community Center (Virtual Meeting)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Anthony Liberatore, Reza Bastani, Cash Achrekar

COMMITTEE MEMBERS ABSENT:

ADVISORS PRESENT:

STAFF PRESENT: Robbi Doncost, Lauryn Varnum

1. Call to Order

Chair Liberatore called the meeting to order at 9:30AM. A brief recess of 10 minutes was called until the remaining members of the committee could join. The meeting resumed at 9:45AM.

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

Approved by consensus.

4. Approval of Meeting Report for December 16, 2021

No meeting report due to previous meeting being canceled.

5. Chair's Remarks

None.

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

None.

7. Manor Alterations Division Manager Update

Staff Officer Gavin Fogg updated the current status of the Manor Alterations staffing. Over the past weeks, an above average amount of call-outs occurred due to sickness. However, the staff positions are completely filled.



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

No comments.

Variance Requests:

A. Variance Request - 2048-C (Valencia, FG04_1) Two 7' High Sliding Glass Doors into the Atrium

Staff Officer Richard DeLaFuente summarized the report and the details of the variance. Director Achrekar questioned details regarding the support and the loading beam. Director DeLaFuente addressed the questions, and reminded the committee that the City of Laguna Woods will also review the permit for code compliance. The variance request was approved by consensus.

Items for Discussion

9. Demolition Permit – Potential Adjustment to Mirror City Policy

Director Fogg presented the documents and proposed the concept of negating the demolition permit, simply requiring members to complete the included forms and engaging in a process that mirrored the City of Laguna Woods policy for asbestos. Discussion ensued regarding the responsibility of payment for asbestos, including consulting. Director Bastani inquired if a Manor Alterations staff member could perform the roles of the consultant. Chair Liberatore countered that the Mutual would then incur the costs of employing a qualified person.

Mr. Doncost confirmed that Manor Alteration's role of reviewing reports can be adjusted, meaning that less staff time is devoted to review, that members can connect directly with the City and AQMD regarding asbestos legalities. Chair Liberatore volunteered to bring this discussion to the Third ACSC Chair, in the hopes of reaching a joint agreement.

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

No comments made.

11. Technology Update – Initial Online Permit Launch

Mr. Fogg discussed the creation of an online permit, discussing how members will be able to submit permits without needing to print or email large collections of paper. Manor Alterations predicts the launch will be able to occur within the calendar year.

12. Staff Report – 729-D Further Extension of MC



Mr. DeLaFuentes summarized the report and the timeline of approvals given to this Mutual Consent. Director Bastani gave his accounting of the reason for delays, including his position Manor Alterations has changed its policies during the length of the open permit which was detrimental to his plans. Director Bastani clarified that he was requesting a year extension however only a six-month extension was presented as an option due to policy.

Mr. DeLaFuentes explained that the Staff Report served as a timeline of approvals, and that this extension would be the fifth granted. He also clarified that delays incurred by contractors or the City of Laguna Woods are not the responsibility of Manor Alterations to address.

Member Dick Rader questioned the Staff Report details, asking if the extension granted through April 2022 was valid. Director Bastani claimed he had already submitted the paperwork for this extension. Mr. Fogg clarified that Director Bastani has not yet submitted the new paperwork that is required to validate his extension. Director Bastani asked what paperwork was needed and claimed to be unaware that he was required to supply any additional documents.

A motion was raised to approve the extension, the motion failed and the extension was not granted.

Items for Future Discussion:

13. Website Revisions for Manor Alterations

Concluding Business:

14. Committee Member Comments

Director Achrekar commented that Manor Alterations seems to be moving forward in a positive direction.

