



OPEN MEETING

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

**Tuesday, April 9, 2024 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Alison Bok, Anthony Liberatore, Pearl Lee, Vidya Kale, Maggie Blackwell, Mickie Choi Hoe, Nancy Carlson, Georgiana Willis, Ellen Leonard, Thomas Tuning, Sue Quam

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwieter, Paul Nguyen, Carlos Rojas, Steve Hormuth, Catherine Laster, Kurt Wiemann, Alan Grimshaw

Others Present:
GRF: None
Third: None
VMS: Cynthia Rupert

1. Call Meeting to Order/Establish Quorum

President Bok called the meeting to order at 9:30 a.m. and acknowledged that a quorum was present.

2. Pledge of Allegiance to the Flag

Director Willis led the pledge of allegiance.

3. Acknowledge Media

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

President Bok asked if there were any changes to the agenda.

Hearing no changes or objections, the motion was approved unanimously.

5. Approval of Minutes

- a. March 12, 2024 – Regular Open Meeting
- b. March 22, 2024 – Special Open Meeting
- c. March 28, 2024 – Agenda Prep Meeting
- d. March 28, 2024 – Special Open Meeting

Hearing no changes or objections, the meeting minutes were approved by unanimous consent.

6. Report of the Chair

President Bok commented on the following items:

- Welcomed Kathryn Bravata as the newly elected United Representative - VMS Board Director.
- Election season has started, and encouraged residents to apply to be a part of the United Board.

7. Open Forum (Three Minutes per Speaker)

At this time Members addressed the Board of Directors regarding items not on the agenda

The following members made comments:

- A member commented on the Foundation of Laguna Woods Village.
- A member commented on property taxes paid to the county and HOA, and inquired where the money collected goes.
- A member commented on how rewarding it is to sit on the Board, and spoke highly of their previous time on the Board.
- A member requested added rain gutters to their patio to avoid flooding.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

Steve Hormuth, Financial Services Director, provided clarification regarding the financial question from the member comment.

b. Response to Past Open Forum Speakers – Director Leonard

Director Leonard provided updates to the previous Open Forum speakers from the March Board meeting.

9. VMS Board Update – Director Rupert

Director Rupert discussed the following topics:

- VMS is looking into internal deficiencies
 - Focusing on reducing redundancy on processes and staff work
 - Reduction of the department reports during open session VMS Board meetings
- Club Expo on April 30th at Clubhouse 5. A place for residents to get involved with the various community clubs.

- Welcomed Kathryn Bravata to the VMS Board.

Director Rupert answered questions from the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Cost Savings
 - Office of the CEO - incorporated electronic meeting agenda packets for in-person board meetings, saving \$25,000 annually
 - Media and Communications - digitized docent tours for prospective residents, providing an estimated savings of \$14,000 to \$22,000 annually
 - Community Services - completed lease application now mailed or dropped off instead of staff printing electronically received documents, saving up to \$10,560 to \$15,840 annually
 - Village TV - hired two part-time "This Day" host employees saving \$50,000 annually, and has also incorporated AI technology for closed captioning, saving \$40,000 to \$50,000 annually.
 - Security Services - will be providing gate arm repair, saving \$28,000 annually, and restructures security services officer presence at Community Center, saving \$41,600 annually.
 - Landscaping services – Adding higher sides to dump trailers to increase capacity for debris and mulch by 150%, saving \$72,000
 - Financial Services – Identified new washing machine vendor who provides director shipping – saving \$11,000 in shipping costs in 2024
 - Information Services – Resident services kiosk sign-in que will save \$8,000 to \$15,000 annually and adding gatehouse kiosks, saving \$8,000 to \$14,000 annually
 - Recreation and Special Events – Manage golf operations and maintenance staffing during poor weather to include only needed personnel, saving \$1,000 per rain-out day
- Continuous Process Improvement
 - Resident Services – New resident services callback feature alleviates phone traffic during peak call times and reduces hold time
 - Landscaping Services – Expediting clippings pickups
 - General Services – Gutter cleaning schedule
 - Maintenance and Construction – Developed revised after-hours emergency plumbing policy to enhance customer service, response times and manage contractor expenses. Additionally, Manor Alterations Division streamlined procedure for processing mutual consents
- How Residents can Reduce Costs
 - Preferred Delivery Method
 - Mandated November and April mailings cost \$7.50 per member. If 12,000 members opt out of paper mailings, annual savings would be \$90,000
 - In November 2023, about 29% of owners opted to receive this mailing via email, reducing printing and mailing costs for an estimated savings of \$27,000 annually

CEO Foster answered questions from the board.

