



April 1, 2022
Bulletin No. 27

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.**

Members

All mutual consents follow a path to completion with specific progress benchmarks:

1. Residents download documents from the [Manor Alterations landing page at lagunawoodsvillage.com](https://www.lagunawoodsvillage.com).
2. Residents and their contractors complete the documents using the provided samples as a guide.
3. Manor Alterations reviews, inspects and approves the mutual consent.
4. Resident obtains a city permit (if necessary).
5. Resident completes the alteration.
6. Resident provides the finalized city permit to Manor Alterations.
7. Mutual consent is inspected; if all work is complete, the permit is closed.
8. Deposits are processed for return to resident.

Residents regularly manage Steps 1 through 5 efficiently; however, Steps 6 through 8 are often forgotten. Manor Alterations currently has a significant amount of open mutual consents, which could be closed if the resident were to provide final paperwork. Open mutual consents can lead to escrow closing delays during the resale process. Click here to review an infographic that can help with the process.

Contractors

While working in the Village, all contractors must follow waste management and cleanup rules and regulations. It's every contractor's responsibility to "broom clean" an active work site before ending the day, dispose of all waste in appropriate containers (not Village trash bins), park within designated zones and be respectful of all residents.

The documents below highlight the material collection and disposal process. If you have questions regarding work hours, demolition practices, asbestos or any other details, please review the documents or reach out to Manor Alterations directly. Our staff is happy to schedule an appointment to review any questions.

- [Construction Materials Advisory](#)
- [Manor Alterations FAQs](#)
- [Asbestos Resources](#)
- [Hazardous Materials](#)

Realtors

We have no new updates for realtors at this time, but we wish to remind all realtors to call for a first inspection as soon as possible to ensure your closing progresses smoothly.

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.