



April 28, 2021

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

COLI Changes

Laguna Woods has adjusted their insurance requirements. Please review our [completed sample form](#) to confirm insurance requirements for working within Laguna Wood Village.

Contractor Rules & Regulations

While working in Laguna Woods Village, all contractors must follow the written rules and regulations, including policies regarding temporary containers, work hours, abatement and alteration standards.

- [Third guidelines](#)
- [United guidelines](#)

Once Manor Alterations has approved a mutual consent/demolition application, it is the contractor's responsibility to adhere to all City of Laguna Woods rules and regulations, complete any necessary city permits and provide completed city permits to Manor Alterations to finalize a member's mutual consent.

Contractors are also responsible for obtaining the final city inspection and get the city's final sign-off for presentation to Manor Alterations.

If you have questions about rules and regulations, Manor Alterations can provide documentation regarding these parameters.

Realtors

United Permitless Alteration

At this time, Manor Alterations is implementing a permitless alterations policy for United Mutual members only. This initiative provides United members the opportunity to make minor alterations within their manor/unit without the need for a permit. Please visit lagunawoodsvillage.com/residents/resident-services#manor-alterations to view the form.

United members who wish to pursue a permitless alteration must complete a form online for notifying Manor Alterations after the like-for-like work is completed.

Members

Exclusive-Use Common Areas

Members may submit a Mutual Consent for proposed alterations within their manor. However, some alterations may include areas known as “exclusive-use common areas” or infringe into “common areas.” Curious about the difference?

Common areas are defined as “All property outside the boundaries of the interiors of the units, *except exclusive-use common areas*, which includes those areas and surfaces designed and used for the exclusive use of a member, such as patios and balconies. These exclusive common areas are those areas such as a private courtyard specific to the manor.”

If your proposed alteration is within an exclusive-use common area, you will be required to complete a common area usage agreement (CAUA) in addition to other paperwork which may include a variance. The CAUA would also require its recording with the Orange County Clerk/Recorder’s Office.

Please be advised, executing a CAUA will likely extend the approval of a mutual consent due to the various approvals required. The entire process can take up to 90 days to fully execute.

City’s Final Inspection

Be aware that the City of Laguna Woods must make a final inspection for all city-issued permits. We recommend your contractor arrange for the final inspection and actually be present with the city inspector at the time of his or her visit to review the completed work.

The final city sign-off must then be presented to Manor Alterations for the conclusion of the paperwork with the mutual. This will conclude your Manor Alterations permit and all work will be placed into the system.

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.

Permit Log Legend

[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.