



January 21, 2022
Bulletin No. 22

MANOR ALTERATIONS NEWS BULLETIN

**Please read all 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 wants to hear from the vendors who work within our community. We welcome any feedback that provides insight into how our department can better serve the Laguna Woods Village community, and we offer the following paths for easy and open communication.

Our staff is happy to add any contractor, real estate agent or member to our biweekly news bulletin distribution list. Recipients receive updates regarding Manor Alterations policy changes, as well as helpful tips for navigating the website and even reminders about upcoming events.

Any contractor, real estate agent or member can email Manor Alterations directly with topic suggestions. Vendors interested in insurance requirements, confused about timelines or curious about how they can join the community vendor list, please let us know! We will be happy to dedicate an article to address concerns. The simplest way to request a topic is to submit an email with the following criteria:

- Email alterations@vmsinc.org
- Title the subject: MA News Bulletin Topic – (Suggested topic) – (Vendor name)
- Include a brief explanation of the topic you wish to learn more about, so Manor Alterations can tailor the article.

Emails are forwarded to our division's coordinator and considered for future bulletin inclusion.

Don't forget—every bulletin is archived on the [Manor Alterations webpage](#). If you are looking for an answer or a topic that hasn't been highlighted in a news bulletin, this is a perfect starting point. You may find answers that are easy to download!

Members

As of Monday January 10, all board and committee meetings are exclusively virtual until the state mask mandate is lifted. Presently, the mask mandate is in effect until at least February 15. Until meetings can resume in either a hybrid or in-person fashion, all members can use Zoom to "attend" and participate in meetings.

Join a Zoom Meeting

Open board and committee meetings are broadcast online at the [Laguna Woods Village website](#). Further, residents can find links for virtual open board and committee meetings by clicking on the desired meeting at [All Governance Boards Calendar](#). The Zoom link for each meeting is posted along with the agenda. Simply click the link or copy and paste the meeting information into your web browser. You are welcome to speak to topics you are passionate about, provide feedback about policies or answer questions regarding community impact.

Zoom Meeting Comments

Up to one hour before a meeting is scheduled to start, email meeting@vmsinc.org with your question or comment, which will be read during the meeting. Within the subject line of the email, please provide the committee's name, your name and your manor number.

Although the meetings are virtual for the time being, VMS is committed to accessibility. We look forward to hearing from you during upcoming meetings.

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 us 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.