



OPEN MEETING

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

**Monday, May 23, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Robert Mutchnick – Chair, James Cook, Ralph Engdahl, John Frankel, Craig Wayne

MEMBERS ABSENT: Michael Plean - Advisor

OTHERS PRESENT: **Third:** Mark Laws
Michael Butler - Advisor

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Robbi Doncost – Manor Alterations Manager, Gavin Fogg – Manor Alterations and Resales Supervisor, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order and Establish a Quorum

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

2. Acknowledgement of Media

Chair Mutchnick noted that the meeting was broadcasting on Granicus and Zoom.

3. Approval of Agenda

Hearing no objection, the agenda was approved by consensus.

4. Approval of Meeting Report for April 25, 2022

Hearing no objection, the meeting report was approved by consensus.

5. Chair's Remarks

None.

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

None.

7. Division Manager Update

Mr. Mejia announced the recent resignations of Lauryn Varnum and Richard de la Fuente. These, and additional staffing shortages, will prove challenging in the short term and a slight delay in processing mutual consents and variances will likely occur while new staff is hired and trained. The goal to provide a high level of customer service remains.

8. Monthly Mutual Consent Report

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.*

The Monthly Mutual Consent Report was approved unanimously.

Variance Requests:

A. 2131-H (Monterey, PP08) Retain Non-Compliant Shade Structure Over Patio

Mr. Mejia introduced the variance, and the committee discussed details of the unpermitted shade structure.

- Two members attended the meeting and commented in favor of the variance.
- Two members sent emails commenting in favor of the variance.

The manor owner was requested to provide Manor Alterations with 1) manufacturer's requirements for anchoring the shade to the building, and 2) acknowledgement that any damage that may happen to mutual property would be the responsibility of the owner as conditions for approval of the variance. The owner verbally agreed to the additional conditions.

A motion was made and approved by consensus to allow the non-compliant shade structure over the patio at 2131-H to remain with the mandate that the additional general conditions be added and the verbiage edited.

Items for Discussion:

9. Cardoso & Associates Contract for Design Services on Water Heater Standard

Mr. Mejia updated the committee. The contract has been executed and work has begun. Staff will return to a future meeting with exterior water heater hut designs suggested by Cardoso & Associates after consultation with the city.

10. Revised Alteration Fee Schedule

Mr. Mejia updated the committee on specific questions that were raised at Board and committee levels in the past and the inclusion of those items in the revised alteration fee schedule. Discussion ensued regarding the suggestion that staff review and approve Basic variances and provide the ACSC with a monthly summary of those variances; the difference in the costs between the Basic variance fee and the complex variance fee; the difficulty in developing standards for the many possible alterations; and water heater relocations.

Staff was directed to review the procedure with the city for water heater replacements to potentially add that to list of alterations not requiring a mutual consent

A motion was made and approved by consensus to recommend the board approve Resolution 03-22-XX for the Revised Alteration Fee Schedule.

11. First Inspection Details

Chair Mutchnick commented on Third Mutual performing exterior inspections only while United provides both exterior and interior inspections. Discussion ensued regarding alterations that may have been done without a permit and that those alterations might only be discovered upon inspection for sale; that staff is trained to do both types of inspections and that adding an interior inspection will not be a strain on staff.

Staff was directed to provide an analysis of the difference in cost between Third and United's First Inspection Fees prior to recommending the board approve the Revised Alteration Fee Schedule.

A motion was made and approved by consensus that the First Inspection Fee include both exterior and interior manor inspections.

12. Common Area Use Policy

Chair Mutchnick introduced the previously addressed topic of cathedral ceilings as common area. Discussion ensued regarding potentially changing the General

Conditions regarding cathedral ceilings so that they may be included in the revised fee schedule as a Basic Variance with board approval.

Staff was directed to return to a future meeting with a report addressing the variance requirements to convert common area ceiling space to cathedral ceilings including a review of a 2018 resolution on the subject.

Items for Future Agendas:

- Contractor Violation Policy
- Handrail Policy

Concluding Business:

13. Committee Member Comments

Chair Mutchnick thanked Sandra Spencer for filling in for the previous ACSC Administrative Coordinator and also stated that it was a good and productive meeting. No other committee members had comments.

14. Date of Next Meeting – June 27, 2022

15. Adjournment

The meeting was adjourned at 10:41 a.m.


Robert Mutchnick, Chair