



FREQUENTLY ASKED QUESTIONS MANOR ALTERATIONS

Valid October 18, 2021

LEGEND

ACM – Asbestos containing materials

CAC – Certified asbestos consultant

Cal/OSHA – The California Division of Occupational Safety & Health/DOSH

MA – Manor Alterations or HOA Permitting Division

MC – Mutual consent, HOA permit or permit

O&M – Operations and maintenance

Member – Manor member, member or member

SCAQMD/SCSCAQMD/AQMD – South Coast Air Quality Management District

1. Can we use the previous past manor member's asbestos testing results for the same manor?

No, only if you are the current member who performed the prior testing and have the CAC report, you may use those report results as long as the CAC agrees that the conditions remain consistent with the prior findings. Contact the CAC to confirm the prior report is still valid.

2. Why doesn't Manor Alterations have our asbestos testing results from years ago?

MA does not, as a rule, archive member obtained reports. Test result reports are specific to the member who owned the manor at the time of the report. In some instances, documents that MA did archive were destroyed in the malware attack in 2020. Past archived reports may exist, but not all reports are still applicable. If membership has changed, the previous asbestos testing CAC reports are no longer valid.

3. Can a member assume a manor contains asbestos and *not* undergo testing and just have it abated?

Yes. Per AQMD a Survey is still required, however you can ask the CAC to forgo testing and list materials as 'Assumed' ACM. Members can assume all the material to be demolished contains asbestos. However, no contractor shall engage in asbestos-related work, as defined in Section 6501.8 of the Labor Code, that involves 100 square feet or more of aggregate surface area of asbestos containing materials, unless the workman (qualifier) for the license passes an asbestos certification examination.

4. Why do I need an abatement contractor if the asbestos point count is less than 1%?

The "less than 1% count" applies to SCAQMD rule 1403, when the demolition work is conducted by a home member of a designated single family home. If the material count is greater than 0.1%, you still must have the work done by certified accredited workmen, as Cal/OSHA worker protection rules govern conditions for workers and containment and regulated abatement procedures are still required. CalOSHA's requirement is that material contains asbestos if the count is greater than 0.1%.

5. What is the amount (in square feet) that can be removed (abated) using only an operations and maintenance (O&M) worker?

The 16-hour certification course (OSHA class III) is the minimum requirement for all service workers (maintenance and custodial staff) whose jobs may require them to disturb small amounts of asbestos during routine or emergency maintenance-related work. This certification does not apply to LWV residents or their contractors when performing renovation work to their manor. Please note that the intentional removal of ACM is considered asbestos abatement. This type of removal (project or renovation) requires asbestos control and abatement procedures that are outside the scope of an O&M worker certification. Visit

[osha.gov/sites/default/files/publications/osha3096.pdf](https://www.osha.gov/sites/default/files/publications/osha3096.pdf) for more information.

6. What work can be performed without contractor testing and a CAC report?

Mounting devices to a wall that do not disturb or release ACMs are allowed without a demolition or city permit. However, any work that cuts into the wall to install an outlet, run wiring, etc., requires testing and proper abatement with a mutual consent permit. A city demolition permit also may be required. Anything more than minor O&M but less than 100 square feet can be performed using a 40-hour certified asbestos worker—e.g., less than 100 square feet of drywall cuts in a ceiling for canned lights or removing vinyl tile in a small bathroom. Note: Each layer of ACM material is counted per square foot, e.g., 4 square feet of black mastic and vinyl tile on top is equal to 8 total square feet of ACM.

7. May I “mud over” my popcorn ceilings?

Yes, with proper MC approval. However, testing is required to show the ceiling material is negative or positive for asbestos. This will determine if a certified asbestos professional must perform the work.

8. What is encapsulation of ACM material?

Encapsulation is the process of covering ACM surfaces to sufficiently prohibit the release of friable asbestos material into the air; e.g., painting an ACM wall will encapsulate the it from releasing asbestos material into the air.

9. Do ceiling fans need a demo permit *and* an alteration permit? Or can a mutual consent suffice with the O&M worker license attached?

