

THIRD LAGUNA HILLS MUTUAL

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THIRD LAGUNA HILLS MUTUAL

SECTION 4 AIR CONDITIONING UNITS/HEAT PUMPS REVISED SEPTEMBER 2005, RESOLUTION 03-05-20 REVISED FEBRUARY 2006, RESOLUTION 03-06-09 REVISED SEPTEMBER 2006, RESOLUTION 03-06-40

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** A Third Laguna Hills Mutual Permit is required for installation of any condensing unit. Plans and specifications must be submitted to the PCM Permits and Inspections office for approval.
- 2.2** No condensing unit may be located or project directly into any walkway, breezeway or interior court of a three-story building.
- 2.3** Only one outdoor condensing unit per manor is permitted.
- 2.4** No outdoor condensing unit will be larger than 42” high nor more than 37” wide and 36” deep.
- 2.5** Outdoor condensing unit locations for three story buildings are as follows: third floor manor units will be installed only on the flat roof, directly above the manor, second floor manor units will be installed on the ground or on the flat roof, directly above the manor; and first floor manor units will be installed only on the ground.
- 2.6** Outdoor condensing unit locations for two story buildings are as follows: Second floor manors will be installed only on the flat roof, directly above the manor, or ground; first floor manors will be installed only on the ground.
- 2.7** Ground-mounted condensing units must be mounted on a manufactured non- metallic and/or concrete pad approved by the Permits and Inspections office.
- 2.8** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved standard plan drawings.
Structural calculations for roof-mounted units shall be submitted to the Permits and Inspections office and shall be wet stamped and signed by a California licensed structural engineer. Roofing and flashing must be in strict conformance with all applicable building codes and Third Laguna Hills Mutual approved standard drawings.
- 2.9** Outdoor condensing unit locations will require approval of all Mutual members from manors contiguous to the subject manor as indicated by submittal of a signed alteration consent form.

- 2.10** If condensing unit is roof mounted and the existing roof is under warranty, the roofing contractor responsible for the roof's warranty must perform the roof tie-in.
- 2.11** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing unit sleeves is prohibited.
- 2.12** Should removal of the wall condensing unit sleeve be permitted, the area from which the sleeve is removed must be appropriately patched to match the existing surrounding exterior stucco with like texture, finish, color and integrity.
- 2.13** New construction condensing units installed through-the-wall on the ends of three-story buildings shall be 5,000/8,000 btuh/115 volts. The units must be centered in the knockout panel below the existing window opening, and placed 12 inches off the floor, as measured to the bottom of the unit. Dimensions and design must be approved by the Permits and Inspections office prior to installation.
- 2.14** New construction condensing units installed through-the-wall on one and two story buildings must conform in appearance, size and type to existing through-the-wall condensing units on the same side of the building.
- 2.15** Installation of new construction through-the-wall condensing units will be installed in existing knock-out panel areas under windows.
- 2.16** All through-the-wall condensing unit sleeves will be painted to match the exterior wall color.
- 2.17** No exterior wiring or conduits will be attached to the exterior of the building except as required for a forced air unit in which refrigerant lines, etc., will be encased in a square metal chaseway painted the same color as the wall and be as unobtrusive as possible. Switch box equipment need not be painted. No roof ducts or chases are allowed.
- 2.18** Condensate and overflow line(s) must: be located to protect existing structure; to prevent condensation from dripping onto sleeves below; approved by the Permits and Inspections office; match the color the surface onto which it is mounted.

2.19 Minimum unit requirements: SEER ratings of 13 on central units; 10 on thru-the-wall units; 220 volt; 5-year warranty; meet current City of Laguna Woods noise requirements.

3.0 **MAINTENANCE**

- 3.1** Through-the-wall condensing units shall be totally maintained by the Mutual member, with the exception of exterior painting only
- 3.2** Condensing units shall be replaced as needed.
- 3.3** Mutual member assumes all responsibility for any damage that occurs due to installation of any condensing unit.
- 3.4** Condensing unit may be tested for compliance with the City of Laguna Woods noise requirements. Member will correct all violations immediately, which may require removal or replacement of the condensing unit and all its related construction.

Third Laguna Hills Mutual

Section 5A - Satellite Dishes: 1 Story Buildings

Adopted November 2006, Resolution 03-06-57

Revised April 2007, Resolution 03-07-31

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

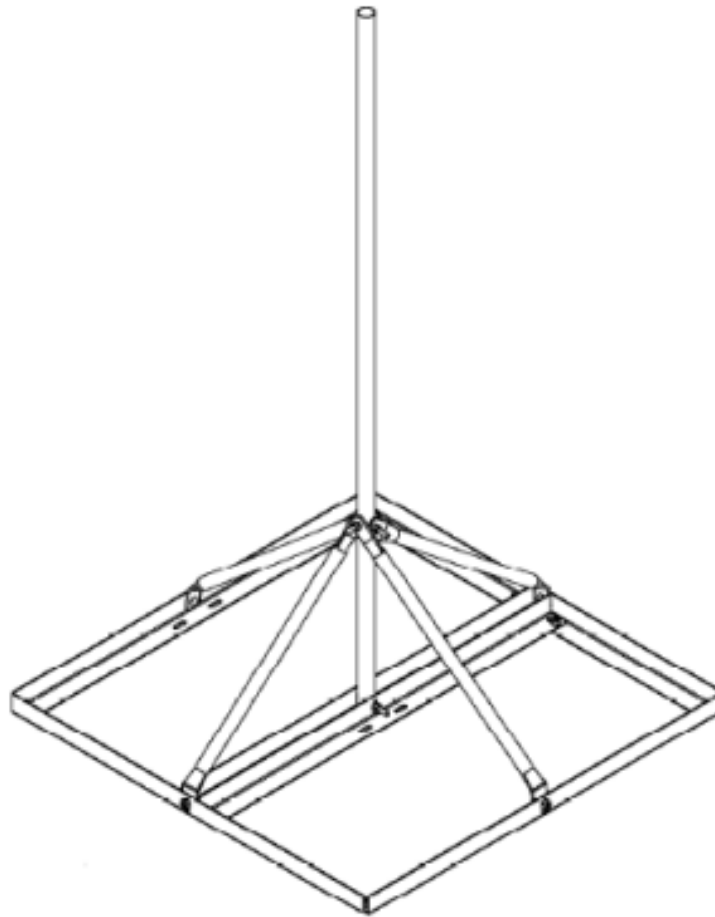
2.0 GENERAL GUIDELINES

- 2.1** Any installation permitted in Mutual Common Area at one story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3** The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4** No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5** Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it shall be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation shall be borne by the Mutual Member.
- 2.6** Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7** Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and the restoration of any Mutual property, at the Member's expense.
- 2.8** Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" or similarly titled document.

3.0 INSTALLATION GUIDELINES

- 3.1** Satellite dish installation is permitted on Exclusive Use Common Area, i.e., patios. The dish must stay within footprint of patio.
- 3.2** Satellite dish installation is permitted on building fascias of **detached manors only**. The resident shall make all efforts to install a satellite dish that will not be visible from neighboring street(s). Satellite dishes must be installed no less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street.
- 3.3** For satellite dish installations on building fascias of detached manors, the mounting bracket and its perimeter bolt pattern must fully fit onto the fascia, with no overhang.
- 3.4** Satellite dish installation is permitted on **flat roofs** when the location does not interfere with the overall visual continuity of the manor and/or surrounding area. No satellite dish or any portion of a satellite dish and its related Members shall be attached to any built-up roofing on a flat roof. See 2.2 for installation criteria.
- 3.5** To install a dish on a **flat roof**, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- 3.6** Only one (1) satellite dish per manor is allowed.
- 3.7** Any satellite dish installed on Common Area shall not exceed a diameter of 36".
- 3.8** No coaxial cable shall be larger than ½" in diameter.
- 3.9** Fasteners shall be properly sealed to prevent moisture intrusion. Sealants shall be specifically manufactured for the application for which it is used.
- 3.10** Drilling through a roof is prohibited.
- 3.11** Mounting a satellite dish on a chimney is prohibited.
- 3.12** Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.13** Mounting of a satellite dish to PVC, ABS or plumbing vent pipes is prohibited.

- 3.14** No modifications to any fascia, rain gutter or plumbing vent shall be permitted. A satellite dish installation shall not obstruct a rain gutter or plumbing vent in any way.
- 3.15** It is recommended that satellite dishes and installation materials be grounded in accordance with the National Electric Code.



Example 1: Non-Penetrating Satellite Dish Roof Mount

Third Laguna Hills Mutual

Section 5B - Satellite Dishes: 2 Story Buildings

Adopted November 2006, Resolution 03-06-58

Revised April 2007, Resolution 03-07-32

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 GENERAL GUIDELINES

- 2.1** Any installation permitted in Mutual Common Area at two story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3** The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4** No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5** Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it shall be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation shall be borne by the Mutual Member.
- 2.6** Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7** Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.
- 2.8** Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" or similarly titled document.

3.0 INSTALLATION GUIDELINES

- 3.1** Satellite dish installation is permitted on Exclusive Use Common Area, e.g. patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2** Only one (1) satellite dish per manor is allowed.
- 3.3** Any satellite dish installed on Common Area shall not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.16 herein.
- 3.4** No coaxial cable shall be larger than ½" diameter.
- 3.5** Unless otherwise specified, coaxial cable shall be encased in ½", 26 gauge steel wiremold fastened to the surface of the wall with ½" mounting clips and anchors, specified for stucco, attached every four feet. Wiremold shall be painted to match the surface to which it is attached **prior to installation**. Fasteners shall be properly sealed to prevent moisture intrusion. Sealants shall be specifically manufactured for the application for which it is used.
- 3.6** Drilling through a roof is prohibited.
- 3.7** Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.8** Mounting of a satellite dish to PVC, ABS, plumbing vent pipes is prohibited.
- 3.9** No satellite dish or any portion of a satellite dish and its related members shall be attached to any built-up roofing on a flat roof.
- 3.10** Mounting a satellite dish on a chimney is prohibited.
- 3.11** No modifications to any fascia, rain gutter or plumbing vent shall be permitted. A satellite dish installation shall not obstruct a rain gutter or plumbing vent in any way.
- 3.12** It is recommended that satellite dishes and installation materials be grounded in accordance with the National Electric Code.
- 3.13 Buildings with flat roof and mansard roof**
 - (a)** Place the satellite dish approximately 15 feet from the

edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.

- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. (Do not alter or damage the tile or rain gutter in any way.
- (d) Attach wiremold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not place wiremold within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

3.14 Buildings with flat roof and parapet

- (a) Place the satellite dish on the flat roof approximately 15 feet from the parapet above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish across the surface of the flat roof to the parapet. Continue the coaxial cable up the wall of the parapet, over the crown, and down until it is several inches below an existing wire- mold installation. (Do not attach the coaxial cable to the interior wall of the parapet with fasteners.) Attach new wiremold immediately below the existing wiremold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)

- (d) Do not use, alter or damage existing wire mold installation.

3.15 Seville

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building, existing fascias, or on roof beams.
- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish across the surface of the roof to the fascia. Attach the coaxial cable to the inside of the fascia and continue down to a location that is directly in line above the room selected for installation of the jack. Attach the coaxial cable to the overhang and continue to the wall of the building. Attach wiremold to the wall, vertically, in a straight line down to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (d) Do not use, alter or damage existing wiremold installation. Do not alter or damage rain gutters.

3.16 Catalina, Casa Milano, La Quinta and Villa Lugano series

- (a) Mounting of satellite dishes on buildings is permitted only upon approval of Permits and Inspections office of a detailed plan indicating all work to be done, i.e., size, location, description and specifications.
- (b) Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable

reaches the overhang. (Do not alter or damage the tile or rain gutter in any way.

- (d) Attach wiremold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not place wiremold within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

3.13 Buildings with flat roof and parapet

- (a) Place the satellite dish on the flat roof approximately 15 feet from the parapet above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish across the surface of the flat roof to the parapet. Continue the coaxial cable up the wall of the parapet, over the crown, and down until it is several inches below an existing wire- mold installation. (Do not attach the coaxial cable to the interior wall of the parapet with fasteners.) Attach new wiremold immediately below the existing wiremold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (d) Do not use, alter or damage existing wire mold installation.

