



**OPEN MEETING**

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

**Monday, July 22, 2019 – 9:30 p.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

**NOTICE AND AGENDA**

1. Call to Order
2. Acknowledgement of Media
3. Approval of the June 24, 2019 Report
4. Approval of the Agenda
5. Chair Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update

**Consent:**

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

**Items for Discussion and Consideration:**

**Variance Requests:**

None

**Standards Discussion Items:**

8. Standard 41: Solar Panels, 1 Story Buildings

**Reports**

9. Status of Mutual Consents

**Future Agenda Items:**

New building material information (on-going)

**Concluding Business:**

10. Committee Member Comments
11. Date of next meeting – Monday, August 26, 2019
12. Adjourn

Steve Parsons, Chair  
Brett Crane, Staff Officer  
Alisa Rocha, Alterations Coordinator: 949-268-2301



**OPEN MEETING**

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

**Monday, June 24, 2019 – 9:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Steve Parsons, Reza Karimi, Roy Bruninghaus, Lynn Jarrett

**COMMITTEE MEMBERS ABSENT:** John Frankel

**OTHERS PRESENT:** Bunny Carpenter

**ADVISORS PRESENT:** Mike Butler, Mike Plean

**STAFF PRESENT:** Brett Crane, Alisa Rocha, Gavin Fogg

**1. Call to Order**

Chair Parsons called the meeting to order at 9:31am.

**2. Acknowledgement of Media**

No media present.

**3. Approval of May 28, 2019 Report**

Director Bruninghaus moved to accept the agenda. Director Jarrett seconded. The committee had no objection.

**4. Approval of the Agenda**

Director Bruninghaus moved to accept the agenda. Advisor Butler seconded. The committee had no objection.

**5. Committee Chair Remarks**

Chair Parsons mentioned the last minutes changes that were made to Standard 38: Patio Enclosures. See Agenda #9.

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

No member comments.

## 7. Department Head Update

Mr. Crane mentioned that staff will continue to revise standards until all are complete. Approximately 5-6 standards remaining.

### 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.

### Items for Discussion and Consideration:

#### Variance Requests:

### 8. **5479-C (Casa Rosa, RP103A/P46) – Replace Existing Window and Sliding Glass Door with French Door**

Director Bruninghaus made a motion to accept Staff's recommendation and approve this request. Director Jarrett seconded. The committee was in unanimous support.

### Standards Discussion Items:

### 9. **Review Standard 38: Patio Enclosures**

Director Jarrett made a motion to accept Staff's recommendation and approve this request. Director Bruninghaus seconded. The committee was in unanimous support.

The committee proposed the following additional changes to this Standard and asked Staff to send to the Board for approval.

Delete the last sentence from §2.1 and make it §2.2.

Modify §2.3 to mention stooping or no concrete landings are permitted.

Add the wording 'at the discretion of the Alteration Office' to §5.2.

### 10. **Review Standard 22: Patio and Balcony Covers; Aluminum and Vinyl**

Director Bruninghaus made a motion to accept Staff's recommendation and approve this request. Director Karimi seconded. The committee was in unanimous support.

The committee proposed the following additional changes to this Standard and asked Staff to send to the Board for approval.

Remove the wording '8 foot tall' in §3.3. Mr. Crane will look into this section to get clarification with Staff.

Change 'state' to 'State of California' in §3.9.

Remove the word 'planters' in §3.12

Remove the wording 'for which a manor above exists' in §4.1.

Reports

**11. Status of Mutual Consents**

Mr. Fogg reviewed this report with the committee.

The committee proposed including additional information pertaining to the number of old/open consents.

Future Agenda Items:

New building material information (on-going)

Specialized training for Staff regarding new building material

Concluding Business:

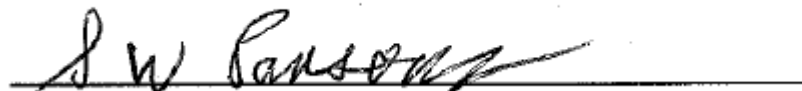
**12. Committee Member Comments**

No Committee Member comments.

