



January 7, 2022
Bulletin No. 21

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 and Realtors

Manor Alterations often communicates with both real estate agents and contractors to process permits or complete resales, or when permitless alterations are submitted. In order to facilitate rapid response, Manor Alterations recommends contractors, real estate agents and even those approved to make decisions on the resident's behalf keep the following tips in mind.

- Have the member's name, manor number, mutual and contact information (email and phone) ready before contacting Manor Alterations.
- Include the manor number in the subject line when emailing Manor Alterations to help staff ensure a cohesive chain of communication.
- Manor Alterations cannot override determinations made by the City of Laguna Woods.
- Review the Manor Alterations webpage at lagunawoodsvillage.com/residents/resident-services#manor-alterations. Many documents requested are available for immediate download, including applications, FAQs, completed samples of permit applications, and more.

Remember that progress is driven by vendors once permits are approved. Once a permit fee is collected, it is the member's and/or member representative's responsibility to bring their permit to the City of Laguna Woods, proceed with completing the scope of work and notifying Manor Alterations once work is complete to finalize the open permit.

Members

Many members of Laguna Woods Village are looking to explore lower-cost, less-intrusive and simplistic methods for gaining space within their manor. One option of which many members have taken advantage is relocating their water heater outside the manor enclosed within an exterior storage cabinet. Currently, each mutual maintains a standard for this alteration, including clear direction on concealment, aesthetic details, strapping and a minimum date for replacement among other details.

Some members have noted the deterioration of water heater enclosure cabinets within the community, and have questions about the diminishing aesthetics of these cabinets. The goal of the

community is to not only maintain, but also enhance neighborhood aesthetics with consistency. Be aware that a new standard will be drafted for replacement of the current enclosures. You will be able to keep your water heater enclosure but some updates to the materials are forthcoming. To ensure members are aware of the current standards, we have provided the links for each mutual. In general, the key points are:

- Exterior water heaters must be enclosed in a storage cabinet.
- Cabinets must match the building's exterior finish of the building.
- Exterior water heaters must be placed on a concrete pad.
- Exterior water heaters shall be concealed, where possible, by landscape.
- Penetrations through exterior walls shall be completely sealed and water tight.
- Exterior conduit placement must be first approved by Manor Alterations.

[Click here](#) to view Third Mutual's full standard; [click here](#) to view United Mutual's full standard.

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. [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 with questions.