If the fan is mounted to the ceiling, it must be surface mounted with WireMold or similar type hardware that does not penetrate the drywall ceiling. The screws that are used to fasten it to the ceiling must not hit any of the heating elements that may be located in the ceiling. All popcorn ceilings in LWV carry heating elements that were the sole source of heat when the manors were constructed. Electronic Devices to detect the location of heating coils, studs and pipes must be used to avoid hitting the heating coils. The heating element grid is small and any damage to one element strand damages



the entire heating sources. A single screw or nail may cause that damage. The ceiling fan itself must be supported by one of the ceiling joist beams, and not be hung from the drywall (gypsum board). WireMold or similar type hardware should be used to protect the electrical wiring used to carry the power the ceiling fan to an electrical outlet plug in the wall. A permit is needed for any hole in the ceiling or into the walls. In the above case, where the fan and the wires are surface mounted, the precautions are taken to protect the heating source, and the fan is plugged into an existing outlet, then no permit is required.

10. Do I need a permit to install electrical outlets?

Yes, that work may be performed under O&M worker accreditation.

11. For microwave installation, is there a separate electrical permit needed for a designated circuit?

Members can change out any appliance if they replace the existing appliance with one that is similar to the ampere rating of the original and no other change in electrical is required. If a new dedicated circuit is needed, then both MA and city permits for code compliance are required.

12. Do I need a permit to replace a toilet? What about sinks, faucets and shower heads?

You may change out any of these items without a MC as long as no wall plumbing or finishes are disturbed. Shower stem valves also can be changed as long as no finishes are disturbed.

13. Do I need a permit for a video doorbell or security camera?

Doorbells with cameras: No MA approval needed. These devices are similar to “Ring” door bell and cameras that are battery operated devices temporarily mounted on to exterior so members are allowed to see the caller at or approaching the doorway entrance to the member manor only. The device is still considered an Alteration, and it is your responsibility to its maintenance, wall damage, and removal for mutual building work.

Security Cameras: These devices similar to CCTV will require both a MC and Board approved Variance. This is due to the need for a higher understanding of the impact to adjacent neighbors, and effect on mutual property.

14. May I paint the interior of my unit?

Yes. No permits are required to paint the inside of your manor.

15. May I install a screen door on my front door?

Yes, screen door installation is allowed without a permit, including security screen doors. The new screen door will now be considered an alteration.

16. Do I need a permit for a mail slot in my front or garage door?

No, but this change will make these doors alteration doors no longer maintained by the HOA.



17. Do I need a permit to install a peep hole in my front door?

No. A peep hole can be installed in a front door without a permit.

18. Do I need a permit to replace my front door?

Yes, front doors can be replaced. A Mutual Consent is required to confirm paint color, door type, and accessories.

19. Do I need a permit to install large appliances such as a dishwasher, microwave, garbage disposal from Manor Alterations?

In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, no MC is required.

20. Do I need a demo permit or an alterations permit (or both) to replace kitchen and bathroom cupboards, vanities and countertops?

In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, a MC is required if you disturb ACM drywall/joint compound during the demolition phase.

21. Do I need a permit to replace a glass shower enclosure and door?

Only the glass enclosure is considered here. No wall or floor tile is to be modified. In United, a like-for-like alteration/permitless alteration is available (replacement only—not new installation). Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, no MC is required.

22. Do I need a permit to re-tile my shower/bath area?

You can retile your shower and bath area without a MC. The ceramic tile should be tested for ACMs. If any of these materials are ACM containing, then a demolition MC and new MC permit for installation is required. You can remove the ceramic/granite tiles that do not contain ACMs. You cannot remove the cementitious backerboard without a demolition MC. No black mastic, or backer board is disturbed without a MC.

23. May I get my garage condensation panels repaired or replaced?

Carport condensation panels are no longer allowed as an addition—you may repair them if possible. Replacement panels are not permitted. Should you remove, painting the carport to match the remaining area is the Member's responsibility.