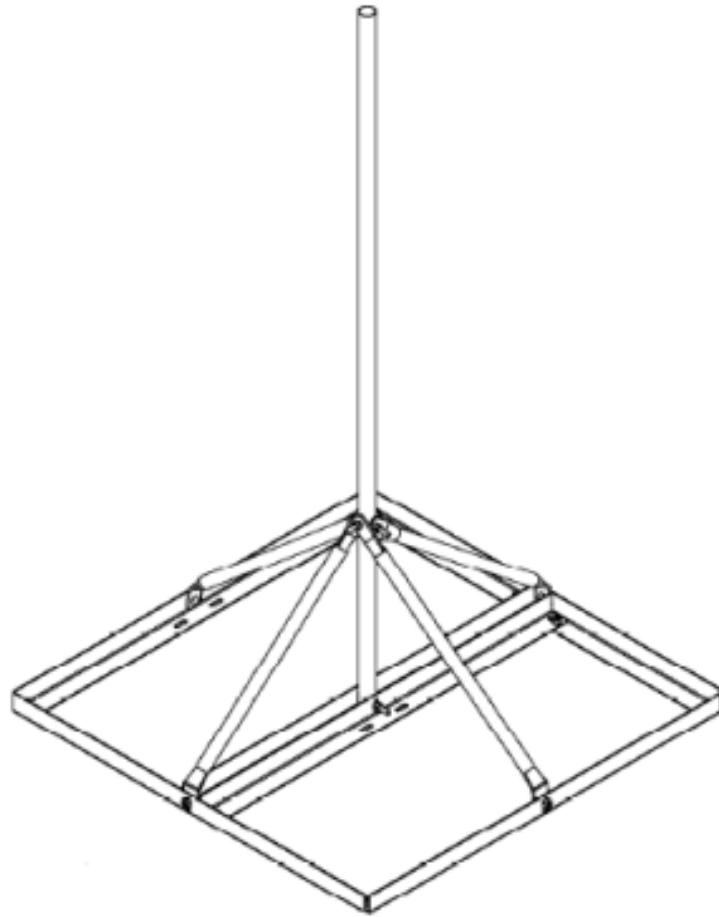
3.14 Seville

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building, existing fascias, or on roof beams.

- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish across the surface of the roof to the fascia. Attach the coaxial cable to the inside of the fascia and continue down to a location that is directly in line above the room selected for installation of the jack. Attach the coaxial cable to the overhang and continue to the wall of the building. Attach wiremold to the wall, vertically, in a straight line down to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (d) Do not use, alter or damage existing wiremold installation. Do not alter or damage rain gutters.

3.15 Catalina, Casa Milano, La Quinta and Villa Lugano series

- (a) Mounting of satellite dishes on buildings is permitted only upon approval of Permits and Inspections office of a detailed plan indicating all work to be done, i.e., size, location, description and specifications.
- (b) Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.



Example 1: Non-Penetrating Satellite Dish Roof Mount

Third Laguna Hills Mutual

Section 5C - Satellite Dishes: 3 Story Buildings

Adopted November 2006, Resolution 03-06-59

Revised April 2007, Resolution 03-07-33

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 GENERAL GUIDELINES

- 2.1** Any installation permitted in Mutual Common Area at three story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3** The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4** No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5** Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it shall be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation shall be borne by the Mutual Member.
- 2.6** Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7** Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.
- 2.8** Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" or similarly titled document.

3.0 INSTALLATION GUIDELINES

- 3.1** Satellite dish installation is permitted on Exclusive Use Common Area, e.g. patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2** Only one (1) satellite dish per manor is allowed.
- 3.3** Any satellite dish installed on Common Area shall not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.15 herein.
- 3.4** No coaxial cable shall be larger than ½" in diameter.
- 3.5** Unless otherwise specified, coaxial cable shall be encased in ½", 26 gauge steel wiremold fastened to the surface of the wall with ½" mounting clips and anchors, specified for stucco, attached every four feet. Wiremold shall be painted to match the surface to which it is attached **prior to installation**. Fasteners shall be properly sealed to prevent moisture intrusion. Sealants shall be specifically manufactured for the application for which it is used.
- 3.6** Drilling through a roof is prohibited.
- 3.7** Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.8** Mounting of a satellite dish to PVC, ABS or plumbing vent pipes is prohibited.
- 3.9** No satellite dish or any portion of a satellite dish and its related members shall be attached to any built-up roofing on a flat roof.
- 3.10** No modifications to any fascia, rain gutter or plumbing vent shall be permitted. A satellite dish installation shall not obstruct a rain gutter or plumbing vent in any way.
- 3.11** It is recommended that satellite dishes and installation materials be grounded in accordance with the National Electric Code.
- 3.12 Garden Villa-type buildings with a mansard roof**
 - (a)** Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. Coaxial cable installation is permitted on exterior walls but is prohibited on interior walls facing the courtyard. At no time

can the dish be mounted on the side of the building or to existing fascias.

- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. Do not alter or damage the tile or rain gutter in any way.
- (d) Attach wiremold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally as required to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5).
- (e) Do not place wiremold within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

3.13 LH2Is with an overall flat roof and mansard roof

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. Coaxial cable installation is permitted on the back and end walls but is prohibited on the front wall of the building. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish, across the surface of the flat roof and down the fascia. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the wall of the building. Do not alter or damage the tile or rain gutter in any way.
- (d) Attach wiremold to the wall immediately below the rain gutter and continue down vertically and horizontally as required to provide entry to the manor 24" from the floor. Encase the

coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)

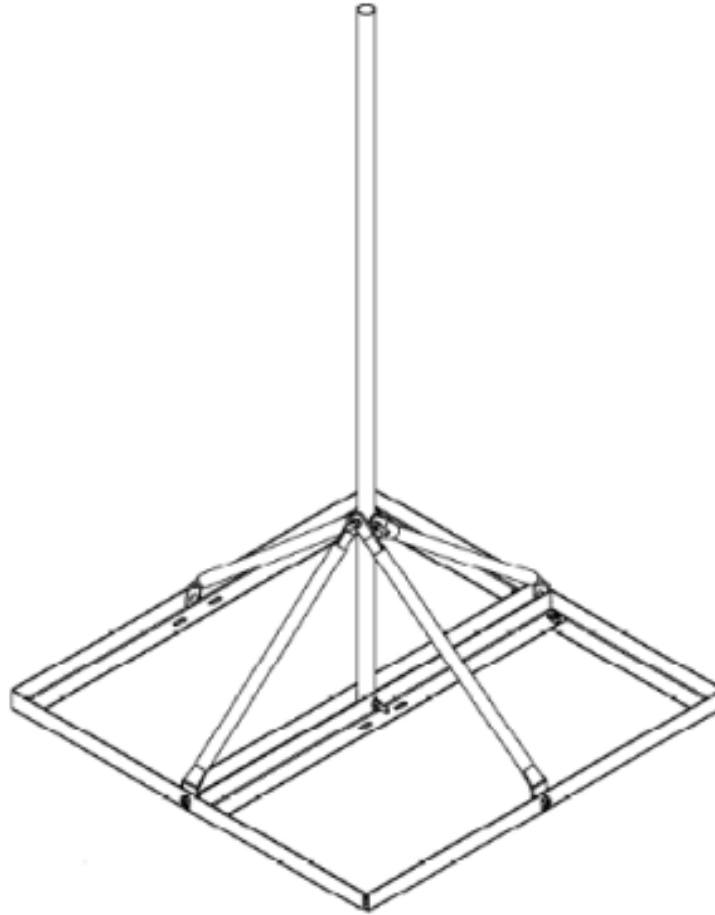
- (e) Do not place wiremold within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

3.14 LH2Is with flat elevated center roof and mansard roof

- (a) Place the satellite dish in the approximate center of the elevated flat roof above the manor for which the service is being provided. Coaxial cable installation is permitted on the back and end walls but is prohibited on the front of the building. At no time can the dish be mounted on the side of the building or existing fascias.
- (b) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (c) Extend the coaxial cable from the dish across the surface of the flat elevated roof, and continue downward, firmly and without slack, over the mansard roof until the coaxial cable reaches the rain gutter or fascia. Do not alter or damage the fascia or rain gutter in any way.
- (d) Attach wiremold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not place wiremold within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

3.15 LH2Is with sloping overall tile roof

Satellite dish installation on the roof, side of building, or fascias is prohibited. Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.



Example 1: Non-Penetrating Satellite Dish Roof Mount

THIRD LAGUNA HILLS MUTUAL

SECTION 6 BLOCK WALLS

JANUARY 1989

REVISED MAY 1996, RESOLUTION M3-96-28

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.7 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** All walls shall be of slumpstone block 4x4x16, 4x6x16, or 6x6x16 slumpstone or block to match existing wall only may be used. (See Section 6.1)
- 2.2** Block will be painted to match the color of the building. Excess mortar will be removed. Weepholes of the proper size and location shall be used provided as needed.

3.0 PREPARATIONS

- 3.1** In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 3.2** No block wall will be allowed that will hinder yard drainage.
- 3.3** No block wall will be allowed in areas where access for maintenance is required.
- 3.4** In no case will concrete cover over sprinklers, sprinkler lines, or other related items.
- 3.5** No block wall will be allowed that may encroach upon a view of a neighboring manor as determined by the Permits and Inspections office.

4.0 APPLICATIONS

- 4.1** No wall shall be over 5 feet in height nor under 12 inches in height.
- 4.2** Each wall must be approved by the Permits and Inspections office before construction begins.
- 4.3** Walls may have decorative blocks (not on the cap providing they make up less than 1/3 of the total surface and meet with the Permits and Inspections office.
- 4.4** Wrought iron fencing may be installed as approved by the Permits and Inspections office.
- 4.5** Walls may be covered with stucco to match building or have brick caps. Openings for gates are permissible.

- 4.6 All walls built will be on or bordering the patio slab. If the patio slab may be extended, the block wall may be at those dimensions. Planting areas between the wall and slab are acceptable in those cases.
- 4.7 Walls existing may be lowered depending on their location as determined by the Permits and Inspections office.

5.0 SPRINKLER REVISIONS

- 5.1 Sprinklers will be revised only by P.C.M. Landscape crews, the cost of such revisions shall be borne by the resident owner of that unit.
- 5.2 No sprinklers will be placed inside any patio area by P.C.M. Landscape crews, and any systems added shall not be connected to the Mutual-owned system.

6.0 RECONSTRUCTED WALLS

- 6.1 A wall which is existing and is constructed of wood or wrought iron may be replaced with a block wall at the same height as the wall it is replacing.

7.0 PLANTER WALLS

- 7.1 Planter walls shall be defined as any masonry items set in concrete, held together with mortar, or more than one course in height, and shall be subject to the requirements set forth in the following sections.
- 7.2 Placement of planter walls will be adjacent to the building walls, walks, and patios. Planter walls shall be within 48" of such areas and will begin and end connected to the aforementioned construction items.
- 7.3 Planter walls shall be no higher than 12" as constructed along level surfaces. In areas where irregularities in the grounds exist, additional courses may add to the height of the wall to maintain a level running height.
- 7.4 A 4" concrete mowing strip shall be poured along side the planter wall in all cases where grass abuts the wall. (4" minimum thickness is required.)
- 7.5 Planter walls shall not be built on the berm or crest of any bank or in yard areas that will create new planting areas not already designated as such.

- 7.6** In all cases, a drawing will be provided to the Permits and Inspections office for review and adjustments to meet the intent of this section.
- 7.7** Areas designated as planters around trees may have a planter wall depending on the type of tree existing due to its growth, root, and maintenance characteristics. In each case, the Landscape Division will be consulted concerning trunk coverage and dirt banking at the base of the tree to insure that it will not be damaged.
- 7.8** Applications for planters along building walls will be denied where the grade or dirt level will be increased up the footing to the stucco screed or bottom sill plate. The building code requirement of 6" clearance between plate and grade will be maintained.

THIRD LAGUNA HILLS MUTUAL

SECTION 8 PORCH LIFT/ELEVATORS

APRIL 1996, RESOLUTION M3-96-25

Before a porch lift/elevator can be installed onto Mutual property, the following requirements must be agreed to by the requesting member(s) and his/her Mutual:

- 1.0** Each requesting member must provide to the Mutual a letter from his/her doctor verifying that the member or member's spouse is disabled and requires that the porch lift be installed to assist that Member or Member's spouse in obtaining access to the second floor.
- 2.0** Requesting member(s) must agree to purchase and install the lift at their own expense and in accordance with all terms and conditions contained herein. Requesting member(s) represent that they shall own the lift as their own personal property and that no lien or encumbrance shall attach to the lift at any time.
- 3.0** Requesting member(s) must submit to and receive approval from their Mutual, through the P.C.M. Permits and Inspections office, detailed site specific plans and specifications for the lift and its installation.

Because of the varying building types and site conditions, the plan requirements may vary. The following should assist you and or/your architect, engineer, or contractor in providing the plans and specifications required to clearly show what, where and how you intend to install the lift on and into your Mutual's property:

1. Site plan
2. Floor Plans
3. Roof Plan
4. Electrical Plan
5. Elevations
6. Section(s)
7. Details

Structural modifications and/or requirements will be by a California licensed civil or structural engineer. All Modifications and/or additions to existing Mutual property must clearly be shown. In no event shall the P.C.M. Permits and Inspection office require a standard greater than that required by any governmental agency.

