



STAFF REPORT

DATE: January 8, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Elimination of Manor Alteration Conformance Deposit Fee

RECOMMENDATION

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the elimination of the Manor Alteration Conformance Deposit Fee.

BACKGROUND

The ACSC initiated a review of the current Conformance Deposit Fee and its associated resolution (Resolution 03-17-119) which was last revised in October 20, 2017 (Attachment 1).

DISCUSSION

The intent of the conformance deposit fee was to provide incentive for members to complete their projects and obtain a building final from the City of Laguna Woods.

Subsequent to its inception several factors negatively affected its impact:

1. In March of 2020 the onset of Covid 19 effectively shut down all construction projects.
2. The administration of the Conformance Deposit Fee became an accounting burden.
3. The additional staff time required in the administration of this fee outweighed the desired benefits.

After the resumption of normal work / construction projects post Covid 19 the Conformance Deposit Fee was not reinstated.

FINANCIAL ANALYSIS

The return of the \$250.00 Conformance Deposit Fees to members who choose not to continue their projects or who eventually completed their projects post Covid 19 is a continuing work in progress.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-17-119

Attachment 2 – Proposed Resolution 03-24-XX

RESOLUTION 03-17-119

Proposed Conformance Deposit

WHEREAS, in order to partially offset Mutual costs associated with Contractors and residents performing alterations that damage Mutual Property or violate Mutual Policies such as disposing of construction debris in Mutual dumpsters; and

WHEREAS, the Mutual currently does not require any conformance deposit fee capture; and

NOW THEREFORE BE IT RESOLVED, the fee will be required for all Construction with a value of \$500 or greater and will be refundable given that the contractor or resident performing the alterations conform to all Mutual rules and Standards;

NOW THEREFORE BE IT RESOLVED, October 20, 2017, that in order to partially further offset Mutual costs associated with Contractors and residents performing alterations to their manor, the Board of Directors of this Corporation hereby sets the Conformance Deposit fee at \$250; and

RESOLVED FURTHER, that the officers and agents of this Corporation are

hereby authorized on behalf of the Corporation to carry out the resolution.

RESOLUTION 03-24-XX
ELIMINATION OF MANOR ALTERATION CONFORMANCE DEPOSIT FEE

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Manor Alteration fees and create new Manor Alteration fees as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to cancel the conformance deposit fee;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby cancels Resolution 03-17-119 Conformance Deposit; and

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

JANUARY INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360