15. Date of Next Meeting – Thursday February 17, 2022 9:30 AM

16. Adjournment – 10:45 AM

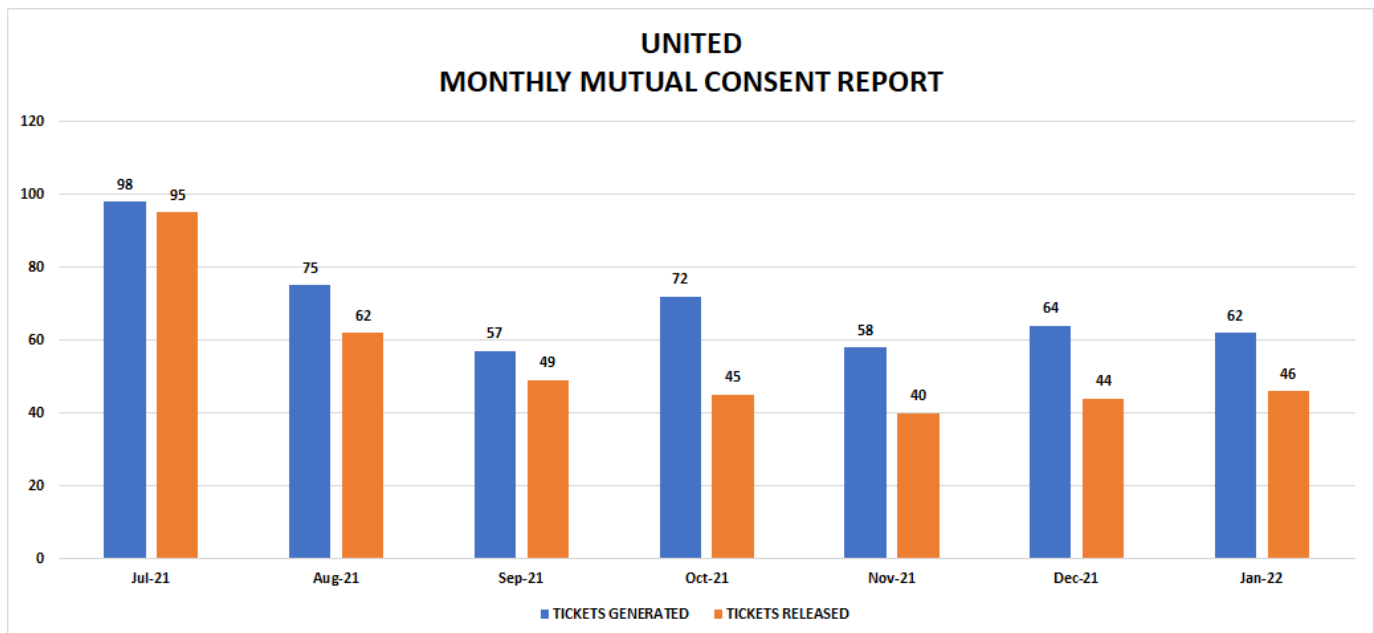
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Anthony Liberatore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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Average Numbers:

Phone in-take: received per day / responded to per day =
80 - 85 Received per day / 80 - 85 Responded per day

E-mail in-take: received per day / responded to per day =
45 - 50 Emails per day / 35 - 45 Responded per day

Permit Release Timeline:

Class I Permits = 5 - 10 Business Days
Class II Permits = 5 - 12 Business Days
Class III Permits = 45 - 90 Business Days



PERMITLESS ALTERATION SUMMARY

** As of February 10, 2022*

ALTERATION CLASSIFICATION	CLASS 1	CLASS 2
Bath Faucets/Sinks/Countertops		7
Ceiling Fan & Light Fixtures	1	3
Central & Split System AC/Heat Pump	19	1
Dishwasher	9	4
Faucet/Sink/Garbage Disposal	9	2
In-wall Heat Pump/AC	45	
Kitchen Cabinet Doors & Fronts	1	2
Kitchen Countertop & Backsplash	7	6
Microwave	4	1
Refrigerator	3	2
Shower & Tub Enclosure	2	
Stove/Oven	1	2
Toilet/Commode		
Vanity	3	5
TOTAL	104	35

Current Cumulative Total of all Approved Permitless Alterations = 139



STAFF REPORT

DATE: February 17, 2022
FOR: United Architectural Control and Standards Committee
SUBJECT: Variance Request: Ms. Colleen Hey of 81-C Calle Aragon (Madrid, 4) Room Addition on the Existing Exclusive Area Front Patio, Bathroom Addition, and Enclosed Atrium.

RECOMMENDATION

Staff recommends the United ACSC approve the request for a room addition on the existing exclusive area front patio, bathroom addition, and enclosed atrium, with the conditions stated in Appendix A.

BACKGROUND

Ms. Colleen Hey of 81-C Calle Aragon, a Madrid style manor, requests Board approval of a variance for a room addition on the existing front patio, bathroom addition, and enclosed atrium.

Due to there being no existing Standard for the multiple components of this remodel on a 4 (Madrid) floor plan, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

DISCUSSION

Ms. Colleen Hey is proposing to add a room addition on the existing front patio, a bathroom addition, and enclose the atrium.

The 11'-8" x 6'-0" room addition on the patio will consist of the removal of the wall with the existing entry doors and window, pouring a new concrete slab with footing support to raise the floor to match the rest of the unit and installing a new wood framed wall with stucco with entry double doors and sidelites, to align with the front edge of the storage room. Finish and paint are to match the existing wall. Walls and ceiling will be insulated. This will add approximately 70 square feet to the unit.

The reconfiguration of the existing bathroom walls will allow the addition of a powder room adjacent to bedroom 2. The two powder rooms will be joined by a walk-in shower room in a Jack-and-Jill bathroom configuration. The addition of a powder room for this unit is addressed by Standard 17, but the layout is substantially different.

The atrium will be mostly enclosed, leaving a 3'-0" x 4'-6" (13.5 square feet) light well for a bedroom 2 egress window. This light well will be required to remain open to the sky. With the removal of two of the structural walls around the atrium and part of the kitchen wall, a new dining area (approximately 67 square feet) adjoining the kitchen will be created. The enclosed atrium for this unit is addressed by Standard 15, but the layout is substantially different.

The plan indicates a wooden patio cover on the patio. Wood is not an acceptable material for the patio cover. The patio cover shall comply with Standard 20.