- 4.0** Installation of the lift must be by a licensed contractor who possesses adequate liability insurance in commercially reasonable amounts covering the installation of the lift and any subcontractors who may be employed to assist in the installation of the lift.
- 5.0** Requesting member(s) must agree that the installation and operation of the lift shall comply with all applicable governmental regulations. Regulatory agencies with jurisdiction include but are not limited to, the County of Orange Environmental Management Agency and the State of California Department of Industrial Relations, Division of Occupational Safety and Health, Elevator Unit.
- 6.0** Requesting member(s) must agree at their own expense to obtain all permits or licenses necessary for the installation and operation of the lift, prior to installation and operation.
- 7.0** Prior to commencing installation of the lift, requesting member(s) must agree to purchase liability insurance or add a rider to their existing comprehensive general liability policy through an A-rated, California admitted liability insurance carrier covering the liability associated with the purchase, installation, maintenance, and operation of the lift.

The liability insurance must have a total liability limit of not less than \$1,000,000.00 or \$500,000.00 per each requesting member, whichever is greater, for risk arising out of the presence, maintenance, and/or operation of the lift. Each requesting member must deliver to their Mutual, certificates of insurance setting forth and confirming the identity of the insurance carrier, the limits of coverage and the type of coverage. Each requesting member must provide the Mutual with certificates of insurance setting forth this information at the commencement of each new policy period hereafter. In no event, shall the total liability insurance coverage for the lift ever be less than \$1,000,000.00 regardless of the number of requesting member(s) participating in the cost of said insurance coverage.

The requesting member(s) must agree that regardless of the original number of members involved in the lift, the remaining member(s) must continue to provide the above described liability insurance coverage at the same \$1,000,000.00 policy limit for the presence, maintenance and operation of the lift.

- 8.0** The requesting member(s) must agree to purchase an annual lift maintenance contract, for any period not covered by a manufacturer's or installer's maintenance and repair warranty, from a company authorized and licensed to perform said maintenance and to maintain said maintenance contract in place at the member(s) own expense throughout the existence of the lift on Mutual property. The requesting

member(s) must agree that regardless of the original number of members involved in the lift, the remaining member(s) must continue to provide the above-described maintenance contract throughout the existence agree to provide their Mutual with an executed copy of said maintenance agreement at the commencement of the maintenance agreement which shall in any event be within two (2) months of completion of installation of said lift and, again, at thereafter. In any event, at all times the cost and the responsibility of the lift will be exclusively that of the remaining requesting member(s).

- 9.0** The requesting member(s) may propose a particular color for factory painting of a factory prefabricated metal frame lift, including the enclosure and other parts, using a durable process, such as electrostatic polyester powder coating. However, the Mutual reserves the right to reject the member(s) selection and to specify another color to be matched by the powder coating used at the factory. The responsibility and cost for the initial and all future painting of the lift will be exclusively that of the remaining requesting member(s).
- 10.0** The requesting member(s) must agree to pay into an interest bearing escrow account at a federally insured financial institution designated by the Mutual the total sum of \$1,500.00 prior to the installation of the lift. Said escrow account will be for the express purpose of paying for the actual cost of the removal of the porch lift, the cost of patching, painting and repairing the building and lift installation site following its removal and the cost of replacing the guardrail or wall at all floor stops above the ground floor of the building. In the event that the reasonable actual cost of removing the lift and restoring the premises to the condition as it existed prior to the installation of the lift exceeds \$1,500.00, then the remaining requesting member(s) will be liable for the cost of said removal and repair. Upon removal of the lift, any unused escrow funds shall be promptly refunded to each contributing member and/or their successor-in-interest. An automatic rollover certificate of deposit escrow account may be set up to require signatures of both P.C.M. officials and the requesting member(s) and/or their successor-in-interest in order to end the automatic rollover and close the account.
- 11.0** Each requesting member will have a key for the operation of the lift and provide written agreement that they, their family members and companions are the only persons authorized to operate the lift.

Rights to use the lift are transferable on the conveyance of a manor to a successor-in-interest, regardless of handicap, who agrees in writing to fully assume the responsibilities imposed herein.

- 12.0** Requesting member(s) agree that the cost of installing and hooking up electricity to the lift shall be borne exclusively by the requesting member(s). The electricity used in the operation of the lift must be limited to one member's residence. The electrical hookup will be installed by a licensed electrical contractor and comply with all governmental regulations. All permits and licenses necessary for the electrical shall be obtained by requesting member(s) and a copy of any such licenses or permits must be provided to their Mutual prior to start of any work. It is the intent of the Mutual to require that all electrical wiring and conduit be concealed, from view so as not to detract from the existing aesthetics of the building. However, should conditions require external mounting of conduit in order to preserve the structural integrity of walls or ceiling then the P.C.M. the Permits and Inspections office may permit the installation of said conduit. In this event, the Permits and Inspections office shall designate the reasonable placement and color of the conduit so as to interfere as little as possible with the existing aesthetics of the building.
- 13.0** Requesting member(s) must execute an Agreement to be Bound by Porch Lift/Elevator Requirements substantially in the form attached hereto as Exhibit A, and incorporated herein by reference, pursuant to which said member agrees to perform and be bound by all terms and conditions contained herein. A copy of the porch lift/elevator standards shall be attached to this Agreement and shall be made a part thereof.

THIRD LAGUNA HILLS MUTUAL

AGREEMENT TO BE BOUND BY PORCH LIFT/ELEVATOR STANDARDS

This Agreement to Be Bound by Porch Lift/Elevator Standards (hereinafter the "Agreement") is made and effective as of this ____ day of _____ 20____, by the undersigned member (hereinafter the "Member") of Third Laguna Hills Mutual, a California nonprofit mutual benefit corporation (hereinafter the "Mutual") for the benefit of said Mutual.

- 1.0 **CONSENT TO BE BOUND AND COVENANT TO PERFORM THE MUTUAL'S STANDARDS.** In consideration for the Mutual's consent to the Member's installation of a porch lift or elevator or similar improvement, the Member hereby covenants and agrees to perform, observe, and be bound by all terms and conditions contained in those certain Porch Lift/Elevator Standards attached hereto as Exhibit "A" and which are incorporated by reference in this Agreement as though set forth in full herein.
- 2.0 **NO CHANGE TO MUTUAL'S GOVERNING DOCUMENTS.** This Agreement does not alter, but only supplements, all terms and conditions contained in the existing governing documents of the Mutual, as the same may from time to time be amended.
- 3.0 **SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon the heirs, administrators, executors, successors and assigns of the Member, unless the Member's manor is conveyed to a new Member who chooses not to have lift/elevator rights and consequently does not wish to execute this Agreement. Then the remaining Member(s) who also use the lift or elevator, if any, must assume the added responsibilities required by the Porch Lift/Elevator Standards set forth on Exhibit "A," or else the lift/elevator be removed as provided therein.

IN WITNESS WHEREOF, the Member has executed this Agreement as of the date first set forth above.

MEMBER: _____

THIRD LAGUNA HILLS MUTUAL

SECTION 9 EXHAUST FAN INSTALLATIONS JANUARY 1993 REVISED MARCH 1996, RESOLUTION M3-96-28

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply Permits and Inspection office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspection office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.8 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** The intent of this standard is to allow the addition of exhaust fans and roof vents. Due to the varying manufacturers, types, and sizes, the Mutual is empowering the Permits and Inspection office to determine reasonable size and location of all such vents. The Mutual's intent is to allow residents the freedom of making these alterations while minimizing the esthetic impact on the Community and simplify the approval process.
- 2.2** Units may be installed in any attic space or over a garage provided it is directly above the owner's manor only.
- 2.3** Units may be located on flat, sloped, or gabled ends of roofs, regardless of roofing material provided proper sealant methods are applied.
- 2.4** Units installed on sloping roofs and gable ends must be painted a color to match harmoniously with the building.
- 2.5** All roofing work shall be in strict conformance with building codes and roofing standards.
- 2.6** All electrical work must meet the latest edition of the National Electrical Code.

3.0 UNIT SIZES

- 3.1** No exhaust fan unit shall project beyond a reasonable height of the roof surface to be determined by the permits and Inspection office.
- 3.2** No exhaust fan unit or cover shall exceed a reasonable size to be determined by the Permits and Inspection office.

4.0 UNIT TYPES

- 4.1** Wind-driven turbine units and plastic units will not be acceptable.
- 4.2** Fan units may operate on a thermostat or manual switch. Noise must not exceed existing City of Laguna Woods noise requirements.
- 4.3** Fans may be installed in existing vents, provided they meet applicable codes.

THIRD LAGUNA HILLS MUTUAL

SECTION 10 DOORS, EXTERIOR

JANUARY 1989

REVISED AUGUST 2002, RESOLUTION M3-02-38

REVISED MARCH 2003, RESOLUTION 03-02-22

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.9 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 TYPES OF DOORS

- 2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.
- 2.2** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member. The exterior of the doors shall match the Mutual's painting policy, be of natural or stained wood, or of vinyl material.
- 2.3** Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the Uniform Building Code and complies in all respects with such standards.

3.0 APPLICATIONS

- 3.1** All doors shall be painted or stained to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.
- 3.2** Screen door additions are acceptable.
- 3.3** Exterior doors shall be compliant with the current edition of the Uniform Building Code.
- 3.4** Any required irrigation or landscaping modifications resulting from the door (or required stoop) installation must be performed by the PCM Landscaping Division, at the Mutual member's expense.

THIRD LAGUNA HILLS MUTUAL

SECTION 11 EXTERIOR FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** Floor coverings are installed by the Mutual members at their own risk. Any building activity which may damage any type of floor covering shall be the resident's responsibility.
- 2.2** Attaching substances shall encompass glues or adhesive strips for carpeting on concrete patio slabs only. Carpeting for balconies shall utilize adhesive strips only. Mortar, cements, etc., for tile only.
- 2.3.** No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.4** Floor coverings shall not be installed on any non-entry walk.
- 2.5** Color, style, fashion, or design of any floor covering shall be optional.
- 2.6** Glazed tile, due to its slippery surface, is not recommended for use as a floor covering.
- 2.7** A four inch mow strip will be left (set back) on all patio slab coverings. For all walkway coverings, a four inch mow strip will be installed along the entire alteration.

3.0 MAINTENANCE

- 3.1** Mutual members must maintain and/or replace, as needed, all floor coverings installed.
- 3.2** Mutual members shall be responsible to remove any floor covering for access to the subsurface for purposes of repairs as may be required.
- 3.3** Mutual members assume all responsibility for tile that cracks or become loose due to the building movement or other causes.
- 3.4** Mutual members assume responsibility for any building damage occurred due to the installation of a floor covering.

THIRD LAGUNA HILLS MUTUAL

SECTION 12 EXTERIOR WALL ATTACHMENTS

MARCH 1983

REVISED APRIL 1996, RESOLUTION M3-96-28

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1 No attachments may cover any electrical outlets or junction boxes.
- 2.2 No attachments may cover over plumbing access covers, cleanouts, or shutoffs.
- 2.3 No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.
- 2.4 All attachments must be permanent in nature and not subject to extreme weathering or deterioration.
- 2.5 Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios or atriums.

3.0 TILE PAVERS

- 3.1 Tile pavers used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- 3.2 Tile used as a brick veneer will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3 Tile must match in color, design, and size as close as possible any brickwork on building existing.

4.0 TRELLIS AND WROUGHT IRON DESIGNS

- 4.1 Any trellis attached to a wall must be painted the same color as the wall.
- 4.2 Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall attached to.
- 4.3 Wrought iron shall be removable for painting purposes.
- 4.4 All lags or screws into walls must be sealed prior to installation to prevent water penetration.

5.0 MURALS AND WALL HANGINGS

- 5.1 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.

5.2 Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.

THIRD LAGUNA HILLS MUTUAL

SECTION 13 FENCES, WROUGHT IRON FEBRUARY 1985 REVISED APRIL 1996, RESOLUTION M3-96-28

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 PREPARATIONS

- 2.1** In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 2.2** Attachments to buildings shall be lags or metal shots only, predrilled and sealant applied prior to installation.
- 2.3** No fencing will be allowed in areas where access for maintenance is required.
- 2.4** In no case will concrete cover over sprinklers, sprinkler lines, or other related items.
- 2.5** No fencing will be allowed that may encroach upon a view of a neighboring manor as determined by the Permits and Inspection office.
- 2.6** All wrought iron shall be painted in accordance with the Mutual's painting policy; unless other wrought iron attached to building or surrounding the building is of a different color, it shall match that color.
- 2.7** All fencing shall border patio slabs only. No fencing shall be installed in garden or grass areas.