**13. Date of next meeting – Monday, July 22, 2019**

Ms. Rocha to look into possible room change for future Committee Meetings.

**14. Adjourned at 10:33 am**

A handwritten signature in cursive script, appearing to read "S W Parsons", is written over a horizontal line.

Chair, Steve Parsons  
Brett Crane, Staff Officer  
Eve Morton, Alterations Coordinator, 268-2565



## ~~Third Laguna Hills Mutual~~

### **Standardection 41 - Solar Panels, 1 Story Buildings**

ADOPTED JANUARY 2008, RESOLUTION 03-08-09  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
REVISED OCTOBER 2014, RESOLUTION 03-14-107  
REVISED JANUARY 2016, RESOLUTION 03-16-08  
**REVISED JULYNE 2019, RESOLUTION 03-19-XX**

#### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

#### **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 Manor Alterations Department 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 and any other applicable laws or ordinances.
- 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. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The stanchions used to connect the array to the roof must be round and have the top of the stanchion able to be water tight.
- ~~2.10.~~ Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- ~~2.10.~~~~2.11.~~ Sloped roof mounting must havebe CertainTeed Landmark TL composition shingle roofing on the entire roof area where the array will be located. The array must then be trimmed with light weight tiles (LWT) to match in materials and appearance of the original roof being replaced. The current composition shingle roofing standards for waterproofing the roof at the time of installation must be followed and will include a single layer underlayment, drip edge metal, step flashings at existing skylights and chimneys, penetration flashings for all vents and vent pipes, and valley metal at valley areas.
- ~~2.11.~~~~2.12.~~ Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- ~~2.12.~~~~2.13.~~ Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval.



~~2.13.~~2.14. Lag screws must have adequate pullout strength and shear capacities.

~~2.14.~~2.15. ~~Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.~~ Flat roofs with PVC roofing shall have all tie-in work completed by the Mutual Roofing Contractor at the Member's expense.

~~2.15.~~2.16. Connections to the manor's electrical system must be coordinated with the local electric utility.

~~2.16.~~2.17. Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.

~~2.17.~~2.18. A solar panel system may only serve a single manor.

~~2.18.~~2.19. Leasing of Solar Panels is permitted only under the following conditions:

- a. Only prepaid leases are permitted, and Member must provide the Mutual a copy of the pre-paid lease contract together with proof of payment before any work on the construction or installation of the solar panel system begins; and
- b. The pre-paid lease contract must be assigned by the Member.

2.20. All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after roof replacement is complete, prior to a final inspection of the Mutual Consent.

