



May 14, 2021  
Bulletin No. 5

## MANOR ALTERATIONS NEWS BULLETIN

**Please read all three sections of the news bulletin  
(Contractors, Realtors and Members).  
Each section contains helpful information that  
may apply to your area of expertise.**

### Contractors

The City of Laguna Woods has streamlined the building permitting process. [Schedule a building inspection via an online calendar](#) and [download a building permit worksheet](#).

City turnaround time standards for plan review:

- Residential remodels initial review – Five business days
- Residential remodels subsequent review – Three business days

### COLI Changes

Laguna Woods Village has adjusted its insurance requirements. Please review our [completed sample form](#) to confirm insurance requirements for working within Laguna Wood Village.

### Realtors

For realtors who often assist in completing client mutual consent applications, please review the following explanation of the approval process.

1. Staff completes a preliminary review of the member's application and may require additional information, including a field investigation of the unit and/or give the conditions of approval to the prospective member.
2. Once the application is deemed complete, and the application is compliant with the governing documents, including United/Third architectural alteration standards, staff collects fees and issues a mutual consent.
3. Inspectors determine the need for a neighbor awareness form, which provides information to neighbors regarding improvements and policies regarding noise, parking and construction materials disposal.
4. Staff inspects the premises for consistency regarding approval, standards, conditions and policy adherence.
5. Members provide a finalized city permit, if applicable.
6. Staff issues the final certificate for the alteration.

Note: If the application doesn't meet standards, a variance is required.

## Members

Many residents find that after being inside their unit for the entirety of 2020, they are ready for a change in scenery in their homes. Recent design trends are focused on whimsical tile, clean-lined cabinetry, organic lighting shapes and a resurgence of statement color pops.

If you are considering a refresh, check out these design sources:

- <https://www.idealhome.co.uk/kitchen/kitchen-trends-191617>
- <https://www.houzz.com/photos/home-design-ideas-phbr0-bp~>
- <https://www.homesandgardens.com/news/interior-design-trends-2021>

If you are a United Mutual member, many of these alterations could qualify for a permitless alteration. United members who wish to pursue a permitless alteration must complete an online form to notify Manor Alterations after like-for-like work is complete. Visit [lagunawoodsvillage.com/residents/resident-services#manor-alterations](http://lagunawoodsvillage.com/residents/resident-services#manor-alterations) to view the form.

## General Announcement

Concerns about asbestos in the Village range from legal requirements mandated by governing agencies to costs associated with testing, reporting and removal of regulated material. Both VMS and the mutuals are working to gain greater clarity regarding asbestos. VMS CEO Jeff Parker successfully arranged for South Coast Air Quality Management District high-level management to join an extensive virtual conference call, which addressed the Village's particular circumstances relating to asbestos management and responsibility. Expect to see more in-depth information in future bulletins.

## Permit Status Log

[Click here](#) to view the permit status log, which is updated every two weeks. If you cannot locate your manor, please contact Manor Alterations directly with questions.

## Permit Log Legend

[Click here](#) to view a legend and flow chart that can help you better understand the approval process.

## Contact Us

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or [alterations@vmsinc.org](mailto:alterations@vmsinc.org) with questions.