3.0 APPLICATIONS

- 3.1** No fence shall be over 5'-0" in height, inclusive of wall and fence, nor under 12" in height.
- 3.2** All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.
- 3.3** All posts and related pieces shall be of common square, rectangular, and flat stock. No round bar.
- 3.4** Wrought iron fencing may be installed as approved by the Permits and Inspections office as part of a block wall. See Specifications for block walls.
- 3.5** Openings for gates are permissible.
- 3.6** Existing fencing may be lowered as requested by the resident with the approval of the Permits and Inspections office.

4.0 SPRINKLER REVISIONS

- 4.1** Sprinklers will be revised only by P.C.M. landscape crews, and the cost of such revisions shall be at the expense of the resident owner of that unit.
- 4.2** No sprinklers will be placed inside any patio area by P.C.M. landscape crews, and any sprinkler systems added shall not be connected to the Mutually-owned system.

THIRD LAGUNA HILLS MUTUAL

SECTION 14 FIREPLACE INSTALLATIONS JANUARY 1989 REVISED APRIL 1996, RESOLUTION M3-96-28

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.7 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** Prefab-type units will be permitted provided they are I.C.B.O. approved or U.L. approved items.
- 2.2** All units shall be constructed to the same height as originally designed units.
- 2.3** Fireplaces will be permitted to be built only as a part of a building where a fireplace had been an optional item during construction and shall be located as shown on the original plan.
- 2.4** The exterior design and construction shall be as originally planned. Exceptions by P.C.M. the Permits and Inspections office or Maintenance and Construction Committee.

3.0 SPARK ARRESTORS

- 3.1** Spark arrestors will be required for new units.
- 3.2** Spark arrestors shall be flat wire or screen type as part of the flue assembly designed for the unit.
- 3.3** A permit will be required for installation of spark arrestors or rain caps for existing fireplaces. Some units, depending upon design and color, may be required to be painted to match the building or chimney color.
- 3.4** No spark arrestor or rain cap may protrude higher than 12" above the flue exit.

THIRD LAGUNA HILLS MUTUAL

SECTION 16 GARAGE DOORS, SECTIONAL OR ONE PIECE JANUARY 1993 REVISED AUGUST 2002, RESOLUTION M3-02-39

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the PCM Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the PCM Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.8 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** No garage door will be installed that requires modification to the building structure.
- 2.2** Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.3** All garage doors shall be selected and/or painted or stained to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. The style of all doors installed shall be selected to match other garage doors in the same building.
- 2.4.** All garage doors shall be of aluminum, wood or steel construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.
- 2.5** Built-in self closing mail slots are permissible.
- 2.6** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.7** All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.
- 2.8** No built-in type access or pet doors will be permitted.

THIRD LAGUNA HILLS MUTUAL

SECTION 17 GATES SEPTEMBER 1981

REVISED APRIL 1996, RESOLUTION M3-96-28
REVISED MAY 2008, RESOLUTION 03-08-42

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office located in the Laguna Woods Village Community Center with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code and the California Building Code (UBC/CBC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.10 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS – PATIO WALLS

- 2.1 No single gate will be of two pieces or require more than three hinges for attachments.
- 2.2 All gates will be painted to match the color of the wall or the building in accordance with Mutual painting policy.
- 2.3 Gates may be installed that open into limited common area; also where limited access to entryways does not obstruct necessary access to common areas.
- 2.4 Gates will be constructed of wood or wrought iron only.
- 2.5 Gates shall match existing design and construction.
- 2.6 Gates shall be no higher than the wall in which they are part of, with the exception of decorative or radiused finished tops.

3.0 APPLICATIONS – PATIO RAILINGS IN THREE STORY BUILDINGS

- 3.1 This section addresses gates cut into existing metal, or wood, patio railings in three story buildings.
- 3.2 Gates can be installed only if the Common Area made accessible by the gate is safe to traverse considering factors such as the slope of the land and the landscaping, as determined by Staff.
- 3.3 A site visit by the Alterations Inspector will be required prior to the issuance of a permit for a gate installation.
- 3.4 The opening cut into the railing for the gate must be a minimum of 24" and a maximum of 36" wide.
- 3.5 Gates will be constructed and painted to match the existing railing.
- 3.6 Where cuts have been made they will be finished to prevent injuries. Horizontal wrought iron bars must be capped, or sealed to prevent moisture intrusion.
- 3.7 Vertical bars of the same size and shape as the railing's original bars must finish the ends of the gate and railing where they have been cut. These vertical bars must be capped, or otherwise sealed, to prevent moisture intrusion.

- 3.8 Gates should be positioned in either side of the railing, and not the front, be clear of obstructions, and designed to swing so that they provide access to a safe passage with minimal impact on the landscaping. The gates must be able to open fully, at least 90 degrees, without striking objects on adjacent walls or in the landscape. If the gate opens onto the patio it must not obstruct the manor doorway that accesses the patio.
- 3.9 A landing the length of the gate opening and 36" wide may be required to be constructed to be even with the grade of the patio. Site-specific plans, including method of attachment to the existing patio, inclusive of any necessary moisture barrier, must be submitted for consideration.
- 3.10 Steps, positioned along the side of the patio must be provided to reach the landing if the distance from the surface of the landing to the ground is greater than 7.5". No step may have a rise of over 7.5", or a tread of less than 11". Steps will be 36" wide to match the width of the landing. If more than one step is required the rise for each of the steps may not vary by more than 3/8" from one another. Maximum number of steps is four (4) with no more than a 30 inch rise.
- 3.11 All required landscaping and irrigation revisions will be performed by the Mutual at the Member's expense.
- 3.12 Should the height of the patio require installation of steps and a stoop in Common Area, in addition to the required landing, the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of the landing, steps, and stoop, the "Agreement Regarding Patio Ingress/Egress Installation on Common Area Property" or similarly titled document.
- 3.13 Personal items cannot be located outside of the patio in the Common Area made accessible by the gate, or on the landing, steps, or stoop.

THIRD LAGUNA HILLS MUTUAL

SECTION 18 GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspection office with the City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.9 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** A splash block will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2** No downspout may be installed that will drain into an area that will effect yard drainage in an adverse way.
- 2.3** Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed.
- 2.4** All gutters and downspouts will be of the same type as to match existing gutters on the building.
- 2.5** Gutters and downspouts will be of the same color to match the surface they are attached to.

THIRD LAGUNA HILLS MUTUAL

SECTION 19 BALCONY MODESTY PANELING

JANUARY 1989

APRIL 1996, RESOLUTION M3-96-28

REVISED JANUARY 2007, RESOLUTION 03-07-01

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspection office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.11 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** All modesty panels will be attached directly to the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2** Paneling will cover the railing completely from top to bottom and side to side, and will not extend beyond any existing railing.
- 2.3** All paneling will be rigid and easily removable.
- 2.4** Corrugated fiberglass, masonite, and other such less weather-proof items will not be permitted.
- 2.5** Paneling may be of white vinyl lattice, or metal that has no openings or gaps and is painted to match the color of the wall to which the railing is attached.
- 2.6** Paneling will be attached only to the inside portion of handrails.

THIRD LAGUNA HILLS MUTUAL

SECTION 20 PAINT POLICY

JANUARY 6 1989

REVISED APRIL 1996, RESOLUTION M3-96-28

**STANDARD REVOKED BY THIRD MUTUAL
BOARD, RESOLUTION 03-07-30
APRIL 2007**

Installation of Alterations that require painting will be subject to the Third Laguna Hills Mutual Paint Policy, adopted under separate Resolution by the Board.

THIRD LAGUNA HILLS MUTUAL

SECTION 21 PATIO SLABS

FEBRUARY 1985

REVISED FEBRUARY 2003, RESOLUTION 03-03-17

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the PCM Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the PCM Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 PREPARATIONS

- 2.1** In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 2.2** No slab will be allowed that will hinder yard drainage.
- 2.3** No slab will be allowed in areas where access for maintenance is required.
- 2.4** In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

3.0 APPLICATIONS

- 3.1** Patios may be constructed of a concrete slab or interlocking concrete pavers only.
- 3.2** Planting or dirt areas inside the defined patio walls may be paved over with concrete or interlocking pavers providing the paving does not extend beyond the wall.
- 3.3** Concrete slabs will be 4" minimum in thickness and will be required to be of 2000 P.S.I. strength within 28 days. Wire mesh or rebar and a vapor barrier with minimum of 1" sand cover are required as part of the installation.
- 3.4** All installations must have a minimum slope of $\frac{1}{4}$ " per foot.
- 3.5** Interlocking paver installations must use wood or plastic edging and secure edging in place per manufacturer's specifications.
- 3.6** Interlocking paver installations must use a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at least 1 inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate to lock pavers into place.
- 3.7** Pavers may be $\frac{7}{8}$ of an inch to one inch thick if overlaid on an existing concrete slab. Otherwise pavers must be $2\frac{3}{8}$ -inches thick.
- 3.8** Pavers may not form or contain any pictures, symbols or wording.
- 3.9** Refer to Section 11 – Exterior Floor Coverings for parameters regarding covering patio slabs.

4.0 SPRINKLER REVISIONS

- 4.1** Any required landscape or irrigation revisions will be performed only by P.C.M. landscape crews, and the cost of such revisions shall be at the cost of the Mutual member performing the alteration.
- 4.2** No sprinklers will be placed inside any patio area by P.C.M. landscape crews. Any systems added shall not be connected to the Mutual-owned system.

THIRD LAGUNA HILLS MUTUAL

SECTION 22 PATIO, BALCONY AND EYEBROW COVERS, ALUMINUM AND VINYL

JANUARY 1989

REVISED JANUARY 2003, RESOLUTION 03-03-08

REVISED JANUARY 2008, RESOLUTION 03-08-08

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office located in the Laguna Woods Village Community Center with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code and the California Building Code (UBC/CBC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.12 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7** **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 **PREPARATIONS**

- 2.1.** All patio, balcony, and eyebrow covers must be built as per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.
- 2.2.** Patio covers will cover only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- 2.3.** Overhang dimensions will be per standard plan drawings.

3.0 **APPLICATIONS**

- 3.1** Posts must be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials. Plant-ons are optional, but if installed must be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials . Headers must also be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials.
- 3.2** All posts must be installed on the patio slab or on inside patio walls. Posts may be set on a wall only if it is verified that the wall has been constructed such that it has the appropriate load bearing qualities. The Permits and Inspections office will approve verification
- 3.3** Color options for all aluminum patio, balcony, and eyebrow covers are factory finished white, almond or anodized bronze. Color options for vinyl materials are white, taupe, and tan. The color of the first Mutual approved installed patio cover, eyebrow, or enclosure of each material, sets color precedence for all future patio, eyebrow and/or enclosure installations for that type of material on that side of the building.
- 3.4** Installations must not block the access of gutters attached to adjacent manors to their downspouts. If access to existing downspouts is blocked, then new downspouts of similar design, material and quality must be installed and painted the appropriate color.
- 3.5** Downspouts are to be painted to match the surface that they may be attached to. Downspouts shall not empty into other patio areas or hinder maintenance in any way.

- 3.6 Plastic panels as produced by the manufacturer may be installed per approved specifications as outlined by the manufacturer's recommendations. No corrugated non-structural panels will be allowed.
- 3.7 The length of eyebrow cover must be equal to the full length of the balcony to which it is attached.
- 3.8 Eyebrow covers may not have skylight panels and will not project from the building beyond three feet.
- 3.9 Covers may be installed over atriums such that 35% of the atrium area is left open and unobstructed as per the current Edition of the U.B.C. The cover may not extend above the height of the existing walls. Skylight type panels are an approved option.

4.0 BUILDING TYPES

- 4.1 Aluminum or vinyl patio covers will not be allowed in Casa Palma, Casa Sienna, Casa Lorenzo or Casa Monaco.

5.0 DEFINITIONS

- 5.1 Patio: A paved area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 5.2 Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 5.3 Eyebrow Cover: A projection, which protrudes at a 45 degree angle from a balcony to provide shade for the manor below.

