



OPEN MEETING

**REPORT OF THE REGULAR OPEN MEETING OF THE
THIRD LAGUNA HILLS MUTUAL
ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE***

**Monday, June 27, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Jim Cook, Ralph Engdahl, John Frankel, Nathaniel Lewis, Craig Wayne

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Cris Prince, Jules Zalon
Advisors: Michael Butler, Michael Plean

STAFF PRESENT: Baltazar Mejia - Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Robbi Doncost, Manor Alterations Manager, Sandra Spencer - Administrative Assistant

1. Call Meeting to Order

Chair Cook called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Chair Cook noted that the meeting was broadcasting on Granicus and Zoom.

3. Approval of Agenda

Hearing no objection, the agenda was approved by consensus.

4. Approval of Meeting Report for May 23, 2022

Hearing no objection, the meeting report was approved by consensus. Director Lewis abstained.

5. Chair's Remarks

Chair Cook commented on his goal to reduce member wait time for variance approvals, staff preparation time, costs; and establishing Over The Counter approvals which will fast-track future requests.

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

- A member commented that she has been waiting 3 months to hear if her sunroom request has been approved.

Staff will follow up with the member with a status update.

7. Division Manager Update

Mr. Mejia commented on staffing challenges facing Manor Alterations and the goal to continue to provide quality service in addition to looking for ways to simplify and speed up processing of variance requests. Toward that end, a spreadsheet listing variance requests will be introduced at this meeting as a substitute for staff reports with multiple attachments. Additionally, the Revised Alteration Fee Schedule was presented to the board but was sent back to the committee for further review and updating.

8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

None

9. Variance Requests:

A. 3460-A Column & Trellis Partial Removal

Mr. Mejia introduced the variance and the committee discussed details of the column and trellis partial removal.

A motion was made and approved by consensus to allow removal of one decorative exterior building column and partial removal of the above trellis at 3460-A.

The committee agreed that this type of variance can now be considered an Over the Counter Variance.

B. 3456-A Raise Ceiling Heights

Mr. Mejia introduced the variance and the committee discussed details of the raising the ceilings in the living room and other ceilings in the manor.

A motion was made and carried to allow the ceilings to be raised at 3456-A. Voting Advisor Butler abstained.

The committee agreed that this type of variance can now be considered an Over the Counter Variance.

C. 5214 Room Addition in Exclusive Use Common Area

Mr. Mejia introduced the variance and the committee discussed details of extending the living and dining rooms into exclusive use common area.

A motion was made and carried to allow the room addition at 5214. Voting Advisor Butler abstained.

New Business:

10. Disciplinary Rules on Contractors – Jules Zalon

Mr. Zalon commented on the importance of members to be able protect themselves against contractors who violate rules and hold them liable by having them sign a contract. Discussion ensued regarding whether a contractor would agree to be subject to discipline; be willing to sign a such a contract; the different rules for each mutual; and the need for streamlining the process.

Staff was directed to begin compiling all the contractor rules for editing and eventual submission to the Compliance Committee and for legal review prior to submission to the board for future inclusion in the mutual consent packet.

Items for Future Agendas:

- Review of Suggested Revisions to Disciplinary Rules for Contractors

Concluding Business:

11. Committee Member Comments

Chair Cook commented on the need to work out the bugs in an attempt to reduce the packet size and amount of time staff dedicates to preparing the agenda packets; that more clarity of the floorplans in the presentation would be helpful; suggested agenda

items need to be submitted to the Chair two weeks ahead of the meeting date; and thanked Director Wayne for his service on the committee.

Director Engdahl commented that he would like more photos included in the agenda packet and does not require a staff report.

Advisor Butler asked how many variance requests are pending to which Mr. Mejia replied that there are currently approximately 10 in different stages of review. He also commented on the disciplinary rules he has seen in the past and suggested using those as a starting point to create a simplified contract.

Advisor Plean commented that he would like future agenda packets to include diagrams and photographs along with staff's recommendations for variance requests.

Mr. Mejia commented on the accessibility of the Contractor Rules on the website.

12. Date of Next Meeting – July 25, 2022

13. Adjournment

The meeting was adjourned at 10:41 a.m.



Jim Cook, Chair

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Baltazar Mejia, Staff Officer
Telephone: 949-597-4616