The portion of the existing slab(s) to be occupied by the room addition(s) shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. An overpour will not be allowed.

Structural drawings will be submitted for review prior to issuance of the Mutual Consents for Demolition and Alteration. Specifically, cutting of roof trusses to accommodate the addition will not be allowed. The existing trusses are to remain intact. Additionally, the structural tie-in of the additions shall be addressed on the structural drawings.

Currently, there is one open Mutual Consent for Unit 81-C, which is in reference to this variance. This variance was required due to the scope of work for the Mutual Consent for Alteration differing from the original scope of work identified on the Mutual Consent for Demolition. Demolition is currently under construction and mostly complete, short of demolition of the structural and utility systems.

As part of the remodel, the existing plumbing lines need to meet size and slope fall of current code to accommodate any additional loads from new appliances and fixtures.

Staff recommends approval from the Board regarding the variance request for the following reasons. The Member has submitted architectural drawings for the proposed alteration for review. As indicated on the plans, additions are contained by the original construction exclusive-use common area limits as shown in Appendix B. The remodel should not cause a significant change to existing drainage, landscaping, or similar issues related to common area maintenance.

A City of Laguna Woods building permit final would verify compliance with all applicable building codes.

A Neighbor Awareness Notice was sent to Units 81-A, 81-B, and 81-D on February 8, 2022 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 81-C.

Prepared By: Richard de la Fuente, Alterations Inspector II

Reviewed By: Gavin Fogg, Inspections Supervisor
Robbi Doncost, Manor Alterations Manager
Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Appendix A: Conditions of Approval
Appendix B: Unit Record Plan
Attachment 1: Scope
Attachment 2: Variance Application
Attachment 3: Photos
Attachment 4: Aerial Photos

APPENDIX A CONDITIONS OF APPROVAL

CONDITIONS OF APPROVAL

Manor: 81-C Calle Aragon

Variance Description: Room Addition on the Existing Front Patio, Bathroom Addition, and Enclosed Atrium

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

Manor-Specific Conditions:

A. General Comments:

- A.1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.2. The Member shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
- B.2. Wood is not an acceptable material for patio covers. The patio cover shall comply with Standard 20.
- B.3. The portion of the existing slab(s) to be occupied by the room addition(s) shall be demolished and replaced with a new slab, footings, and moisture barrier per the current building code, to match the existing interior floor slab elevation. An overpour will not be allowed.
- B.4. Cutting of roof trusses to accommodate the addition will not be allowed. The existing trusses are to remain intact. Additionally, the structural tie-in of the additions shall be addressed on the structural drawings.

APPENDIX A CONDITIONS OF APPROVAL

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- C.4. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.
- C.5. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

APPENDIX A CONDITIONS OF APPROVAL

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 81-C, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department , and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department , and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 81-C and all future Mutual Members at 81-C.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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- G.5. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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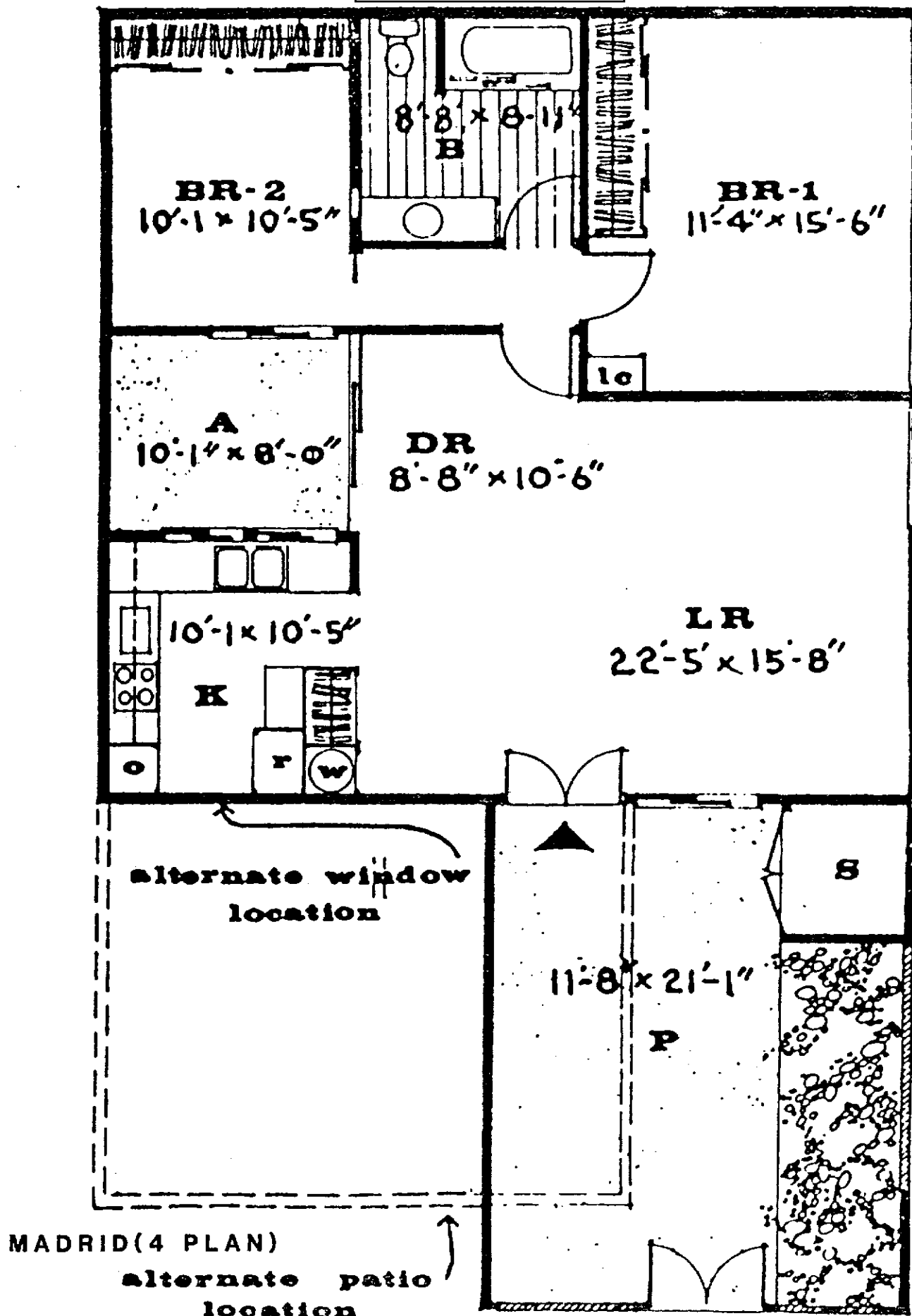
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to,