11. Consent Calendar

All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. If an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual preliminary financials for the month of February 2024, such review is hereby ratified.**
 - b. Recommendation from the Landscape Committee - None**
 - c. Recommendation from the Architectural Control and Standards Committee**
 - d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in February 2024, and such review is hereby ratified.**
 - e. Recommendation from the Finance Committee**
1. Approve a Resolution for Recording a Lien Against Member ID # 947-377-82

RESOLUTION 01-24-30

Recording of a Lien

WHEREAS, Member ID 947-377-82; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, April 9, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-377- 82 and;

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

2. Approve a Resolution for Recording a Lien Against Member ID # 947-397-98

RESOLUTION 01-24-31

Recording of a Lien

WHEREAS, Member ID 947-397-98; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, April 9, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-397- 98 and;

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

3. Approve a Resolution for Recording a Lien Against Member ID # 947-449-11

RESOLUTION 01-24-32

Recording of a Lien

WHEREAS, Member ID 947-449-11; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, April 9, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-449- 11 and;

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

f. Approve the Updated 2024 Annual Election Schedule

Director Blackwell made a motion to approve the Consent Calendar. Director Lee seconded.

Hearing no changes or objections, the motion was approved unanimously.

12. Unfinished Business

- a. Entertain a Motion to Approve Revision to Standard 20: Patio Covers: Aluminum and Vinyl (March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Blackwell read the following resolution.

RESOLUTION 01-24-33

REVISED STANDARD 20: BALCONY, PATIO AND ATRIUM COVERS

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend standards and create new standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognized the need to revise Standard: 20 Patio and Balcony Covers; Aluminum and Vinyl;

NOW THEREFORE BE IT RESOLVED, April 09, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 20: Balcony, Patio and Atrium Covers; and

RESOLVED FURTHER, Resolution 01-19-07 adopted January 08, 2019, is hereby superseded and canceled; and

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

Director Blackwell made a motion to approve the resolution to revise standard 20. Director Lee seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously. Director Quam was not present for the vote.

- b. Entertain a Motion to Enact Standard 39: Balcony and Patio Enclosures (March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Blackwell read the following resolution.

RESOLUTION 01-24-34

ENACT STANDARD 39: BALCONY AND PATIO ENCLOSURES

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend standards and create new standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognized the need to enact Standard 39: Balcony and Patio Enclosures;

NOW THEREFORE BE IT RESOLVED, April 09, 2024, the Board of Directors of this Corporation hereby adopts Standard 39: Balcony and Patio Enclosures; and

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

Director Blackwell made a motion to enact standard 39. Director Choi Hoe seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously.

c. Disciplinary Update Report

The Board discussed the disciplinary update report, and a member provided a comment regarding the Compliance Department.

13. New Business

a. United Mutual Town Hall

President Bok discussed the following regarding the United Town Halls:

- This month's town hall meeting is scheduled for Friday, April 12th and will discuss the topic of roofing.

Discussion ensued among the Board.

b. Entertain a Motion to Approve Revision to Standard 22: Patio Slabs, Walkways and Pavers (April initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Blackwell read the following resolution:

RESOLUTION 01-24-XX

REVISED STANDARD 22: PATIO SLABS, WALKWAYS AND PAVERS

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognized the need to update and clarify the construction methods and materials of patio slabs, walkways and pavers;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 22: Patio Slabs; and

RESOLVED FURTHER, Resolution 01-19-20 adopted February 12, 2019, is hereby superseded and canceled; and

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

Director Blackwell made a motion to approve the Resolution for Standard 22 for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Quam seconded.

Alan Grimshaw, Building Permits & Inspections Manager, presented the revision to standard 22: Patio Slabs, Walkways and Pavers, and answered questions from the Board.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously. *(APRIL Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).*

c. Entertain a Motion to Approve Supplemental Appropriation for Turf Reduction Projects

Director Blackwell read the following resolution:

RESOLUTION 01-24-35

Supplemental Appropriation for Turf Reduction

WHEREAS, as a result of extended rain events and staff vacancies, the budgeted reserve funds for Landscape Services for Fiscal Year 2023 were not expended, with a balance of \$83,385; and

WHEREAS, the United Landscape Committee directed staff to develop turf removal locations and strategies;

NOW THEREFORE BE IT RESOLVED, April 9, 2024, that the Board of Directors of this Corporation hereby approves a supplemental appropriation to continue turf reduction work in Fiscal Year 2024; and

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

Director Blackwell made a motion to approve supplemental appropriation for turf reduction projects. Director Quam seconded.

