

MANOR ALTERATIONS NEWS BULLETIN

**Please read all sections of the news bulletin.
Each section contains helpful information that
may apply to your area of expertise.**

Members

Manor Alterations receives about 250 inquiries via email and telephone each day. These inquiries range from permit applications and alterations rules to status updates, insurance requirements, how to complete a variance and more. Our division continues to face staffing challenges, and we ask residents to please allow five days for an initial response to inquiries.

In the meantime, staff is available for in-person appointments, which can be made at the concierge desk at the Community Center. We also offer multiple documents to help answer questions, links to helpful information and a contractor list at lagunawoodsvillage.com/residents/resident-services#manor-alterations. Please explore this page to determine if answers to your specific question(s) are readily available.

Contractors

Each contractor who works in Laguna Woods Village must comply with current rules and regulations. Residents may not be aware of these rules; to facilitate transparency, we have posted them below.

PERMITS

- Mutual consent permits are required for **all** Village alterations. The only exception is if a United Mutual member proceeds with permitless alteration, which are limited in scope and exclusive to like-for-like installations. View full details on the Manor Alterations webpage at lagunawoodsvillage.com/residents/resident-services#manor-alterations.
- Permits must be approved and fees must be collected in advance of all alterations.
- Any work totaling more than \$500 must be completed by a licensed contractor.
- Manor Alterations provides a list of work that requires a permit from the City of Laguna Woods. The city will not issue members a permit for work within the community without first receiving an approved mutual consent.
- Maintain an active license and current insurance coverage expressed within the permit application package.

CODE COMPLIANCE

- Comply with applicable local, state and federal requirements.
- Be aware of current codes. Licensed contractors may direct questions regarding code compliance to the City of Laguna Woods at cityoflagunawoods.org/our-services/building-permitting/.

WORK HOURS

- Monday - Friday: 7 a.m. - 5 p.m.
- Saturdays: 9 a.m. - 3 p.m.
- Sundays, holidays: No work permitted

PARKING

- Park on the street only; parking in covered resident parking, open resident spaces, handicapped spaces, culs-de-sac or fire lanes is prohibited.
- Display parking passes in your vehicle's windshield at all times.

JOB SITE CONDUCT

- Refrain from profanity, abusive or loud language.
- Maintain a courteous demeanor to residents.
- Wear a shirt at all times.
- Radios, MP3 players, CD or cassette players are not permitted on the project site.
- Remove debris and excess materials, and leave work areas at a "broom clean" daily. Cleaning paint tools, buckets or other equipment is prohibited in common areas.
- Do not use community dumpsites for construction related dumping/cleanup. Contractors who require a Dumpster placed on site must get the location approved in advance by the Manor Alterations office as part of the permit approval process.

View these requirements and more at the Manor Alterations webpage for [Third Mutual](#) and [United Mutual](#).

Contractors with additional questions may reach out directly to us. We also encourage members and contractors to attend appointments together to ensure that all concerns can be addressed and questions answered.

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.