THIRD LAGUNA HILLS MUTUAL

SECTION 23 PATIO AND BALCONY COVER, WOOD

JULY 1982

REVISED JANUARY 2003, RESOLUTION 03-03-09

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** Posts must be constructed of wood and must measure 4" x4". 2x plant-
ons may be attached.
- 2.2** The standard plan drawing regulates structural member sizes.
Clarification of any discrepancies is to be determined by the Permits
and Inspections office.
- 2.3** All patio cover posts must set on the patio slab with required metal
bases or on the inside patio wall with required metal bases. Posts may
be set on a wall only if it is verified that the wall has been constructed
such that it has the appropriate load bearing qualities. The Permits and
Inspections office will approve verification.
- 2.4** Lattice may be of the following sizes: 2"x2", 2"x3", or 2"x4". Spacing of
lattice is optional. Lattice material shall beset on its 2" wide edge.
- 2.5** Lattice may be omitted in lieu of installation of acceptable size T & G
roof decking with built-up roofing installed over it as approved by the
Permits and Inspections office. Skylights will be permitted in a patio
roof only as indicated on standard plan. (See section on skylights) Only
one (1) skylight per running 10 linear feet will be permitted.
- 2.6** All wood must be painted or stained to match the wood trim color
existing on the subject building. The color of the first Mutual approved
installed cover on each side of the building sets color precedence for
all future covers.
- 2.7** Covers may be modified by the Permits and Inspections office if such
an installation will affect the view of a neighboring manor,
maintenance, or related problems as is necessary.
- 2.8** Plexiglas, corrugated fiberglass and similar such items will not be
permitted as coverings for the top of or part of a patio or balcony cover
construction. Lattice coverings for sides or front are not permitted.
- 2.9** Corbels may be installed in conjunction with patio covers provided they
are of wood and not larger than the size of the header to which
attached.
- 2.10** Overhang dimensions will be per standard plan drawings.

3.0 BUILDING TYPES

- 3.1** In original Mutuals 68 and 69, patio covers shall be of aluminum lattice, wood lattice or built-up wood roofs only as per approved plans for C-10, C-11, C-12 and C-13 models.

4.0 **DEFINITIONS**

- 4.1** Patio: A paved area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 4.2** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 4.3** Lattice: A framework or structure of crossed wood strips.

THIRD LAGUNA HILLS MUTUAL

SECTION 26 SKYLIGHT INSTALLATIONS

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with any City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** Skylights may be of open able or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing must be in strict conformance with the U.B.C., Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by P.C.M. Permits and Inspections office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof.
- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8** Maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All questionable skylights to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.

- 2.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of ICBO approved double lens construction.
- 2.14** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.

THIRD LAGUNA HILLS MUTUAL

SECTION 27 TUBULAR SKYLIGHT INSTALLATIONS

SEPTEMBER 1995

REVISED MAY 2003, RESOLUTION 03-03-44

REVISED MAY 2007, RESOLUTION 03-07-46

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 5:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), indicating all work to be done, i.e., size, location, description, and specifications.
- 1.13 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 **DEFINITION**

2.1 "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

2.2 Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

3.0 **APPLICATIONS**

3.1 All roofing work shall be in strict conformance with current building codes and any applicable Mutual standard drawings.

3.2 **Notification:** Member must notify the Permits and Inspections office of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member is responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Permits and Inspections office.

3.3 **Final Inspection:** During the final inspection, should the Permits and Inspections office notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member will be responsible for the proper repair(s).

3.4 **ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) must assure that the requirements of federal, state and local government regarding asbestos removal procedures are met or exceeded.

3.5 No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.

3.6 Hypolon skirts will not be permitted as acceptable flashings.

3.7 All tubular skylight flashings are required to be minimum 8" in height.

- 3.8 All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.
- 3.9 All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.
- 3.10 Products: Henry Asphalt Primer (#103 or #105), Henry Cold-Ap Cement (#403), Henry Underlayment (#604), Henry Interply Adhesive (#902). Henry products may be substituted by an equal or better product. All substituted products require approval from the Permits and Inspections office.

4.0 **INSTALLATION SPECIFICATIONS**

4.1 **FLAT ROOFS (Built Up Roofing)**

- a. 10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs.
- b. Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- c. Apply Henry Asphalt Primer to flashing and scraped/spudded roof surface and let dry.
- d. Apply Henry Cold-Ap Cement # 403 to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.
(First Ply/Base Ply)
- e. Apply Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. and cover with Henry Fiberglass ply sheet 25lb #604 starting at vertical surface across the flashing and over roof surface to a point three (3) inches beyond the edge of the flashing.
(Second and Third Ply)
- f. Apply Henry Interply Adhesive #902 and a second ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the Henry Interply Adhesive #902 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond

the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the Henry Fiberglass Ply Sheet #604 to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft.

- g.** Apply one layer of *MB Cap embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge and embed #11 Granule Aggregate or cap sheet (if flat or built up roof (BUR) is cap sheet).
- h.** If cap sheet is used, nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using Henry Cold-Ap Cement # 403 and webbing.
- i.** Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

4.2 3 STORY BUILDINGS

Installation of tubular skylights on all three-story buildings are to follow Mutual Standards for Built-Up Roofing with the following changes:

- a.** Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chase to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.
- b.** An "In-Progress" inspection by the Permits and Inspections office is required for all tubular skylights installed in 3 Story buildings.

4.3 PITCHED ROOFS: All pitched roof (over 3:12) installations shall be as follows:

4.3.1 Asphalt Composition Shingles

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in Third Mutual.

- a.** Pitched Metal Flashing: The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-

punched fastener holes shall be laced into existing Asphalt Composition Shingles as existing roof jacks are installed.

- b. Metal Turret Extension: Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philip head, self-tapping stainless steel screws.
- c. Turret Shroud: Shall be installed onto Pitched Metal Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.

4.3.2 Concrete & Clay Tile

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
 - 1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counterbase Flashing.
- b. Secondary Flashing: Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counterbase Flashing.
- c. Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- d. Turret Shroud: shall be installed onto Secondary Flashing and Turret Extension.
- e. No caulking will be used as primary water leak protection.
- f. All tiles shall be saw cut and not "broken to fit".

4.3.3 Metal Shingles

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual. Single flashing permitted only on metal shingle roofs.

- a.** Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
- b.** Polypropylene Turret Extension: shall be installed onto Counterbase Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c.** Turret Shroud: shall be installed onto Flashing and Turret Extension.
- d.** All tiles shall be saw-cut or sheared and not "broken or bent" to fit.

THIRD LAGUNA HILLS MUTUAL

SECTION 28 SOFT WATER UNITS JANUARY 1982 REVISED APRIL 1996, RESOLUTION M3-96-28

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspection office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspection office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 INSTALLATIONS

- 2.1** All installations will be approved by the Permits and Inspection office prior to commencing the work.
- 2.2** Tanks will be located in a garage, water heater cabinet, or outside of unit as approved by the Permits and Inspection office.
- 2.3** Exposed exterior installations require a 3/8" thick plywood cabinet to be built, painted color of building, and installed over softener tanks. All exposed plumbing shall be painted color of surface to which attached.
- 2.4** Pipe runs shall be kept to a minimum.
- 2.5** Softener tanks may be located below grade.
- 2.6** Soft water units shall be connected directly to the service line of the manor owner/owners' name that appears on the permit.
- 2.7** No regenerative-type softeners will be allowed as per all applicable laws.

THIRD LAGUNA HILLS MUTUAL

SECTION 29: Solariums

FEBRUARY, 1992

REVISED JANUARY 2003, RESOLUTION 03-03-10

REVISED SEPTEMBER 2006, RESOLUTION 03-06-42

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Alterations office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Alterations office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.

not included herein. Plans and specifications shall be submitted to the Permits and Inspections office at the time of Application for Permit.

- 2.12 A solarium cannot be installed in an area where a Standard Plan exists for a room addition.
- 2.13 Doors may only be installed on the ends or short sides of the solarium enclosure as approved by the permits and Inspections office, and required stoops shall be installed per the Uniform Building Code.

3.0 SURFACE PREPARATION

- 3.1 Prior to any installation, existing patio surfaces shall be checked for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2 All attachments to the patio slab must be directly to the patio surface, not applied over any type of material applied over the patio surface.

4.0 FRAME OR TRACK

- 4.1 Frames and/or tracks are to be of wood or aluminum only. The dimensions shall be kept to a minimum to optimize the area of glass firmly in place. All wood shall be painted to match existing surfaces to which it is attached. All aluminum shall be anodized bronze unless others exist if attached to a dark painted surface; aluminum or white powder coated color if attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.

5.0 TYPE OF GLASS

- 5.1 All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and Uniform Building Code specifications for engineering would be required for the structure, and may require Board approval, to be determined by the Permits and Inspections office.
- 5.2 Glass shall be single-pane type.
- 5.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.

- 5.4** Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5** Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved before such application.

THIRD LAGUNA HILLS MUTUAL

SECTION 30 STORAGE CABINETS

FEBRUARY 1985

REVISED JUNE 2002, RESOLUTION M3-02-29

1.0 GENERAL REQUIREMENTS

- 1.1 The Permits and Inspections office shall issue permits for all storage cabinets in carports, breezeways, and parking areas.
- 1.2 All cabinets shall be constructed of wood per standard plan drawings.
- 1.3 Cabinets shall be positively attached to adjacent wall or structure to prevent overturning as required by the Uniform Building Code. Method of attachment shall provide a minimum of 1.5-inch clearance (air) space to prevent moisture damage to the cabinet.
- 1.4 A 12" access shall be maintained between cabinets and existing plumbing, electrical, or other utility installations and/or outlets.
- 1.5 No refrigerators, freezers, or other major electric appliances will be allowed in or around storage cabinets. No electrical wiring shall be run through the cabinet.
- 1.6 No loose items are allowed outside of storage cabinets. All personal property, including foot lockers, file cabinets, trunks and work benches shall be stored in cabinets and shall not violate use restrictions set forth in Article II of Declaration of Covenants, Conditions, and Restrictions.
- 1.7 All cabinets shall be legibly labeled with the manor number.
- 1.8 Permits will not be required for cabinets, which are located within patios or balconies provided they are no taller than 4'-0", no wider than 4'-0", or no deeper than 3'-0".

2.0 CARPORT CABINETS

- 2.1 Cabinets shall be no taller than 3'-6", no wider than the carport stall, nor deeper than 2'-6".
- 2.2 Cabinets shall be painted to match all existing cabinets or adjacent building walls (if no cabinets exist in the area).

- 2.3 The cabinet shall be installed on a base constructed of galvanized or non-ferrous metal, pressure treated lumber, or equivalent material as determined by the Permits and Inspections office.

3.0 BREEZEWAY CABINETS

- 3.1 Breezeway cabinets will be permitted in Casa Linda (11-06 type) and Casa Contenta (KK-08 type) buildings only.
- 3.2 The cabinet shall be no taller than 5'-6", no wider than 3'-0", nor deeper than 1'-6".
- 3.3 Cabinets will be limited to two per breezeway on a first-come, first-served basis.
- 3.4 Cabinet units will be placed under stairwell area as indicated on drawing.
- 3.5 Cabinets will be painted to match existing building color.
- 3.6 The cabinet shall be placed on castors.

4.0 UNDERGROUND CARPORT CABINETS (GARDEN VILLA-TYPE BUILDINGS)

- 4.1 Cabinets shall be limited to the manor owner's space or adjacent area as approved by the Permits and Inspections office and conform to the standard plans.
- 4.2 Cabinets shall be painted to match all existing cabinets or adjacent building walls (if no cabinets exist in the area).
- 4.3 The cabinet shall be no taller than 7'-0", no wider than 4'-0", nor deeper than 3'-0".
- 4.4 In those areas where the adjacent wall height is 3'-6"; the cabinets shall not exceed the height of the wall.
- 4.5 The cabinet shall be installed on a base constructed of galvanized or non-ferrous metal, pressure treated lumber, or equivalent material as determined by the Permits and Inspections office.

THIRD LAGUNA HILLS MUTUAL

SECTION 31 WASHER & DRYER INSTALLATIONS

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 EXTERIOR CABINETS

- 2.1** All patio installations shall be enclosed in a cabinet which meets all manufacturers' requirements.
- 2.2** The cabinet design shall be submitted to the Permits and Inspections office prior to issuance of an alteration permit. The design shall address protection of the equipment from the elements.
- 2.3** Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 2.4** Cabinets to be painted to match existing color of building.
- 2.5** Location of unit and/or plumbing connections must be submitted in writing to the the Permits and Inspections office prior to issuance of a permit.
- 2.6** No permits will be issued for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 2" ABS plastic and 3" cast iron.
- 2.7** All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.
- 2.8** Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.
- 2.9** All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper.
- 2.10** All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.11** All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.12** Variances for the installation of washers and dryers in individual manors will not be granted in three-story buildings.

THIRD LAGUNA HILLS MUTUAL

SECTION 32 WATER HEATER RELOCATION

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-45

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

2.1 Water heaters located outside of the manor must be enclosed in an exterior storage cabinet. Cabinets shall be painted to match color of building. Future costs for the maintenance of the cabinet will be at Mutual member's expense.

2.2 All storage cabinets will be constructed per standard plan drawings available at the Permits and Inspections office in the Community Center.

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

2.3 Water heaters located outside of the manor must respect the view of an adjacent manor. The Permits and Inspections office must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to permit being issued.