Kurt Wiemann, Landscape Services Director, provided an overview of the supplemental appropriation for turf reduction, and answered questions from the Board.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously.

d. Entertain a Motion to Approve a Temporary Borrowing

Director Blackwell read the following resolution:

RESOLUTION 01-24-36

Temporary Borrowing

WHEREAS, pursuant to Civil Code Section 5515, the Board of Directors may authorize the temporary transfer of moneys from a reserve fund to an Association's general operating fund to meet short-term cash-flow requirements or other expenses, if the Board of Directors has provided notice of the intent to consider the transfer in a Board meeting notice provided pursuant to Section 4920; and

WHEREAS, the notice required pursuant to Section 4920 has been provided in the agenda for this Board of Directors meeting; and

WHEREAS, it has become necessary to temporarily transfer moneys from the reserve fund to the operating fund due to timing differences in when property tax and property insurance assessments are collected and the corresponding amounts are required to be paid; and

WHEREAS, the amount of funds needed to be transferred from the operating reserve fund to the reserve operating fund has been determined to be \$6,500,000 and the repayment of such funds from the operating fund to the reserve fund is anticipated to be more than provided by future

property tax assessment collections and positive cash flow results from operations; and

WHEREAS, it is planned and anticipated that sufficient cash flow will be generated in the reserve operating fund to repay the \$6,500,000 to the reserve fund within 12- months, therefore a special assessment will not be needed;

NOW THEREFORE BE IT RESOLVED, April 9, 2024 that the transfer of \$6,500,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay the funds within 12-months, is hereby authorized; and

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

Director Blackwell made a motion to approve the temporary transferring of \$6,500,000 from the reserve fund to the operating fund. Director Choi Hoe seconded.

Steve Hormuth, Financial Services Director, provided an overview of the temporary borrowing, and answered questions from the Board.

Member Comments pertaining to this item included:

- A member provided their recommendation on how the Board should approach this matter, and provided their stance stating that they are not in favor of the current motion in question.
- A member provided their approval of the previous members comment/suggestion.
- A member commented and provided their stance on the matter, stating that they are not in favor of the motion in question.
- Assistant Corporate Secretary read a member comment stating that they are not in favor of the motion in question.
- Assistant Corporate Secretary read an additional member comment stating that they are not in favor of the motion in question.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 10-0-1. Director Willis abstained.

14. Directors' Comments (Two minutes per director) – None

The Board took a 5-minute recess at 11:07 a.m. and resumed the meeting at 11:15 a.m.

Director Quam left the meeting at 11:16 a.m.

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on March 26, 2024; next meeting May 28, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Treasurer’s Report
(2) United Finance Committee Report
(3) Resales/Leasing Reports – March
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on March 21, 2024; next meeting April 18, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Carlson. The committee met on March 14, 2024; next meeting April 11, 2024, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The committee met on February 15, 2024; next meeting April 18, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Quam. The committee met on February 26, 2024; next meeting April 22, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Lee. The committee met on February 28, 2024; next meeting April 24, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Liberatore. The committee met on February 8, 2024; next meeting April 11, 2024, at 4:00 p.m. in the Elm Room and as a virtual meeting.

16. GRF Committee Highlights

Director Quam re-joined the meeting at 11:33 a.m.

- a. Report of the GRF Finance Committee – Director Choi Hoe. The committee met on February 21, 2024; next meeting April 17, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Community Activities Committee – Director Leonard. The committee met on March 14, 2023; next meeting April 11, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the GRF Landscape Committee – Director Quam. The committee met on February 14, 2024; next meeting May 8, 2024, at 1:30 p.m. in the Board Room and as

a virtual meeting.

- d. Report of the GRF Maintenance & Construction Committee – Director Bok. The committee met on February 14, 2024; next meeting April 10, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Bok. The ad hoc committee met April 3, 2024; next meeting TBA.
 - (2) Space Planning Ad Hoc Committee – Director Carlson. The ad hoc committee met on March 20, 2024, at 1:30 p.m. in the Board Room; next meeting April 10, 2024, at 1:30 p.m. in the Board Room.
- e. Report of the Media and Communications Committee – Director Willis. The committee met on January 15, 2024; next meeting April 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Mobility and Vehicles Committee – Director Carlson. The committee met on February 7, 2024; next meeting May 1, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Security and Community Access Committee – Director Blackwell. The committee met on February 28, 2024; next meeting April 24, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Laguna Woods Village Traffic Hearings – Director Blackwell. The Traffic Hearings were held on March 20, 2024; next hearings on April 17, 2024, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The task force met on March 26, 2024; next meeting May 28, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- h. Report of the Information Technology Advisory Committee – Director Carlson. The committee met on March 29, 2024; next meeting April 26, 2024, as a virtual meeting.