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

- G.22. Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

APPENDIX B
RECORD PLAN





ATTACHMENT 2
APPLICATION

MANOR # 81-C

☒ ULWM

☐ TLHM

Variance Request Form

SA

Model: Madrid	Plan:	Date: 11/18/2021
Member Name: Colleen Walsh Hay	Signature	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: MacEachern Company	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: <small>(to be used for official correspondence)</small> 81-C Calle Aragon, Laguna Woods, CA 92637		

Description of Proposed Variance Request ONLY:

Bathroom remodel - remove closet in Master Bdrm. Add 1/2 bath with toilet and vanity. Install 2nd vanity for 1/2 bath for bedroom #2. Remove tub and replace with walk-in shower. Add linen cabinet. Atrium Enclosure: Expand kitchen & dining area, remove 10 LF of kitchen /atrium wall & 8 LF of dining room slider wall. Allow for 4 1/2 ft. by 3 ft. open area in atrium for egress. Install 3 ft x 5ft window from enclosed atrium to bedroom #2 (see plan). Bump out addition into patio area. Remove 11'8 LF of entry door and window and build new stud wall with new entry double door out 6 feet parallel to storage cabinets under existing manor roof (see plan).

Dimensions of Proposed Variance Alterations ONLY:

Bathroom 16 ft x 8 ft for total of 128 sq ft.

Atrium: New enclosed area 66.5 sq ft.

Bumpout entry addition - 11'8": x 6' = 70.8 sq. ft.

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

Alteration Variance Request	Complete Submittal Cut Off Date:
Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____

v.1.18

ATTACHMENT 2
APPLICATION

Dear Committee,

November 18, 2021

I have lived in 81-C for 11 years. No upgrades have been made to the unit since originally built. I am asking the board to please consider my remodel to include:

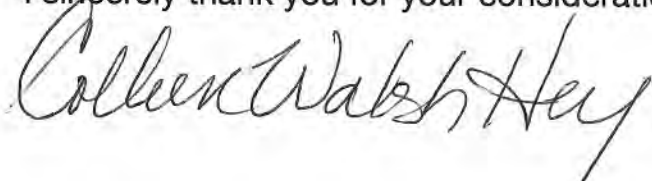
- Adding a powder room with a usable shower access for a guest without taking up room and cost for a second shower.
- Reduce the space of the atrium inside my dining area which in turn will keep the energy costs down and still allow the second bedroom to have an outside window as it does now. It will also allow for more living and kitchen space.
- The front door to be moved out, using the existing roof overhang, so the patio storage will become a much needed indoor clean storage. No structural change to the roof is needed. My patio is surrounded by 8 foot walls with a locked gate so I will not be encroaching on anyones common area.

The abatement has been completed removing ALL asbestos from the ceiling to the studs to the slab floor. All the plumbing, electrical, heating, insulation, windows, doors and appliances will be updated and upgraded to meet the challenge for our warmer climate and reduced water consumption. This work is being done by a highly skilled and reputable contractor with a top notch crew who has worked in Laguna Woods for over 23 years.

On a personal note, my grandparents purchased 81-B over 35 years ago. In 1998 my parents purchased the unit from them and did a complete remodel (as I am now requesting for 81-C). My parents, Doris and Joe Walsh, lived a full wonderful life here in Laguna Woods. My sister and brother-in-law purchased that same unit in 2016. My connection with Laguna Woods is long in family history.

