



February 4, 2022  
Bulletin No. 23

## MANOR ALTERATIONS NEWS BULLETIN

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

### Contractors and Realtors

All contractors are subject to the rules and regulations of Laguna Woods Village, including the United Mutual Contractor Violation Policy (CVP). This includes following specific work hours, respecting observed holidays, cleaning up a worksite daily, providing appropriate documentation of insurance and respecting other community members. To ensure both members and contractors are fully aware of all these rules, we encourage both to [review the CVP](#), which outlines criteria for working in United Mutual and provides a framework of the consequences for contractors who do not follow the rules.

If members or shareholders have questions about policies, please reach out to Manor Alterations via phone, email, by making an appointment or even [reviewing the FAQs](#) posted on the website.

### Members and Shareholders

United Mutual shareholders have been taking advantage of the easy and efficient permitless alteration process to install a newer version of certain listed items such as an in-wall heat pumps or kitchen countertop replacements.

However, recently Manor Alterations has experienced shareholders attempting to complete alterations inappropriately within the permitless alterations program. In order to better understand the options available, shareholders must follow the following guidelines after first identifying the category into which a permitless alteration falls (only one of three options):

- **Category I:** Alterations that apply to like-for-like replacement of items already **previously approved and permitted** as alterations. These alterations involve removing an existing component and installing its replacement without changing existing electrical, plumbing, structure or walls.
- **Category II:** Alterations that apply to like-for-like replacement of items in **unaltered** manors. These alterations involve removing an existing component and installing its replacement without changing existing electrical, plumbing, structure or walls.
- **Category III:** Alterations that are decorative/functional, do not require notification or a populated like-for-like form and do not disturb mutual building components.

[Click here](#) to view the full breakdown.

Second, the permitless alteration program has a limited set of options from which shareholders can choose. The pre-approved list available on the permitless alteration form is as follows:

- Refrigerator
- Toilet commode
- Dishwasher
- Kitchen countertop (and backsplash)
- Microwave
- Stove/Oven
- Vanity
- Faucet/Sink/Garbage disposal
- Ceiling fan and light fixtures
- In-wall heat pump (Category I only)
- Central and split-system AC/heat pump (Category I only)
- Shower and tub glass wall/Door enclosure (Category I only)
- Bath faucet/Sink/Countertops (Category II only)

If a shareholder's proposed alteration is not on the pre-approved list, it does not qualify for permitless alteration, and the shareholder must submit an application for a mutual consent. Finally, shareholders must provide details such as make, model, voltage, etc., of their existing installation and the proposed new alteration, i.e., a member replacing a heat pump must enter the following information:

- Existing installation: Artic King, model number unreadable, BTU – 14000, Volt - 220
- New installation: Amana, PTH153G35AXXX, BTU - 14200 C, Volt – 220

Shareholders may also add photos to their permitless alteration—the more documentation provided, the better. Manor Alterations encourages all United shareholders to [explore and determine if this option is best for them and appropriate to the permitless process](#).

## 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](mailto:alterations@vmsinc.org) with questions.