



## **OPEN MEETING**

### **REGULAR MEETING OF THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE\***

**Monday, October 09, 2023 – 1:30 p.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions virtually using one of the following options:

1. Join the committee meeting via a Zoom link at: <https://us06web.zoom.us/j/93156707417> or by calling 669-900-6833 Webinar ID:93156707417.
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

#### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report for September 11, 2023
4. Remarks of the Chair
5. Member Comments - (*Items Not on the Agenda*)
6. Response to Member Comments
7. Department Head Update
  
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 – None
  
9. Variance Requests
  - a. None

10. Items for Discussion and Consideration
  - a. Revision to Architectural Standard 31: Washer and Dryer Installation
  - b. Revision to Demolition Consent Requirements & Associated Fees
  
11. Items for Future Agendas
  - a. Revision to Architectural Standard 8: Porch Lift/Elevators
  - b. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
  - c. Revision to Architectural Standard 18: Gutters and Downspouts
  - d. Detailed Interior Inspections
  
12. Committee Member Comments
13. Date of Next Meeting: Monday, November 13, 2023 at 1:30 p.m.
14. Adjournment

\*A quorum of the Third Board or more may also be present at the meeting.

Jim Cook, Chair  
Baltazar Mejia, Maintenance & Construction Assistant Director  
Telephone: 949-597-4616



**OPEN MEETING**

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

**Monday, September 11, 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, Ralph Engdahl, Andy Ginocchio (Alternate), Nathaniel Ira Lewis, Cris Prince, Advisors: Michael Butler, Lisa Mills, Mike Plean

**COMMITTEE MEMBERS ABSENT:** Cush Bhada (Excused)

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Manor Alterations Inspector II, Josh Monroy – Manor Alterations Coordinator

**OTHER DIRECTORS PRESENT:** S.K. Park

**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 August 14, 2023**

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

**4. Remarks of the Chair**

None.

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

- A member commented on the revised Alteration Fee Schedule.

**6. Response to Member Comments**

None.

**7. Department Head Update**

Mr. Mejia advised members that Manor Alterations is in the process of remodeling their front counter. In the meantime, window seven in Resident Services has been made available to assist residents.

**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** – None.

Due to audio problems a short recess was called to order.

**9. Variance Requests**

a. 5585-A: Variance for Entry and Dining Room Extension Add Bedroom and Vanity Area Windows

The variance was introduced by Mr. Rudge. 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. Discussion More Detailed Interior Inspections

Mr. Mejia asked the committee for input on what items they would like to see added, if any, to the scope of resale inspections. The committee suggested including inspection and certification of low-flow toilets at the same time they are reviewing water heaters to avoid additional costs to members. There was also discussion on additional considerations for water heaters replacements: year of installation, guarantees, and the location of that installation.

b. Eliminate Demolition Consent Requirements & Associated Fees

A motion was made to recommend the Third Board approve the elimination of the demolition consent requirements and associated fees and incorporate the appropriate sections of the demolition conditions into the Mutual Consent conditions. Hearing no objection, the motion was approved by unanimous consent.

**11. Items for Future Agendas**

- a. Revision to Architectural Standard 8: Porch Lift/Elevators – **November**
- b. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings – **November**
- c. Revision to Architectural Standard 31: Washer and Dryer Installation – **October**

**12. Committee Member Comments**

- Advisor Mills suggested grandfathering in garage doors and storage cabinets.
- Director Lewis concurred with Advisor Mills sentiments.

**13. Date of Next Meeting: Monday, October 09, 2023 at 1:30 p.m.**

**14. Adjournment**

The meeting was adjourned at 2:08 p.m.

  
\_\_\_\_\_  
Jim Cook, Chair

Jim Cook, Chair  
Baltazar Mejia, Staff Officer  
Telephone: 949-597-4616

This Page Left Intentionally Blank



## STAFF REPORT

---

**DATE:** October 9, 2023  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Revision to Standard 31: Washer & Dryer Installations

---

### **RECOMMENDATION**

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the revised Standard 31: Washer & Dryer Installations.

### **BACKGROUND**

The ACSC initiated a review of the current Standard 31: Washer & Dryer Installation (Attachment 1) and proposed revisions to the Standard to allow for the installation of washers and dryers in 3-story buildings. Standard 31 was last revised in December 2018, via Resolution 03-18-156 (Attachment 2).

### **DISCUSSION**

On January 17, 2023, the Third Board reviewed the initial ACSC recommendation and directed staff to make additional revisions to the Standard and deferred the matter for 28-day member review.