I have put much thought and time throughout the years in reviewing all possibilities from other allowed remodels in the community. As you can see from the furnished plans this unit will bring added value to the community and a beautiful, functioning home for my husband and myself for many years to come. I look forward to passing it down when my daughter will be able to enjoy all what Laguna Woods has to offer.

I sincerely thank you for your consideration.



ATTACHMENT 3
PHOTOS



SIDE ELEVATION



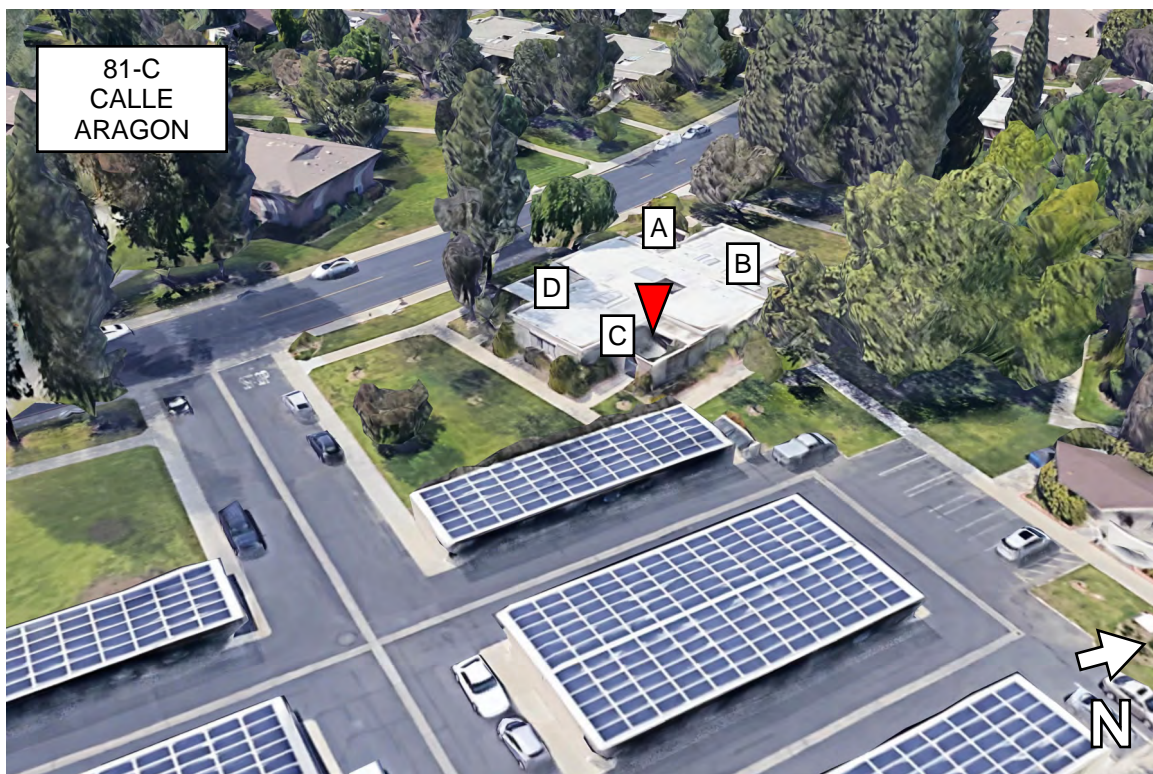
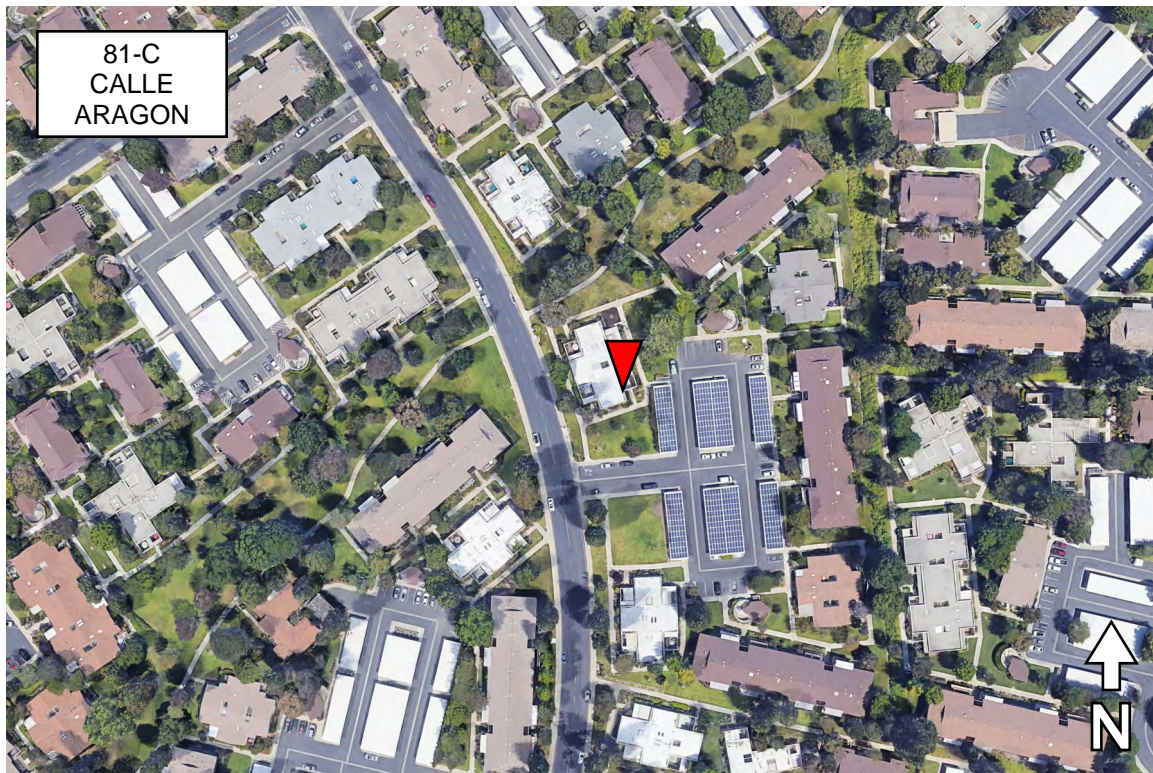
FRONT ELEVATION