24. May I install tile on my patio or replace the tile that is already there?

Original Patio slabs may have tile or in/outdoor carpet installed/replaced with a Mutual Consent. Check with the MA office to determine the original patio dimensions. Any previously extended slabs can only be maintained like-for-like and not altered further.

25. May I paint or stain my garage floor/patio?



No. In Third, the garage floor is common area and no improvements are allowed without a MC and a Variance approved by the ACSC and Board. Concrete staining and epoxy coatings are allowed with Mutual Consent in Patios, Atriums and Courtyards only. In United, painting/staining/epoxy coating is prohibited. A variance moratorium exists in United until October 9, 2021. After that date variance requests can be processed.

26. HVAC changeouts Part A: Do I need a city permit for like-for-like HVAC changeout? (The new city rule allows members to decide whether there is a change in amperage.)

In United, a like-for-like alteration/permitless alteration is available. The amperage and all connections must remain the same. Visit lagunawoodsvillage.com/residents/resident-services#manor-alterations for more information. In Third, a MC is required.

27. HVAC changeouts Part B: May I just remove my old packaged terminal air conditioner? What is required?

In United, like-for-like wall heat pump replacements are allowed via the permitless alteration process. In Third, a MC is required.

28. My water heater is totally nonfunctional. May I replace it and get the permit afterward?

Unfortunately, no. The MA permit is available usually in one day. Both a MC and a city permit are required; the city wants to see that MA has approved the application work first. Please include 'URGENT Water Heater replacement' in subject line of e-mail application.

29. Member has already replaced the heater/AC/water heater because it wasn't working. Do they have to pay the \$300 penalty?

In United, a simple notification of the changeout is allowed without penalty for heaters/AC units, due to water heater replacements requiring a city permit, a MC permit must be obtained prior to the replacement or the penalty will be assessed. In Third, a MC permit must precede the actual replacement of all above items or the penalty is assessed.

30. What qualifies a permit to be expedited?

In general, no permits are expedited as they are processed on a first-come, first-serve basis in an effort to be fair to everyone in the Village. Some permits require more extensive search and review, or may require a variance therefore a much longer review and process are needed. Some utilitarian-based permits such as a simple water heater replacement, or A/C replacement, may be issued within a day due to urgency as well as comfort, and health considerations.

31. Are permits needed to change out flooring?

No permit is required if you can remove the existing flooring without disturbing the original black mastic, and vinyl flooring. MA suggests you lift the carpet and see if it was placed on the vinyl tile or over black mastic. If the original black mastic and vinyl flooring



are disturbed, then CAC testing, and a demolition permit is required from MA and the City. See the following resolutions: Third Mutual - Interior Hard Surface Flooring, Resolution 03-10-188; United Mutual - Interior Flooring Policy, Resolution 01-18-115 for noise level considerations and policy of complaint handling.

32. If I do have to get a demo permit to remove the carpet over the vinyl tiles, why do I need an alteration permit to install new flooring?

At this time, no MC permit is required to install new flooring. For sound considerations, we advise review of existing Interior flooring policies: Third Mutual - Interior Hard Surface Flooring, Resolution 03-10-188; United Mutual - Interior Flooring Policy, Resolution 01-18-115 and recommend installing insulation that is greater than the noise level threshold, due to the installation of materials being made on older buildings rather than in a test environment. As per policy, the Member may be held responsible to remove new flooring should it not meet noise level requirements.

33. Can the removal of wall mounted wood, wood product, metal and plastic cabinets be done by my contractor or do I need to have them removed by an asbestos abatement contractor?

The wall mounted wood, wood product, metal and plastic cabinets can be done by your general contractor if precautions to minimize any damage to the dry wall are implemented. For instance, unscrew the cabinet from the wall or remove the nails holding the cabinet to the wall. Then you may remove the cabinet and dispose of the construction debris. If the cabinet is to be ripped or pried off the wall, causing a disturbance of the drywall/joint compound/tape, then the cabinets will need to be removed by an asbestos certified workman and all precautions for asbestos containment and disposal shall apply. Any dry wall removed from the wall will need to be remediated and disposed of in accordance with AQMD requirements.