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

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

2.6 No units will be located on the exterior of the dwelling unit except as outlined in this section.

2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed per current Uniform Building Code and Uniform Plumbing Code.

3.0 PLUMBING

3.1 All plumbing supply and distribution lines will be of Type L copper. No galvanized or plastic pipe fittings will be allowed.

3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe.

- 3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.
- 3.4 All penetrations through exterior walls shall be completely sealed and water-tight.
- 3.5 Any change in the water heater tank, or new tank installed at time of relocation of the water heater will be 100% at the Mutual member's expense.
- 3.6 All water heaters shall have the pressure/temperature relief line routed to the exterior of the building.

4.0 ELECTRICAL

- 4.1 All exterior conduit placement must first be approved by the P.C.M. Permits and Inspections office.
- 4.2 Exposed rigid conduit shall be painted to match the surface it is on.
- 4.3 All electrical conductors shall be installed in rigid or flexible conduit.

5.0 STRAPPING

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

THIRD LAGUNA HILLS MUTUAL

SECTION 34 WINDOWS & WINDOW ATTACHMENTS

MAY 1996, RESOLUTION M3-96-28

SEPTEMBER 2002, RESOLUTION M3-02-47

NOVEMBER 2002, RESOLUTION M3-02-62

OCTOBER 2004, RESOLUTION 03-04-27

REVISED FEBRUARY 2006, RESOLUTION 03-06-10

REVISED SEPTEMBER 2006, RESOLUTION 03-06-41

REVISED MAY 2007, RESOLUTION 03-07-47

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods Retrofit Window Certificate or City Permit will be required. All fees for both Mutual and City permits shall be paid for by the member and/or their contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit/certificate number prior to beginning work.
- 1.2 MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building. All costs and maintenance of the window(s), present and future, to include but not limited to water, mold, mildew, and moisture intrusion to or caused by the window or manor/building wall, is the sole responsibility of the Mutual member(s).
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor are responsible for removal of debris

and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Dumpsters, if required, must have location approved by Permits and Inspections office.

- 1.7** **CONTRACTOR:** Installation must be performed by a California licensed contractor unless otherwise approved by the Permits and Inspections office.

2.0 **APPLICATIONS**

- 2.1** New construction window replacement is permitted only upon the approval of the Permits and Inspections office. Retrofit windows are permitted upon the approval of the Permits and Inspections office in accordance with the criteria established herein.
- 2.2** Windows may be framed with either aluminum or vinyl. Wood framed windows will be reviewed by the Board of Directors.
- 2.3** Aluminum framed windows must match the original window frame color on the building with either a natural or bronzed anodized finish.
- 2.4** All vinyl framed windows must be white in color. Colors other than white vinyl will be reviewed by the Board of Directors.
- 2.5** Windows and sliding doors on the same wall and cornering windows and doors within an individual manor will be replaced concurrently to ensure visual continuity upon the building and surrounding area except when sliding glass doors are obscured by glass enclosures. At any such time that the enclosure is removed, exposing the sliding glass doors, the Member must replace the sliding glass doors to conform to the Mutual Standard.
- 2.6** Any existing retrofit windows in the building will set the precedent for trim size/dimensions to be utilized for new retrofit installations.
- 2.7** The top of window heights shall be at 6'-8" unless a special height is called for on the standard plan drawing.
- 2.8** Size and location of windows shall be as per standard plan drawings.
- 2.9** All retrofit windows must be certified with the City of Laguna Woods. Any retrofit window that is not properly certified is subject to permit revocation and removal at the sole cost of the manor owner.

- 2.10** Any retrofit of bedroom windows for a La Jolla-style manor must follow the applicable standard plan in order to meet California Building Code requirements. The Board will not consider any variances for La Jolla-style bedrooms.

3.0 INSTALLATION REQUIREMENTS

- 3.1.** All retrofit windows must emulate the windows that they are replacing (with the following exceptions below: 3.2.1, 3.2.2, and 3.2.3, and Section 4.0, paragraph 4.1). All fixed panels must remain fixed, and all sliding panels must remain as sliding panels. No changes in design or number of panel configuration will be permitted.
- 3.2.0** Casement windows are not permitted where the window, when open, would protrude into an area where maintenance of property, i.e., mowing, pruning, planting, would be impeded, or where the window would protrude into a walkway or area where pedestrians walk.
- 3.2.1** Retrofit louvered bathroom windows. Louvered bathroom windows may be retrofitted with other window options that fit the existing opening, a single fixed pane of glass, a double hung window, casement window, and glass blocks. Replacement windows must conform to Section 34 window standards. Plans and specifications must be submitted to the Permits Department for approval prior to installation.
- 3.2.2** Recessed vinyl retrofitted kitchen windows. Flanges on recessed vinyl retrofit kitchen windows shall be cut to fit the size of the window it is replacing. Metal frames around the window shall be painted white to match the vinyl window frame, except for casement windows in three-story buildings. Paint must be appropriate for use on metal surfaces.
- 3.2.3** 8 X 4 vinyl retrofit windows in LH21s and Garden Villas. 8 X 4 windows in LH21s and Garden Villas shall be XOX in design (one fixed window in the center and a slider on either side.) Slider windows will be 2 x 4; fixed center window will be 4 x 4. All other windows in LH 21s and Garden Villas are subject to Section 34, Window and Window Attachments.
- 3.3** The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed further than four inches. Unless the subject window is surrounded by original wood framing, all non-casement window flanges must extend beyond any open areas between the aluminum frame and all sides in order to adequately protect against water intrusion.

- 3.4 With the exception of recessed windows, cutting of the flanges is not permitted.
- 3.5 The retrofit window frame should be constructed in a flat plane with no raised or sculptured parts.
- 3.6 Windows must be properly insulated according to the manufacturer's installation instructions.
- 3.7 Retrofits of recessed windows must paint any exposed aluminum framing to match the color of the vinyl window. Garden Villa casement windows are an exception to this standard.

4.0 TYPE OF GLASS

- 4.1 All glass to be clear, single light (no grids) with the following exception: single story manors may install vinyl retrofit windows and doors with grids that match the design pattern and dimension of the grids for all windows and doors on the same elevation. All glass shall be tempered as required on standard plan, except as outlined in Section 6.0. Thermopane-type glass is required. Replacement window will correspond with Section 2.0.
- 4.2 Stained or leaded-type glass per Section 6.0.
- 4.3 Reflective tints or films applied to glass after manufacture may be applied providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved by the Permits and Inspections office before such application.
- 4.4 All bathroom windows will be of obscure glass.

5.0 ATTACHMENTS

- 5.1 No window awnings permitted.
- 5.2 No storm windows or glass shields will be installed on the exterior of any window.

6.0 STAINED GLASS

- 6.1 Any application for stained, leaded, etc., types of glass must be submitted to the Permits and Inspections office for approval of design, color, and sizes.
- 6.2 All questionable designs will be reviewed by the Board of Directors.

7.0 WROUGHT IRON GRILLES

- 7.1** All wrought iron grilles will be painted in accordance with the Mutual Paint Policy and approved color palette.
- 7.2** All grilles shall be decorative in nature and design. They will match other wrought iron, i.e., gates and fences where present.
- 7.3** Grilles shall not be placed on sliding glass doors or any other part of the unit except windows.
- 7.4** Grilles may be placed on only the first floor of any building except on those buildings where windows face into a breezeway and do not open directly into a walkway as determined by the Permits and Inspections office.
- 7.5** Maximum overhang of grilles shall be limited to 6" in any direction beyond window dimensions. No grille shall protrude more than 6" from the window.
- 7.6** Quick emergency release pins are required for fire purposes. Release pins shall be U.L. or U.B.C. approved and a smoke detector shall be utilized within the room where the grilles are installed.

8.0 GARDEN WINDOWS

- 8.1** Garden windows may be defined as planter windows, greenhouse, protruding windows, or bay windows.
- 8.2** No garden window shall extend outward from the building beyond 24". The largest horizontal or vertical dimensions of a garden window shall not exceed 8'-0" x 6'-0".
- 8.3** Garden windows shall be permitted only in dining rooms, nooks, and kitchens. Exception: any room where a window will face into a walled patio area.
- 8.4** No garden window shall be permitted where it can conceivably obstruct normal pedestrian traffic even within a walled patio area.
- 8.5** No garden window shall be permitted above the first floor of any building except on buildings where the window faces into the breezeway area.

8.6 A window in which an existing fire-rated assembly has been included into the building to satisfy building code requirements shall not be removed and replaced by a garden window, except where a garden window is a similarly fire-rated unit.

8.7 Garden window frame will meet Staff approval and Section 1.3.

9.0 SLIDING GLASS DOORS

9.1 In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in Mutual Standards for Windows and Window Attachments, reference 2.0 Applications.

THIRD LAGUNA HILLS MUTUAL

SECTION 36 STEPPING STONES **SEPTEMBER 2005, RESOLUTION 03-05-19**

STANDARD REVOKED BY THIRD MUTUAL BOARD, JANUARY 2007, RESOLUTION 03-07-02

Installation of Stepping Stones must be approved by the Board through the Variance Request process prior to installation. Contact the Permits and Inspections office for more information.

THIRD LAGUNA HILLS MUTUAL

SECTION 37 PATIO COVERS, AWNINGS FEBRUARY 2006, RESOLUTION 03-06-11

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1** A roof-like shelter of canvas or other material, i.e., awning, may extend over a patio from the top of sliding doors in a detached manor to provide protection from the sun.
- 2.2** The awning may be either fixed or retractable, Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its' fire resistance.
- 2.3** The awning will cover only the patio area as defined by the existing patio slab, wall or as indicated on the standard drawing. Patio is defined as a paved, cement or tile area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.4** The color of the awning shall be solid in color and must match one of the existing colors on the building.
- 2.5** Comprehensive plans shall be submitted to the Permits and Inspections office at the time of application, including awning material to be used, dimensions of awning, dimensions of patio, and color swatch of material to be used.
- 2.6** The Mutual Member must maintain the awning in good condition.

THIRD LAGUNA HILLS MUTUAL

Section 38 Patio Enclosures ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-43

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections Office with City permit numbers prior to beginning work.
- 1.2 MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 PLANS:** The member applying for a permit shall provide to the Permits and Inspections Office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.14 DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 CONTRACTOR:** Installation must be performed by a Uniform licensed contractor of the appropriate trade.

2.0 SPECIFICATIONS/ APPLICATIONS

- 2.1 A patio is a concrete slab area that adjoins the manor at ground level, and does not serve as a walkway or landing.
- 2.2 A patio enclosure cannot be installed in an area where a Standard Plan exists for a room addition.
- 2.3 Doors may only be installed on the ends or short sides of patio enclosures, with the exception of 3-story buildings as approved by the Permits and Inspections office, and required stoops installed per the Uniform Building Code.
- 2.4 Patios may be partially enclosed with the exception of 3-story buildings. Patio enclosures shall encompass the entire footprint in 3-story buildings.
- 2.5 No doors are permitted in patio enclosures installed on the 1st story manors of 3-story buildings.
- 2.6 In no case shall additional plumbing heating fixtures or air conditioning units be added as part of such enclosure.
- 2.7 Air conditioners/heat pumps cannot exhaust into an enclosure.
- 2.6 Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per International Conference of Building Officials (I.C.B.O.) approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.
- 2.9 Any changes to the existing structure to allow for track or framework must be approved in writing prior to issuance of a permit.
- 2.10 All work and material required to complete patio enclosures shall conform to all applicable city codes and/or state ordinances not included herein. Plans and specifications shall be submitted to Permits and Inspections at time of application for permit.

3.0 SURFACE PREPARATION

- 3.1 Prior to any installation, existing patio surfaces shall be checked for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2 All attachments to the patio slab must be directly to the patio surface, not applied over any type of material applied over the patio surface.

4.0 FRAME OR TRACK

- 4.1** Frames and/or tracks are to be of aluminum only. The dimensions shall be kept to a minimum to optimize the area of glass firmly in place. All aluminum shall be anodized bronze unless others exist if attached to a dark painted surface; aluminum or white powder coated color if attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.
- 4.2** All glass and screens must be readily removable by lifting out of a track without the use of tools.
- 4.3** All frames must be inside of existing handrails as indicated on approved drawing details and provide sufficient clearance for future maintenance of the handrail.
- 4.4** Slump stone kneewalls may be utilized as part of the patio enclosure if the wall is constructed to accept the application.

5.0 TYPE OF GLASS

- 5.1** All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and Uniform Building Code specifications for engineering would be required for the structure, and may require Board approval, to be determined by the Permits and Inspections office.
- 5.2** Glass shall be single-pane type.
- 5.3** Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 5.4** Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5** Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved before such application.

