



December 3, 2021
Bulletin No. 19

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 Third Mutual Board of Directors has approved the Contractor Violation Policy (CVP), meaning both Third and United mutuals now have identical policies and procedures regarding vendors working in the community. Review this policy in its entirety [here](#); some important items to note are:

- All mutual consents will have a 90-day completion period rather than 180 days. Members or contractors who believe additional time is needed should address this with the issuance of the mutual consent. Extensions also may be granted due to unforeseen circumstances.
- Mutual consent forms will now include a copy of the CVP to ensure members and their vendors are aware and informed of all procedures.
- Contractors who violate mutual rules and regulations will receive a potential violation notice.
- Contractors have a right to dispute a violation notice and may request a hearing at the next Architectural Controls and Standards Committee meeting.

Manor Alterations is excited about Third Mutual's enactment of this policy, as our goal has always been to increase transparency among VMS, members and contractors. This new CVP is about regulation compliance—not violation issuance.

Realtors

The resale process and resale inspections can leave many realtors with questions. Luckily, VMS provides a full resale package for both United and Third mutuals, including a checklist of necessary documents, step-by-step instructions and contact information for those who require additional assistance.

Before a sales closure, the resale inspection process is integral to Manor Alterations. Request an inspection as soon as possible to ensure that any flagged items can be addressed in a timely manner. However, only when we receive a fully completed resale package can we schedule an

inspection. Incomplete or delayed submittals can delay scheduling an inspection. Once scheduled, allow 10 days for inspection completion.

Click [here](#) to find the resale package for each mutual.

Members

The year 2022 may be the year members decide to update outdated details in their manors. If so, Manor Alterations provides a list of tips for selecting a contactor to perform the work.

1. Click [here](#) to view a list of contactors who have worked in the community.
2. Place clear and decisive language in your contract, including a scope of work, approved materials and specifications, and completion dates.
3. Never accept verbal agreements as a valid accord. Document all conversations in writing.
4. Ensure your payment plan is manageable and appropriate. By law, a down payment cannot exceed 10% of the project price or \$1,000 (whichever amount is lower). Substandard contractors may ask for large upfront payments and delay completion, moving on to other projects.

Manor Alterations provides a full list of helpful tips and website links. Click [here](#) to download this information to feel confident about your contractor choice.

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.