



Laguna Woods Village®

INFORMATION BULLETIN Community Services Division	BULLETIN DATE	December 4, 2023
	ISSUED BY	Pamela Bashline Community Services Manager
	MUTUAL	United Laguna Woods Mutual
	AUTHORITY	Resolution 01-23-60
	ADOPTED DATE	November 14, 2023
SUBJECT: Revised United Alteration Fee Schedule		

On November 14, 2023, the United Mutual board of directors amended its alteration fee schedule to better align the fees with the administrative time it takes to process mutual consent applications and variances. See the new resolution below:

RESOLUTION 01-23-60

Alteration Fee Schedule

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

RESOLVED FURTHER, that future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

RESOLVED FURTHER, that Resolution 01-23-14 adopted March 14, 2023 is hereby superseded and canceled; and

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

To find the complete United Alteration Fee Schedule, visit lagunawoodsvillage.com > [Residents > Manor Alterations](#) and select United Alteration Fee Schedule.

Please note: The website location for all mutual policies may change when the new website is completed.

Also, please always refer to the website for the most current documents.

Email alterations@vmsinc.org with questions about the alteration fee schedule. Thank you.