THIRD LAGUNA HILLS MUTUAL

SECTION 39 Balcony Enclosures ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-44

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections Office with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections Office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.15 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 SPECIFICATIONS/ APPLICATIONS

- 2.1** A balcony is a platform that projects from the wall of a manor and is surrounded by a parapet or railing.
- 2.2** Glass enclosures may encompass the entire footprint of a balcony except when such enclosure would include exhaust from an air conditioner. Air conditioners cannot exhaust into an enclosure per the Uniform Building Code. Plans and specifications shall be submitted to the Permits and Inspections office at the time of application.
- 2.3** Balconies may be partially enclosed with the exception of 3-story buildings. Balcony enclosures shall encompass the entire footprint in 3-story buildings.
- 2.4** In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such an enclosure.
- 2.5** Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per International Conference of Building Officials (I.C.B.O.) approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.
- 2.6** All changes to the existing structure to allow for glass track or framework must be approved in writing prior to issuance of a permit.
- 2.7** All work and material required to complete balcony enclosures shall conform to all applicable City codes and/or state ordinances not included herein. Plans and specifications shall be submitted to Permits and Inspections at time of application for permit.

3.0 SURFACE PREPARATION

- 3.1** Prior to any installation, existing balcony surfaces shall be checked for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2** All attachments to the balcony surface must be directly to the surface, and not applied over any type of material applied over the balcony surface.

4.0 FRAME OR TRACK

- 4.1** Frames and/or tracks are to be of aluminum only. The dimensions shall be kept to a minimum to optimize the area of screen glass firmly

in place. All aluminum shall be anodized bronze when attached to a dark painted surface; aluminum or white powder coated color when attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.

- 4.2 All screen or glass must be readily removable by lifting out of a track without the use of tools.
- 4.3 All frames must be inside of existing handrails as indicated on approved drawing details and provide sufficient clearance for future maintenance of the handrail.

5.0 TYPE OF GLASS

- 5.1 All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and Uniform Building Code specifications for engineering would be required for the structure, and may require Board approval, to be determined by the Permits and Inspections office.
- 5.2 Glass shall be single-pane type.
- 5.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 5.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5 Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved before such application.

Third Laguna Hills Mutual

SECTION 40 – EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED MAY 2007, RESOLUTION 03-07-48

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the Uniform Building Code(UBC) the California Building Code (CBC) and the National Electrical Code (NEC).
- 1.4 WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever shall be permitted on Sunday.
- 1.5 PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office. Contractors must use the same company used by the City of Laguna Woods.

1.7 CONTRACTOR: Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATION

- 2.1 Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the installation. Installation of custom ordered shades must be done by a professional (see paragraph 1.7 above.)
- 2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene, or equivalent) that blocks 80% of the sun's rays, and be of a roll-up design.
- 2.3 Shades (sun screens) shall be Desert Sand, or equivalent, in color.
- 2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.
- 2.5 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.
- 2.6 Powered shades (sun screens) and timers are permitted.
- 2.7 Automatic sensors for the powered unit are not permitted.
- 2.8 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building. Electrical work must be performed by a California licensed contractor.
- 2.9 Track mounted, or side channel, shades (sun screens) are not permitted.
- 2.10 Shades (sun screens) shall be hung only in a vertical position.
- 2.11 No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.
- 2.12 If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.
- 2.13 Shades (sun screens) must be hung parallel to the wall or railing.
- 2.14 No shades (sun screens) can hang directly over a door or window, and shades (sun screens) cannot be mounted to the wall of the Manor.

- 2.15 No shades (sun screens) shall be allowed that encroach upon a neighbor's view.
- 2.16 Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.
- 2.17 Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.
- 2.18 Fasteners shall be properly sealed to prevent moisture intrusion.
- 2.19 Balcony floors may not be penetrated.
- 2.20 Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.

Third Laguna Hills Mutual

Section 41 - Solar Panels, 1 Story Buildings ADOPTED JANUARY 2008, RESOLUTION 03-08-09

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office located in the Laguna Woods Village Community Center with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1.** In this section, Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2.** This section refers only to single story dwellings and the roof section of the building that covers the footprint of the Manor for which the request is being submitted.
- 2.3.** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4.** All costs associated with roof replacement above and beyond the typical cost for roof replacement that are due to the solar panel installation shall be borne by the Member(s).
- 2.5.** Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Permits and Inspections office for approval.
- 2.6.** Should the proposed location of solar panels be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a solar panels, the "Agreement Regarding Solar Panel Installation on Common Area Property" or similarly titled document.
- 2.7.** Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.8.** The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.9.** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.10.** Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.11.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.

- 2.12.** Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.13.** The installer is responsible for ensuring that lag screws have adequate pullout strength and shear capacities.
- 2.14.** The installer is responsible for maintaining the waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers.
- 2.15.** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.16.** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.17.** All work must comply with the California Building Code.

THIRD LAGUNA HILLS MUTUAL

SECTION 42 RAMPS

ADOPTED APRIL 2008, RESOLUTION 03-08-31

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office located in the Laguna Woods Village Community Center with City permit numbers prior to beginning work.
- 1.2 **MEMBER'S RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required if there is deterioration of the alteration.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the California Building Code (CBC).
- 1.4 **WORK HOURS:** No work shall start before 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. No work shall commence prior to 8:00 a.m. and no work shall be permitted after 5:00 p.m. on Saturday. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description, and specifications.
- 1.16 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

3.0 DEFINITIONS

- 2.1. **Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a manor.
- 2.2. **Slope** is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.
- 2.3. **Cross slope** is the slope that is perpendicular to the direction of travel.
- 2.4. **Level area** is a specified surface that does not have a slope in any direction exceeding $\frac{1}{4}$ inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

3. SPECIFICATIONS

3.1. **Materials** Concrete and/or block with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.

3.2. Exterior ramps

- 3.2.1. **Width.** The clear width of ramps shall in no case be less than 36 inches. (914mm). Handrails, curbs, wheel guides and /or appurtenances shall not project into the required clear width of a ramp.
- 3.2.2. **Slope.** The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8.33 percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.
- 3.2.3. **Changes in level not exceeding $\frac{1}{2}$ inch.** Abrupt changes in level along any ramp shall not exceed $\frac{1}{2}$ inch (12.7mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding $\frac{1}{4}$ inch (6.35 mm) may be vertical.
- 3.2.4. **Changes in level exceeding $\frac{1}{2}$ inch** (12.7 mm) shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).
- 3.2.5. **Cross slope.** The cross slope of ramp surfaces shall be no greater than $\frac{1}{4}$ inch (6.35 mm) per foot (2.083-percent slope).
- 3.2.6. **Ramps,** ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.

3.3. Exterior landings

- 3.3.1. Level.** Ramp landings shall be level as defined.
- 3.3.2. Height relative to door.** The top landing shall not be more than ½ inch (12.7 mm) lower than the top of the threshold of the doorway. (See Figure 1).
- 3.3.3. Location of landings.** Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.
- 3.3.4. Size of top landings.** Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). (See Figure 2).
- 3.3.5. Size of intermediate landings.** The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 3.3.6. Size of intermediate turning landings.** The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 3.3.7. Size of bottom landings.** The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 3.3.8. Encroachment of doors.** Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully open. That is, the length of the landing shall equal or exceed the width of the door plus 42 inches (See Figure 3).

3.4. Maneuvering clearances at doors.

- 3.4.1. General.** Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.
- 3.4.2. Strike edge maneuvering space.** The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note:** 24 inches (610 mm) is preferred.
- 3.4.3. Front approach.** The following provisions shall apply to swinging doors with front approach:
 - 3.4.3.1. Pull side** For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).
 - 3.4.3.2. Push side** For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).

- 3.4.3.3. Push side with closer and latch** Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. (See *Figure 4*).
- 3.4.4. Hinge side approach.** The following provisions shall apply to swinging doors with hinge side approach:
- 3.4.4.1. Pull side** Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. (See *Figure 5*). Exception. Doors with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.
- 3.4.4.2. Push side** Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. (See *Figure 5*).
- 3.4.5. Latch side approach.** The following provisions shall apply to swinging doors with latch side approach:
- 3.4.5.1. Pull side** Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. (See *Figure 6*).
- 3.4.5.2. Push side** Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. (See *Figure 6*).

3.5. Handrails

- 3.5.1. Ramp height.** Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.

- 3.5.2. Where required.** Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope). Handrails on all ramps shall be continuous. **Exception:** Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.
- 3.5.3. Handrail height.** The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.
- 3.5.4. Handrail ends.** Handrail ends shall be returned.
- 3.5.5. Handrail extension.** Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard, the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. (See *Figure 7*).
- 3.5.6. Handrail projections.** Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.
- 3.5.7. Handrail grips.** The handgrip portion of handrails shall not be less than 1¼ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a minimum radius of 1/8 inch (3.17 mm). Handrails shall not rotate within their fittings. (See *Figure 8*).

3.6. Curbs and wheel guides.

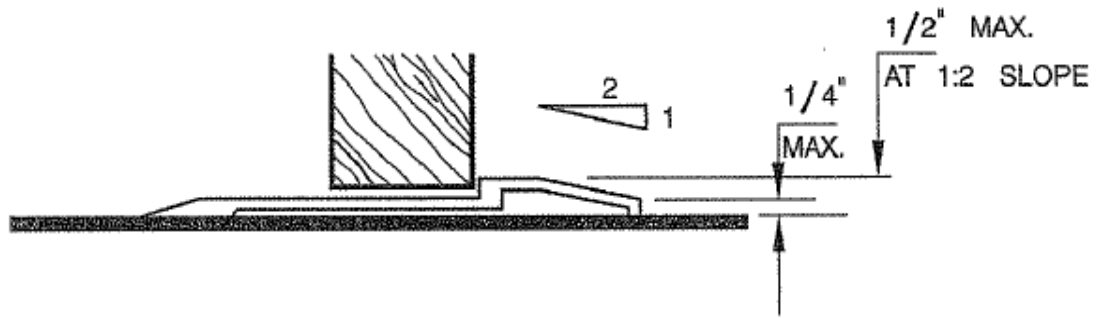
- 3.6.1. Application** Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:
- 3.6.2. Specifications** Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. (See *Figure 7*).
- 3.6.3. Exception:** Ramps or ramp landings bounded by a wall or fence.

3.7. Hazards on accessible routes

- 3.7.1. Headroom clearance.** Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).

- 3.7.2. Exception:** Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).
- 3.7.3. Overhanging obstructions.** Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. (*See Figure 9*).

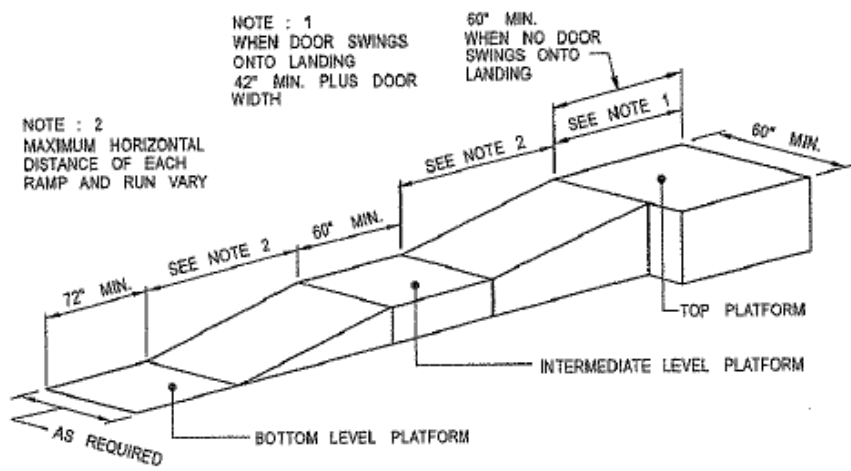
3.8. Figures



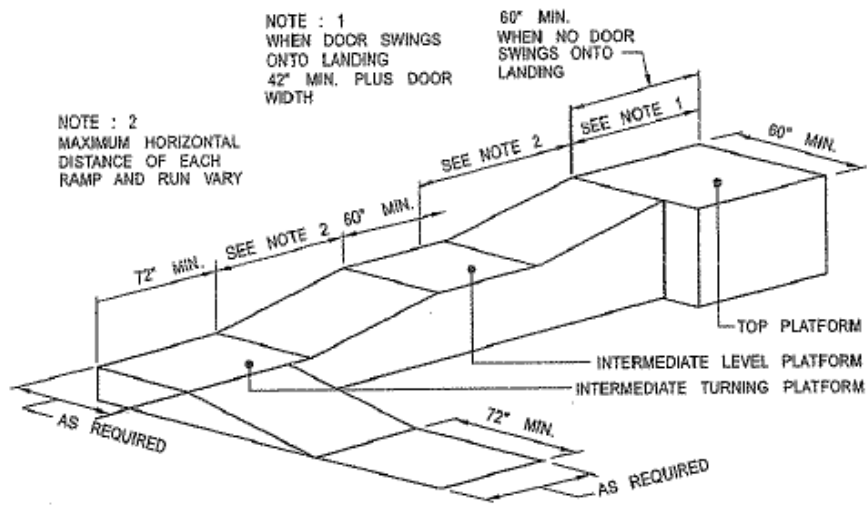
THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 1