On February 21, 2023, the Third Board again reviewed the proposed revisions and voted to table the matter until the Garden Villa Association (GVA) had an opportunity to discuss the topic at their March 9<sup>th</sup> meeting.

On March 9, 2023, the GVA discussed the proposed Standard 31 revisions. Extensive discussion took place and included concerns with noise and plumbing. The discussion also included an option to revise the proposed Standard to only apply to those buildings that have been epoxy coated. There was no consensus in support or against the Standard as presented or for the option that excludes buildings with unlined waste lines.

Since the March GVA meeting, staff reviewed the member comments and suggestions and has drafted a revised Standard for consideration by the board. The attached revised Standard 31 (Attachment 3) reflects the current Building Codes, Municipal Codes, and mutual policies as well as the essence of these comments to allow for the installation of washers and dryers in 3-story buildings. Attachment 4 is a clean copy of the proposed revised Standard and Attachment 5 is the proposed resolution.

### **FINANCIAL ANALYSIS**

The installation of the washers and dryers will be considered an alteration and the installation cost will be the responsibility of the requesting mutual member. It is recommended that if the proposed installation requires that the waste line be epoxy lined, that the cost that the member pays be reimbursed to the member if the building is scheduled to be epoxy lined within five

years of the washer/dryer installation. The reimbursement will be processed on the year the building is budgeted for epoxy lining under the Epoxy Waste Line Remediation program.

**Prepared By:** Baltazar Mejia, Maintenance & Construction Assistant Director

**Reviewed By:** Gavin Fogg, Manor Alterations Supervisor

**ATTACHMENT(S)**

Attachment 1 – Current Standard 31: Washer & Dryer Installations

Attachment 2 – Current Resolution 03-18-156

Attachment 3 – Redlined Revised Standard 31: Washer & Dryer Installations

Attachment 4 – Final Draft Standard 31: Washer & Dryer Installations

Attachment 5 – Proposed Resolution 03-23-XX



**ATTACHMENT 1 – CURRENT STANDARD 31: WASHER & DRYER  
INSTALLATIONS**



**STANDARD 31: WASHER & DRYER INSTALLATIONS**

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12  
REVISED DECEMBER 2018, RESOLUTION 03-18-156

**1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

**2.0 EXTERIOR CABINETS**

- 2.1 All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 2.2 The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements.
- 2.3 Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 2.4 Cabinets to be painted to match existing color of building.
- 2.5 Location of unit and/or plumbing connections must be submitted in writing to the the Alterations Division prior to issuance of a Mutual Consent.
- 2.6 A Mutual Consent will be not be issued for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 3" ABS plastic and 3" cast iron.
- 2.7 All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.

ATTACHMENT 1 – CURRENT STANDARD 31: WASHER & DRYER  
INSTALLATIONS

- 2.8 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.
- 2.9 All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper.
- 2.10 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.11 All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.12 **The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted.**

**RESOLUTION 03-18-156**

**REVISE ALTERATION STANDARD 31: WASHER AND DRY INSTALLATIONS**

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

**WHEREAS**, the Architectural Control and Standard Committee recognizes the need to revise Alteration Standard 31: Washer and Dry Installations; and

**WHEREAS**, Resolution M3-98-65 ceased the acceptance of variance requests for installations of washers and dryers in three-story buildings and, by inference, “grandfathered” previous permitted installations of washers and dryers.

**NOW THEREFORE BE IT RESOLVED**, November 29, 2018, that the Board of Directors of this Corporation hereby adopts Alteration Standard 31: Washer and Dry Installations as attached to the official meeting minutes;

**RESOLVED FURTHER**, that Resolution M3-98-65 adopted December, 1998, is hereby superseded in its entirety and no longer in effect;

**RESOLVED FURTHER**, all washer and dryers installed in three story buildings with a Mutual Consent prior to December 15, 1998, continue to be “grandfathered;”

**RESOLVED FURTHER**, all washers and dryers installed after December 15, 1998, or without a Mutual Consent, shall be removed at the sole expense of the owner upon its discovery;

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

ATTACHMENT 3 – REDLINED REVISED STANDARD 31: WASHER  
& DRYER INSTALLATIONS



**STANDARD 31: WASHER & DRYER INSTALLATIONS**

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12  
REVISED DECEMBER 2018, RESOLUTION 03-18-156  
REVISED [DATE], RESOLUTION 03-23-XX