ATTACHMENT 3
PHOTOS



EXISTING ENTRY WITH DEMOLISHED SLAB

ATTACHMENT 4 AERIALS



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STAFF REPORT

DATE: February 17, 2022
FOR: Architectural Control and Standards Committee
SUBJECT: Variance Request: Mr. David Myszko of 861-Q Ronda Mendoza (Castilla, HH08_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras

RECOMMENDATION

Staff recommends the United ACSC approve the request for the installation of (3) exterior battery-operated security cameras with the conditions stated in Appendix A.

BACKGROUND

Mr. Myszko of 861-Q Ronda Mendoza, a Castilla style manor, requests Board approval of a variance for the installation of (3) exterior battery-operated security cameras.

Due to the potential impact on neighbors and the effect on Mutual property, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

DISCUSSION

Mr. Myszko is proposing to install (3) exterior battery-operated security cameras.

The resident has provided a plan of the proposed mounting positions for the security cameras. The cameras will cover the main entry approach, the balcony, and the bedroom windows. The cameras shall be mounted per the manufacturer's recommendations.

One potential issue is the nuisance of the siren function of the security cameras. To comply with Article 5 of the Occupancy Agreement regarding nuisance noise, the siren function of the camera system shall be required to be disabled.

There are no open Mutual Consents for this manor.

Staff recommends approval of this request due to finding the proposed camera positions and angles not to be invasive towards the separate interests of the neighbors.

A Neighbor Awareness Notice was sent to Units 854-Q, 854-P, 861-P, 866-A, and 866-N on May 19, 2021 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 861-Q.

Prepared By: Richard de la Fuente, Alterations Inspector II

Reviewed By: Robbi Doncost, Manor Alterations Manager

ATTACHMENT(S)

Appendix A: Conditions of Approval
Attachment 1: Scope
Attachment 2: Variance Application
Attachment 3: Photos
Attachment 4: Aerial Photos

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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CONDITIONS OF APPROVAL

Manor: 861-Q

Variance Description: Install (3) exterior battery-operated security cameras

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

Manor-Specific Conditions:

A. General Comments:

- A.1. The security cameras shall be aimed or positioned to the greatest extent possible to avoid directly viewing inside windows and/or private or enclosed exclusive-use common areas of adjacent manors.
- A.2. The alarm/siren function of the security camera system shall be disabled and remain disabled to prevent nuisance noise events, in compliance with Article 5 of the Occupancy Agreement for United Mutual regarding nuisance noise.

B. Materials and Methods:

- B.1. Prior to the issuance of a Mutual Consent for Alterations, an example of the camera and its method of installation shall be provided to Manor Alterations for review and approval.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, the Member shall submit still images from the camera views of their permanent positions for review and approval by Manor Alterations staff.

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as “United Laguna Woods Mutual Color Selections” at Resident Services, located at the Community Center first floor.

See next page for General Conditions.

APPENDIX A CONDITIONS OF APPROVAL

General Conditions:

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 861-Q, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department , and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department , and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 861-Q and all future Mutual Members at 861-Q.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member shall be liable for any violation of the Mutual's Governing Documents

APPENDIX A CONDITIONS OF APPROVAL

by any invitee, including any fine, assessment or other charge levied in connection therewith.

- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting

APPENDIX A CONDITIONS OF APPROVAL

the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could

<p>APPENDIX A CONDITIONS OF APPROVAL</p>
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result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

- G.22. Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

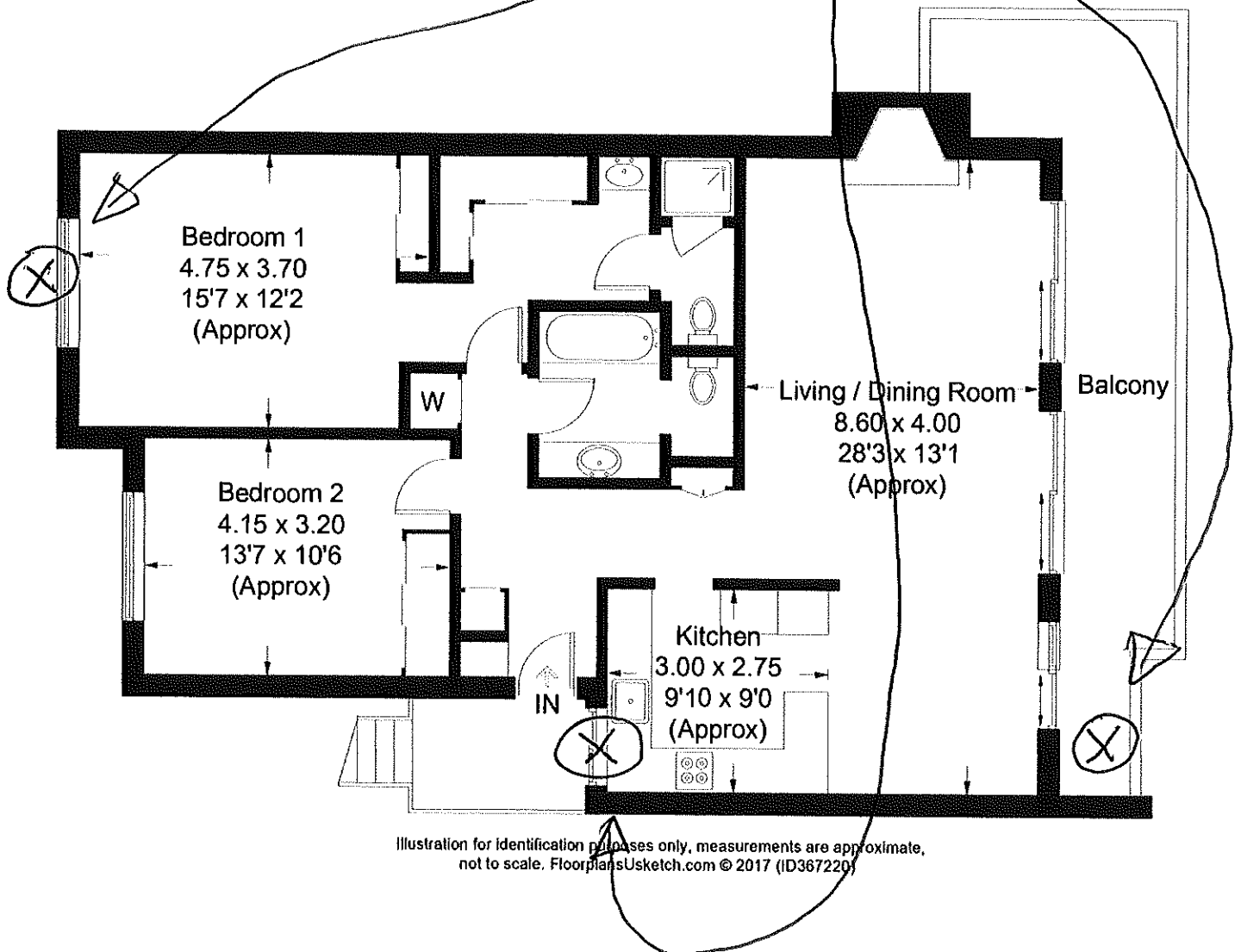
ATTACHMENT 1
SCOPE OF WORK

861-Q DAVE MYSZKO

Installation of three exterior, Battery operated (wireless) security cams with locations marked by an "X" Below.

Castilla

Approximate Gross Internal Area = 98.2 sq m / 1057 sq ft



Variance Request
861-Q Ronda Mendoza

Wireless Outdoor Security Camera

SimpliSafe’s battery-powered Wireless Outdoor Security Camera comes equipped with a built-in siren, spotlight, and more to give you absolute control over your camera—and your privacy. Whenever the camera detects motion, it will send notifications to your phone and, with Interactive Monitoring, record the event. With its state of the art facial recognition, you’ll always know who or what triggered the motion detection.

The camera also features infrared night vision, HDR video, and an easily-installed mounting bracket that attaches to the camera with a high-strength magnet.



