



OPEN MEETING

**REGULAR MEETING OF THIRD LAGUNA HILLS MUTUAL
ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE***

**Monday, June 12, 2023 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Jim Cook – Chair, Cush Bhada, Ralph Engdahl, Nathaniel Ira Lewis, Cris Prince, Andy Ginocchio (Alternate-in the audience), Advisors: Michael Butler, Lisa Mills, Mike Plean,

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Mike Horton – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor (via Zoom), Abraham Ballesteros Inspector II, Manor Alterations, Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

Chair Cook called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved by consent.

3. Approval of the Meeting Report for May 08, 2023

Hearing no objection, the meeting report was unanimously approved as written.

4. Remarks of the Chair

Chair Cook advised members that on Monday, July 10th from 3:00 p.m. - 4:30 p.m. in Clubhouse 5 there will be a Contractor Town Hall.

5. Member Comments - (Items Not on the Agenda)

- A member commented on their request for consideration to reverse a decision by Manor Alterations regarding her Mutual Consent for a bathroom renovation.

6. Response to Member Comments

- Staff advised that Manor Alterations Department has a fiduciary duty to inform the City when demolition takes place. Chair Cook and Mike Horton Manor Alterations Manager will meet with Chris Seeley Contract Building Official to discuss the process.

7. Department Head Update

None.

8. **Consent Calendar:** All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

- a. **Over-The-Counter Variances** – Hearing no objection, the Over-The-Counter Variances report was approved by consensus.

3518-B: Install black vinyl windows and sliding glass doors throughout

5516-B: Retain white garage door color

9. Variance Requests

- a. 3038-C: Variance for removal of two structural walls to enclose the atrium, three 4x4 post to be installed and two 4x10 flush ceiling beams to be installed. One beam will be 10'-9" and the other will be 7'-5". Removal of existing window in bedroom 2 and a new construction 2'-6"x6' casement window will be installed

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the Committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

- b. 3401-A: Variance for driveway extension

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the Committee.

A motion was made to approve the variance as described. The variance was approved by majority vote. (Director Engdahl recused).

c. 5007: Variance for front entry enclosure, extend the roof line, convert garden room to room addition, install 3rd bathroom in hallway, raise the ceiling in the hallway, and install trapezoid transom window above family room addition

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the Committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

d. 5071: Variance to add 18'x'10' pavers to the rear patio on common area

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the Committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

10. Items for Discussion and Consideration

a. Revision to Architectural Standard 1: General Requirements

Mr. Horton introduced the item and answered questions from the Committee. The Committee suggested revisions to Section 1.4 as follows: Regular Working Hours: Monday-Saturday 7 am-5 pm. Quiet working hours: 7 am-8 am Monday-Friday & 7 am-9am Saturday. No work on Sundays and the following holidays: New Year's Day Independence Day, Thanksgiving Day and Christmas Day. Replacing carpet installation under work may result in excessive noise and should not be included as quiet work, **unloading/loading of equipment** is. Section 1.5 allowing contractors and invitees to park in a member's space if given permission. Allowing for a temporary contractor unloading zone with time limits for equipment and materials if not objected by Security. Section 1.7 revision "Cleaning of paint tools, buckets, or equipment **must be contained in trays and ground cover protected with drop cloths or plastic** in Common Areas." Section 1.10 include no smoking.

A motion was made to recommend the Third Board approve the standard with the suggested edits. Hearing no objection, the motion was approved by unanimous consent.

b. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings

Mr. Horton introduced the item and answered questions from the Committee. The Committee suggested revisions to the standard specifying allocated space. Staff recommended that the

space allocation plan for building types that do not have a space allocation plan be done when the first member asks for the plan.

A motion was made to recommend the Third Board approve the standard with the suggested edits. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- a. Updated Resale Inspection Fees – **July**
- b. Updated Alteration Fees – **July**
- c. Contractor Violation Policy – **To include Smoking Policy.**
- d. Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package – **In Process**
- e. Work with City of Laguna Woods to Streamline all aspects of Alterations to lessen confusion – **On going**
- f. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- g. Revision to Architectural Standard 42: Ramps
- h. Revision to Architectural Standard 8: Porch Lift/Elevators
- i. Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece

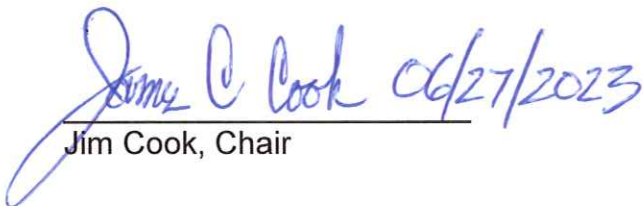
12. Committee Member Comments

- Advisor Butler commented on whether members do a cost analysis between installing a solar panel, the energy it generates and the ongoing maintenance expense.
- Director Lewis responded to Advisor Butler's comments. The solar company runs the cost analysis for the member.

13. Date of Next Meeting: Thursday, July 06, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 3:06 p.m.


Jim Cook, Chair

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Baltazar Mejia, Staff Officer
Telephone: 949-597-4616