17. Future Agenda Items

- *Standard 22: Patio Slabs, Walkways and Walkers*

18. Recess - At this time the meeting will recess for lunch and reconvene to Closed Session to discuss the following matters per California Civil Code §4935.

The meeting recessed at 11:43 a.m. into the Closed Session.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

Approval of Agenda

Approval of the Following Meeting Minutes;

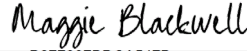
(a) March 12, 2024 – Regular Closed Meeting

(b) March 22, 2024 – Special Closed Meeting

Discuss and Consider Member Disciplinary Matters
Discuss Personnel Matters
Discuss and Consider Contractual Matters
Discuss and Consider Legal and Litigation Matter

19. Adjourn

The meeting was adjourned at 2:30 p.m.

DocuSigned by:

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



STANDARD 20: BALCONY, PATIO AND ATRIUM COVERS

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED JANUARY 2019, RESOLUTION 01-19-07

REVISED April 9, 2024, RESOLUTION 01-24-33

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.2** Patio: A paved area that adjoins the manor at ground level which does not serve as walkway or landing.
- 2.3** Balcony/Patio Cover: A single story architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. A cover is comprised of a lightweight frame structure over which a covering is attached.
- 2.4** Atrium: An open space without a roof in the interior of a floor plan enclosed by walls on all four sides.
- 2.5** Atrium Cover: Can be described as in item 2.3 or a cover that encloses the entire open space in a more permanent nature.

3.0 APPLICATIONS

- 3.1** The cover may be either fixed or retractable.
- 3.2** All covering materials shall meet all local, state and federal requirements.
- 3.3** Alterations to existing roof structure and drainage/guttering system are prohibited.

- 3.4** Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and Downspouts requirements.
- 3.5** All new downspouts must be painted to match the surface to which they are attached.
- 3.6** Posts and all main structural elements shall be made of aluminum, factory prefinished aluminum or vinyl clad aluminum.
- 3.7** All posts must be anchored directly to concrete slab or original balcony flooring.
- 3.8** Color finish options: white, almond, bronze to blend with existing surrounding conditions as closely as possible.
- 3.9** Premanufactured skylights are allowed in patio covers. Manufacturer specifications and installation guidelines for skylights to be included with mutual consent application.
- 3.10** Plexiglas, corrugated fiberglass and similar coverings will not be allowed.
- 3.11** All plans submitted must provide proper engineering approvals and be compliant with current California Building Codes.
- 3.12** Balcony/patio covers to cover only the balcony/patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans.

4.0 ATRIUMS

- 4.1** Covers are allowed over an atrium if:
 - A. All existing rooms directly adjoining the atrium are NOT classified as bedrooms.
 - B. A bedroom directly adjoining the atrium has a second opening directly to the exterior that meets emergency egress requirements.
- 4.2** A cover may not extend above the height of the existing walls.
- 4.3** All atrium covers of a more permanent nature may vary from above requirements provided that they conform to the current California Building Codes. Plans and details to be included with mutual consent

application. Plans and details are also subject to review and approval by the City of Laguna Woods Building Department.

4.4 Exceptions to 4.1

- A. Per California Building Code, Title 24, Part 2.5, Section R310, all bedrooms must have an emergency escape and rescue opening directly to a public way. Covers shall not be allowed over atriums where a bedroom directly adjoins an atrium and the only means of egress to outside is into an atrium.
- B. Covers may be allowed if a bedroom that adjoins an atrium is reclassified as a “non-sleeping” room. A “non-sleeping” room is defined as a space such as an office or den and which does not have a bedroom egress requirement. Plans indicating this change must be submitted and recorded with the Laguna Woods City Clerk as well as submitted and recorded at the County of Orange Records Office.

5.0 PATIOS UNDER EXISTING BALCONIES

- 5.1** Patio covers may not extend beyond the original construction footprint of the balcony above, exclusive of the allowance needed for gutter system.
- 5.2** Patio cover shall not impede or interfere with any existing building drainage system. No variances to this requirement will be accepted.