### **3.0 OBLIGATIONS**

**3.1** The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.



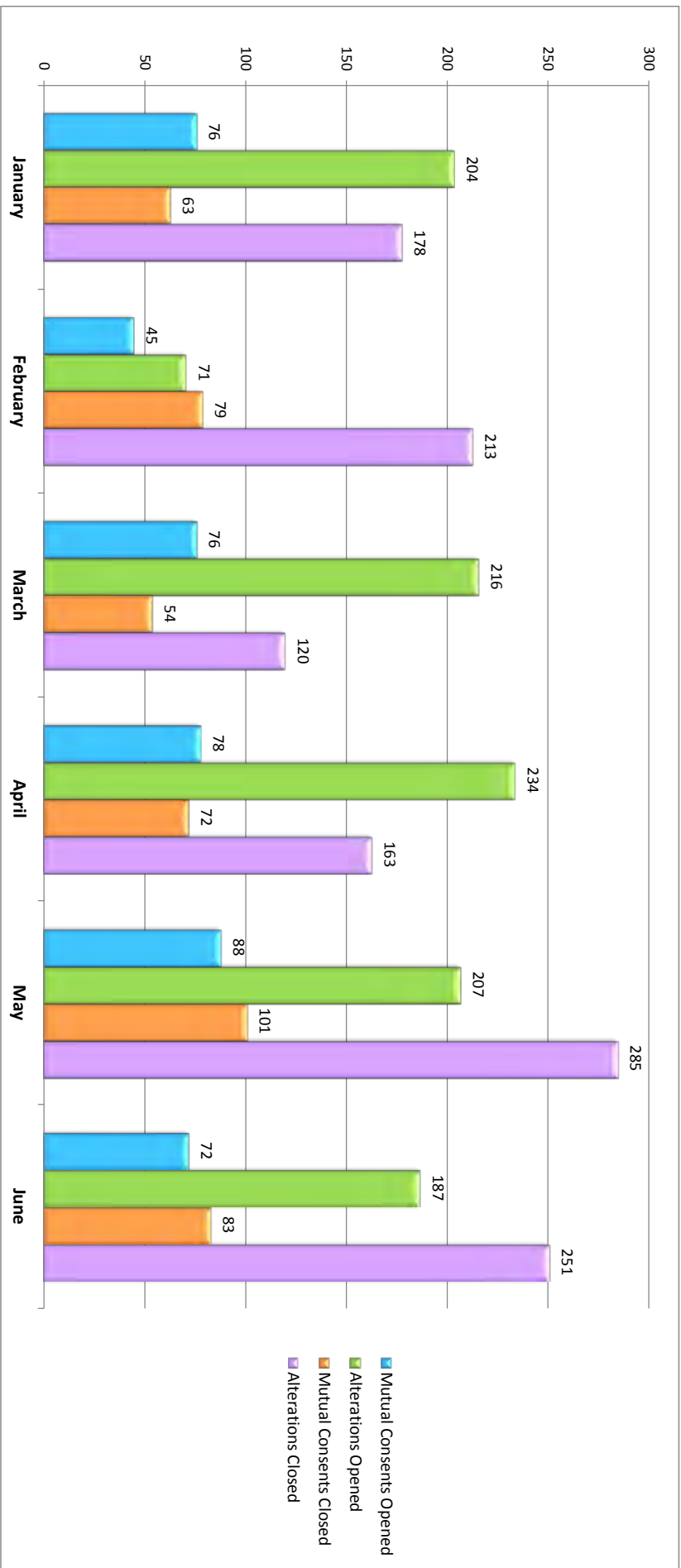
- 3.2** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.
- 3.3** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. If the Mutual gives a minimum of thirty (30) days advance written notice of the need to remove, alter, cover or replace the solar panel and the Member does not accomplish this within five calendar days before the removal, alteration, or covering is necessary, then the Mutual will accomplish the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member.
- 3.4** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.5** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.6** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.7** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.8** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Permit and





- 3.9** The solar installer and his roofer will provide a copy of the composition shingle manufacturer's 40 year warranty and will provide a separate workmanship warranty of 5 years for the composition shingle roof installation.the roof for the life of the solar equipment or 40 years (whichever is longer). If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the resident or Mutual. If the solar installer/roofer elect to choose not to comply with this requirement than the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense. Regardless of the roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 3.10.** Member must present to the Mutual a vendor/installer agreement that requires vendor to hold harmless and indemnify the Mutual for any and all claims, damages, costs and expenses, including attorney fees related to or arising from the installation, use, maintenance, repair or removal of the solar panel system.

## Permits and Alterations Division Mutual Consents Report Third Mutual



	January	February	March	April	May	June	Total
<b>Opened</b>							
Mutual Consents	76	45	76	78	88	72	435
Alterations	204	71	216	234	207	187	1119
<b>Closed</b>							
Mutual Consents	63	79	54	72	101	83	452
Alterations	178	213	120	163	285	251	1210

\* One Mutual Consent may contain multiple individual Alterations