Pricing Info

\$169.99 when sold separately

Key Features

- **1080p High Definition** Video with sound and 140 degree field of view
- **Built-in spotlight** for nighttime video
- **Night vision** with Infrared light, configurable as Auto, On, or Off
- **Three to six-month life battery power** (dependent on usage) with 5 hour charging time
- **Built-in siren** to ensure its heard inside and out of your home
- **Built-in Speaker and microphone** provides voice prompts for guided installation, and two-way audio during live video viewing
- **Facial Recognition technology** allows alerts and recording only when humans are at your door
- **Motion Detection** prompts recording and push notifications to Interactive users
- **Weatherproof** design with a temperature rating between -20° to 113° F

Requirements & Specs

- Requires an SS3 Base Station
- USB charging cord for battery
- 78.7mm x 78.7mm x 75mm
- Wi-Fi network on-site (broadcasting 2.4GHz, secured with a WPA2 password, and with active Internet connection to stream video)
- SimpliSafe Home Security App to add, manage, and view cameras
- Requires Apple iOS 12 or higher, or Android 7 or higher + 'Jelly Bean'
- Requires internet connection
- SimpliSafe Account required to register and use cameras, up to ten (10) registered Cameras per Location
- Each Camera must have an individual Subscription to record video or to respond to alarm event

*more settings on following page

Status Mode Light

Solid Yellow	Installing update
Blinking Yellow	Trying to connect to server
Solid White	Booting up
Blinking White	Ready for setup
Solid Blue	Connected, ready to record/stream
Blinking Blue	Live view/video recording in progress
Blinking Red	Unable to connect to WiFi
Quick Blinking Red	Low battery
Solid Red	Not connected to Base Station/system
Off (no light)	No power/dead battery

Camera Event Triggers

Trigger	Footage Length
Camera Motion Detected (Motion Detection setting must be ON)	10 seconds
User Recording	60 seconds
Alarm Event	180 seconds (First 30 seconds used for video verification if enabled)
Secret Alert	10 seconds
System disarmed	No recording
Duress PIN Alarm Event and System Disarmed	180 seconds
Duress PIN Alarm Event in Off Mode	180 seconds
Silent Panic Button	180 seconds

Camera Settings

Setting	Description	Options
Motion Detection	Determines whether the camera records when motion is detected	On, Off
Motion Detection Sensitivity	Determines how sensitive to motion the camera is	Low, Medium, High
Motion Activity Zones	Determines areas of the video ignored for motion detection	Customizable grid selection
Motion Type	Determines if the camera will use Facial Recognition Technology to only be triggered by human motion	People Only, All Motion
Rotate Image 180	Determines whether the camera stream/recording should be rotated 180 degrees for the viewer	On, Off
Picture Quality	Determines the quality of video stream/recording	480p, 720p, 1080p
Night Vision	Emits infrared light to allow camera to view at night.	On, Off
Spotlight	Determines whether the Spotlight is used during Night Vision Mode	Standard, Spotlight
Spotlight Brightness	When the Spotlight is enabled, determines how bright the light is	Low, Medium, High
Flash Spotlight	Determines whether the Spotlight flashes during Alarm Events	On, Off
Microphone	Determines if audio is recorded with camera video.	On, Off
Siren	Determines if a siren will sound from the camera's speaker during Alarm Events	On, Off
Status Light	LED light that indicates when the camera is recording.	On, Off
WiFi Network	Allows you to choose the WiFi network for your cameras.	N/A



ATTACHMENT 2
APPLICATION

MANOR # 861-Q

☒ ULWM ☐ TLHM

Variance Request Form

SA 861 Ronda Mendoza #Q

Model: <u>CASTILLA</u>	Plan: <u>HH08</u>	Date: <u>9-19-21</u>
Member Name: <u>DAVE MYSZKO</u>	Signature: <u>Dave Myszko</u>	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: <u>SELF - NO CONTRACTOR - INSTALLED</u>	Phone: _____	E-mail: _____
Owner Mailing Address: (to be used for official correspondence) <u>861 Ronda Mendoza Unit Q, Laguna Woods, CA 92637</u>		

Description of Proposed Variance Request ONLY:

INSTALL THREE EXTERIOR, BATTERY OPERATED (WIRELESS)
SECURITY CAMS. PLEASE SEE THE FLOORPLAN WITH
THE LOCATIONS OF THE CAMS MARKED WITH AN
"(X)"

Dimensions of Proposed Variance Alterations ONLY:

EACH SECURITY CAM IS 78.7MM X 78.7MM X 75MM.
(SEE SPEC SHEET PROVIDED.)

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

Alteration Variance Request	Complete Submittal Cut Off Date:
Check Items Received: <ul style="list-style-type: none"><input type="checkbox"/> Drawing of Existing Floor Plan<input type="checkbox"/> Drawing of Proposed Variance<input type="checkbox"/> Dimensions of Proposed Variance<input type="checkbox"/> Before and After Pictures<input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <div><input type="checkbox"/> Denied <input type="checkbox"/> Approved</div> <div><input type="checkbox"/> Tabled <input type="checkbox"/> Other _____</div>

ATTACHMENT 3
PHOTOS



CAMERA POSITION AT ENTRY



CAMERA VIEW FROM ENTRY

ATTACHMENT 3
PHOTOS



APPROXIMATE VIEW FROM CAMERA AT BEDROOM WINDOW



VIEW FROM BALCONY CAMERA

ATTACHMENT 4 AERIALS

