



**OPEN MEETING**

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

**Monday, August 22, 2022 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

**MEMBERS PRESENT:** Jim Cook – Chair, Ralph Engdahl, John Frankel, Nathaniel Ira Lewis, Cris Prince

**OTHERS PRESENT:** Michael Butler, Michael Plean - Advisors

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant Director,  
Gavin Fogg – Manor Alterations Supervisor, Jayanna Abolmoloki – Administrative Assistant

**1. Call Meeting to Order / Establish Quorum**

Chair Cook called the meeting to order at 9:30 a.m.

**2. Acknowledgement of Media**

Chair Cook noted that there was no media present.

**3. Approval of the Agenda**

Hearing no objection, the agenda was unanimously approved as written.

**4. Approval of Meeting Reports**

- a. July 25, 2022 – Regular Open Session
- b. August 8, 2022 – Special Open Session

Hearing no objection, the meeting reports were unanimously approved as written.

**5. Chair's Remarks**

None.

**6. Member Comments - (*Items Not on the Agenda*)**

None.

**7. Division Manager Update**

None.

*Consent: 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.*

**8. Over-The-Counter Variances**

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

**9. Variance Requests:**

None.

**10. Unfinished Business:**

**a. Revised Standard 10 – Doors, Exterior (Swing)**

The following changes to Standard 10 were suggested by the committee: Paragraph 3.1.5 – add “or reasonably similar”; Paragraph 3.5 - add text to state that double doors are acceptable; 3.3 – adjust text to reflect allowance for pre-hung doors; Paragraph 2.4 – adjust text to reflect alternatives to keep trim width uniform but not overly strict, perhaps stating an approximate width of 3.5 inches; Paragraph 2.2 – Revise to match language in Section 2.2 of the resolution.

A motion was made and seconded to approve the Revised Standard 10, with the suggested corrections, and forward to the Third board. The motion was carried by unanimous vote.

**11. New Business**

**a. Revise “Final Steps” Handout**

Director Cook suggested edits to the "Final Steps" handout. Discussion ensued regarding the City's requirements; the Mutual's requirements; suggested revisions to the wording on the flyer; and designing a flow-chart to clarify the steps. Staff was directed to revise the handout.

b. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As a Chargeable Service

Staff will provide an update on this topic at a future committee meeting.

Concluding Business:

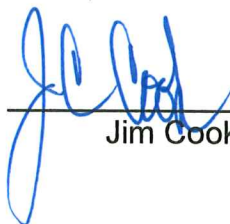
**12. Committee Member Comments**

- Advisors Plean and Butler, and Director Engdahl commented on the Over-The-Counter Variance (Item 8).

**13. Date of Next Meeting – September 26, 2022**

**14. Adjournment**

The meeting was adjourned at 10:10 a.m.



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Jim Cook, Chair

Jim Cook, Chair  
Baltazar Mejia, Staff Officer  
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