STANDARD 39: BALCONY AND PATIO ENCLOSURES

April 9, 2024, RESOLUTION 01-24-34

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1** Balcony: A balcony is a platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.2** Patio: A paved area that adjoins the manor at ground level which does not serve as a walkway or landing.
- 2.3** Balcony/patio enclosure: A single story structure covering a balcony or patio area. It consists of a protected open or enclosed roof, and three sides with the fourth side being the outside face of the manor.

3.0 APPLICATIONS

- 3.1** All submitted plans must provide proper architectural and or engineering approvals.
- 3.2** All submitted plans must indicate compliance with all current California Building Codes.
- 3.3** Balcony/patio enclosures may encompass all or part of the balcony/patio footprint. However, in no case shall the enclosure encroach on any existing HVAC equipment.
- 3.4** All ventilation to be provided naturally through openings in the enclosure. In no case shall additional plumbing heating or air conditioning fixtures be added as part of the enclosure.
- 3.5** Enclosure design without modifications to existing roof structure is strongly encouraged.
- 3.6** All changes to the existing building roof structure to allow for the installation of the new balcony/patio enclosure:
 - A.** Must provide approved engineering details.
 - B.** Must replace roofing materials with like for like.
 - C.** Must provide for any and all modifications necessary to maintain the building's existing guttering/downspout system

and comply with Standard 18: Gutters & Downspouts.

- D. May trigger an asbestos review and containment protocol.
- E. Must be reviewed and approved by Manor Alterations for conformance with architectural guidelines.
- F. Must be submitted, reviewed, and approved by the City of Laguna Woods Building Department.

- 3.7** Balcony/patio enclosures to be manufactured with aluminum, power coated aluminum or vinyl clad aluminum, and/or including allowances for vinyl windows. Alternate materials maybe considered but will have to provide manufacturers engineering approved plans with submittal.
- 3.8** All bottom track framing, or related structural members to be secured directly to patio concrete slab or original balcony flooring.
- 3.9** Color finish options: white, almond, bronze, to complement existing surrounding conditions as closely as possible.

4.0 PATIOS

- 4.1** The roof structure of balcony above may be considered as roof/ceiling for patio balcony if the enclosure requires support by existing balcony/ceiling, architectural and or engineering verification is required.
- 4.2** Patio enclosure must not extend beyond face of existing balcony above unless necessary to accommodate proper guttering and drainage requirements.
- 4.3** A guttering/downspout system is required and must conform to Standard 18: Gutters and Downspouts.
- 4.4** Privacy patio stone walls may be utilized as part of the patio enclosure if structural verification of said use is provided.
- 4.5** Patios may be partially enclosed.

5.0 BALCONIES

- 5.1** Evidence of compliance with California Balcony Law (SB-326) for structural integrity of existing balcony is required prior to installation of a new balcony enclosure. Inspection of existing balcony by a licensed architect or structural engineer is required if there is no pre-existing evidence of compliance.
- 5.2** Member is responsible for all costs necessary to provide evidence of compliance.

- 5.3 Premanufactured skylights are allowed in ceiling/roof assembly. Manufacturers specifications and installation guidelines must be included with mutual consent application.
- 5.4 All enclosures must be inside of existing railing, handrails or parapets sufficient to allow enough space for ongoing maintenance of said surroundings.

6.0 **GLAZING**

- 6.1 All glazing must be clear in nature and be tempered safety glass no less than 1/8" in thickness.
- 6.2 Plexiglass, corrugated fiberglass and similar coverings will not be allowed.
- 6.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 6.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacturing shall be accepted provided it conforms to Section 6.4
- 6.5 Reflective tints or films applied to glazing after manufacturing may be applied to glazing providing it does not have a reflectivity factor of more than 15%. Written documentation must be included with application.
- 6.6 Glazing energy efficient recommendations:
 - A. Use low *eGlass*
 - B. Use *Energy Star* rated windows
 - C. Use dual pane windows
- 6.7 All glass/window screens must be readily removable from the interior only by lifting out of a track without the use of tools.

7.0 **GUTTERING & DOWNSPOUTS**

- 7.1 All balcony enclosures are required to have a guttering/downspout system installed. Downspouts shall not empty into other patio areas or hinder maintenance in any way. All gutter and downspout systems to comply with United Laguna Woods Mutual Standard 18: Gutters & Downspouts.
- 7.2 Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and

Downspouts requirements.

8.0 OWNERSHIP

- 8.1** The member is responsible for all costs associated with a balcony enclosure addition and all related building modifications.
- 8.2** Once installation is complete, the member becomes responsible for all costs associated with ongoing maintenance.
- 8.3** Should it become necessary, member is directly responsible for the removable of all or partial enclosure so as to facilitate building maintenance.