Thresholds



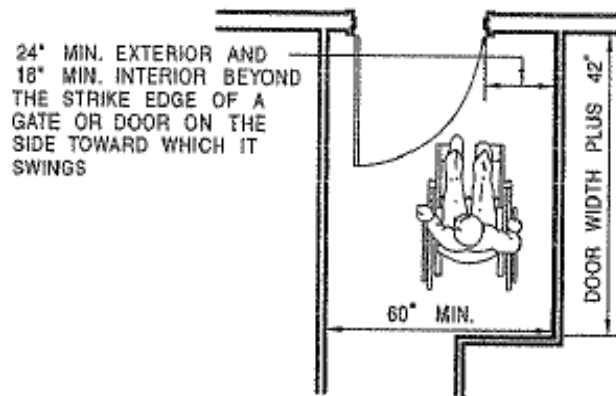
(a) STRAIGHT RAMP RUN



(b) RAMP WITH TURNING PLATFORM

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 2
Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 3

Ramp Landing and Doorway

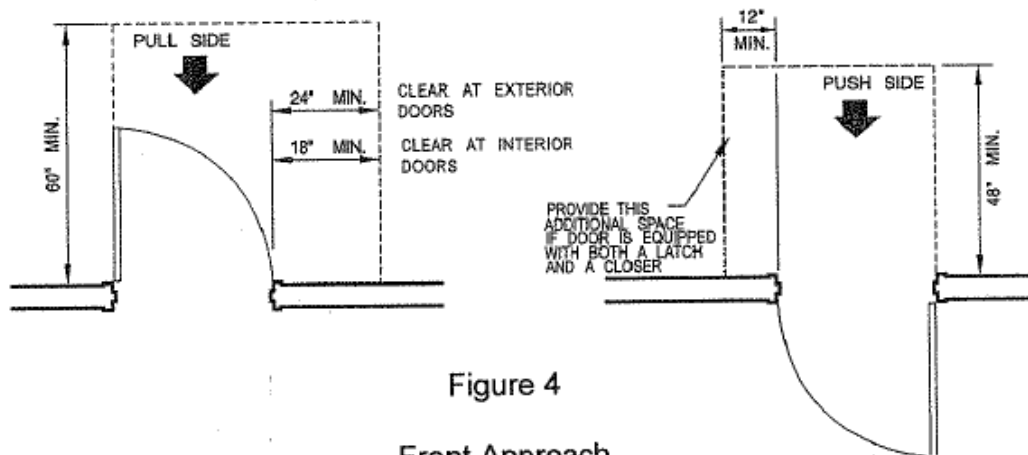


Figure 4

Front Approach Swinging Doors

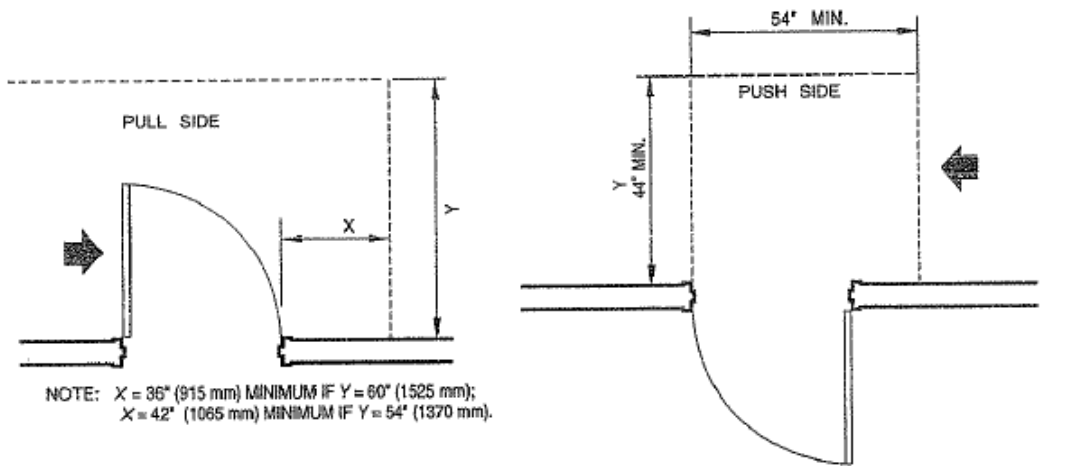


Figure 5
Hinge Side Approach Swinging Doors

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

LEVEL MANEUVERING CLEARANCE AT DOORS

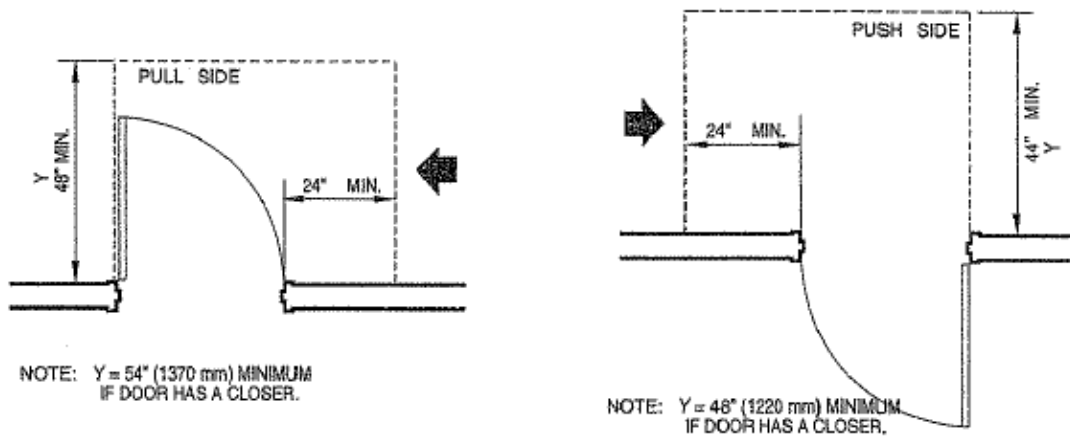
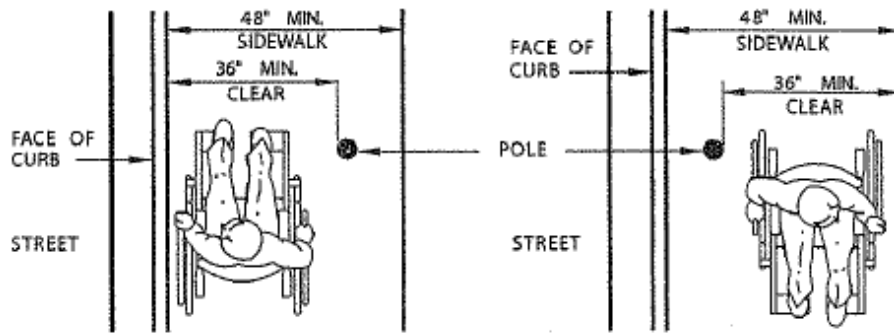
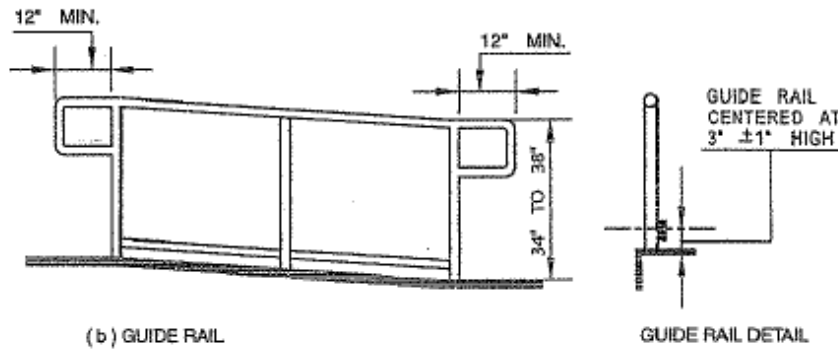


Figure 6
 Latch Side Approach
 Swinging Doors

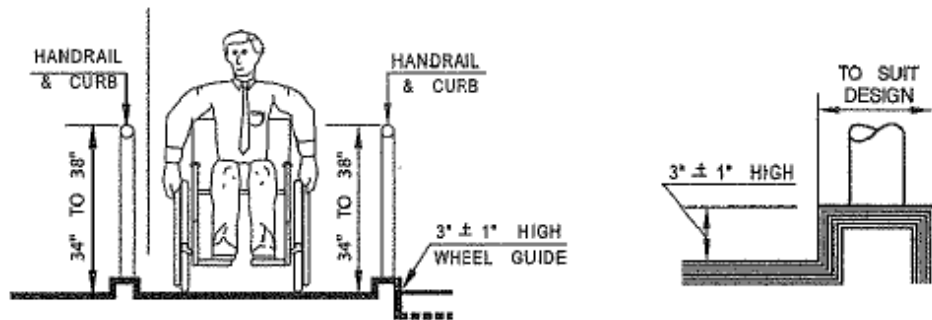


(a) SIDEWALK OBSTRUCTIONS



(b) GUIDE RAIL

GUIDE RAIL DETAIL



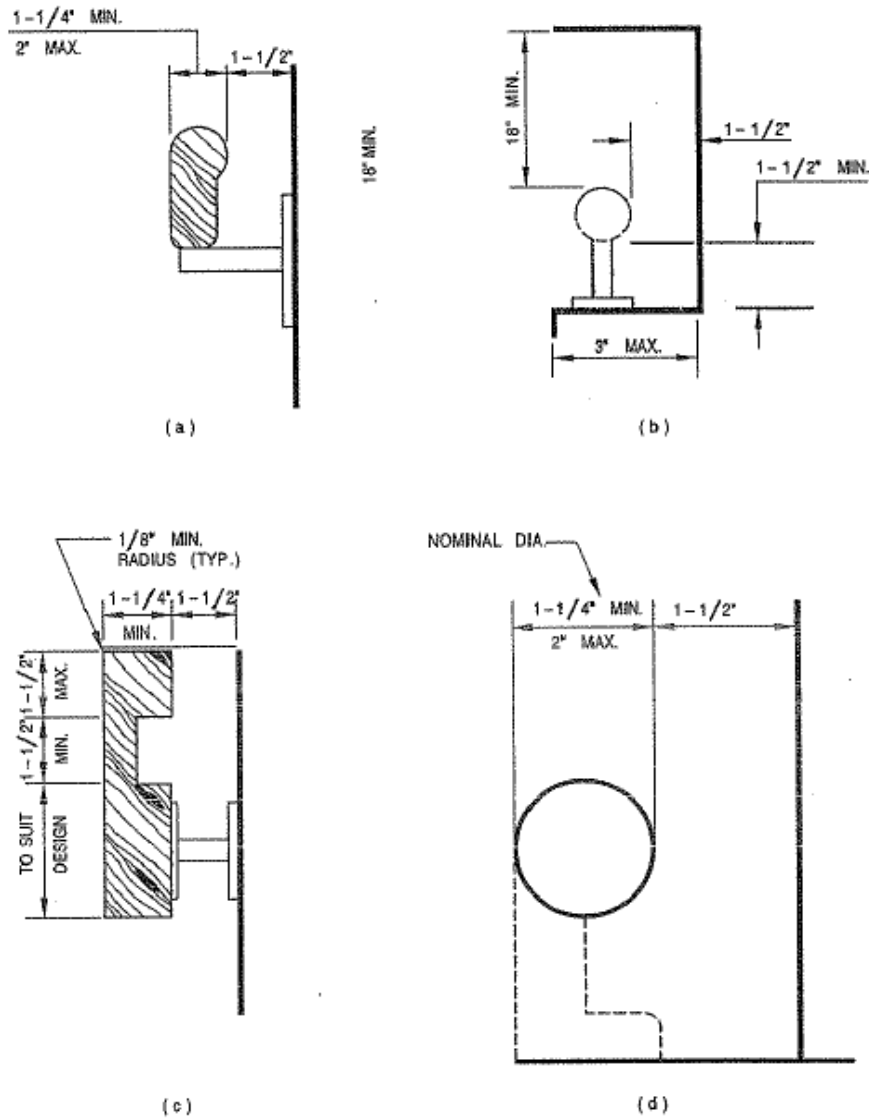
(c) WHEEL GUIDE

WHEEL GUIDE DETAIL

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 7

Ramps and Sidewalks



THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 8

Handrails