**1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

**2.0 SPECIAL REQUIREMENTS**

- 2.1** Location of units and/or plumbing connections must be submitted in writing to the Alterations Division prior to issuance of a Mutual Consent.
- 2.2** A Mutual Consent will be not be issued for the installation of new washers and dryers for manors that do not meet the minimum waste line flow calculations.
- 2.3** All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper or PEX to type L copper in 3<sup>rd</sup> Mutual as required by the current City-adopted Building code.
- 2.4** All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.5** All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.6** Washers and dryers in multi-story buildings on 2<sup>nd</sup> or 3<sup>rd</sup> floors or ground floor manors with common walls, ceiling/floors must be the quietest available on the market at the time of installation, but in no

## ATTACHMENT 3 – REDLINED REVISED STANDARD 31: WASHER & DRYER INSTALLATIONS

case should the washer exceed 73 db and the dryer 65 db. All installations must include commercial grade anti-vibration pads for the legs of the approved appliance.

2.7 Any flooring on upper floors which a washer/dryer is being installed must meet field impact insulation class (FIIC) rating of 50 as defined in the American Society for Testing and Materials (ASTM) E 1007 standard as per Standard 11A: Interior Hard-Surface Flooring requirements.

### **2.03.0 EXTERIOR CABINETS**

**2.13.1** All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.

**2.23.2** The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements as well as the architecture of the building.

**2.33.3** Cabinets must be obscured from public view (i.e., block wall, closed patio).

**2.43.4** Cabinets to be painted to match existing color of building.

**2.53.5** All penetrations through existing walls shall be properly flashed and caulked to provide a weathertight seal around all protruding plumbing, electrical and vent lines. Location of unit and/or plumbing connections must be submitted in writing to the Alterations Division prior to issuance of a Mutual Consent.

**2.63.6** Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete. A Mutual Consent will be not be issued for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 3" ABS plastic and 3" cast iron.

**2.7** All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.

**2.8** Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.

**2.9** All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper

**2.10** All pressure lines shall be securely strapped to prevent movement or knocking.

# ATTACHMENT 3 – REDLINED REVISED STANDARD 31: WASHER & DRYER INSTALLATIONS

~~2.11~~ All electrical wiring to be located in walls. No exposed conduit will be permitted.

## 4.0 INSTALLATION IN THREE-STORY BUILDINGS

~~4.1~~ The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted. may be permitted under one of the following conditions:

- a. For building with waste lines that have been recently (less than five years) epoxy-lined, a licensed engineer must confirm that the existing waste line has the capacity to handle the additional flow from these appliances.
- b. For buildings with the original waste lines, a licensed engineer must verify that the existing waste lines have the capacity to handle the additional flow. Any approved installations will require that the waste line be cleared of any obstructions and/or build up from the point of connection in the manor to the sewer main line (Building Main). Depending on the condition of the waste line, the Member may be required to repair, replace or epoxy-line the waste line from the washer to the sewer main line (Building Main). The engineer of record must certify that the waste line meets the requirements of the design.

All work must conform to applicable building code requirements and the mutual specifications for waste line epoxy lining. Once the work is completed and has passed City and mutual inspections, the upgraded plumbing stack will become the responsibility of the mutual. Altered waste lines connecting to the main stack become the responsibility of the member as per current policy.

If the applicant is required to epoxy line the waste line due to the condition of the pipe and if the building is scheduled to be epoxy lined within five years after the installation of the washer, the amount paid by the member to epoxy line the waste line will be reimbursed to the member. Funding for this reimbursement will come from the budget allocations for the Epoxy Waste Line Remediation program.

~~2.124.2~~ All installations must have an appropriate plastic pan designed to catch any liquid that may inadvertently leak or be spilled. Exception being those units with built in safety pans.

## ATTACHMENT 3 – REDLINED REVISED STANDARD 31: WASHER & DRYER INSTALLATIONS

4.3 All washer hook ups shall be required to have a leak detecting automatic shut off system installed as per manufacturers requirements and meet current California Plumbing Code at the time of install.

2.134.4 New dryers must be ventless unless unfeasible. If a conventional dryer is the only option, all penetrations through existing walls shall be properly flashed and caulked to provide a weathertight seal and any penetrations made on Mutual-owned flat PVC roofs requires express approval by the Mutual via Mutual Consent and the Mutual Roofing Contractor to perform tie-ins per Mutual Roof Warranty requirements. Failure to do so, will result in corrections being performed by the Mutual and costs incurred, being passed onto the Member.. For roofs under warranty, the roofing contractor holding the warranty shall be hired to complete the roof tie-in work.

# ATTACHMENT 4 – FINAL DRAFT STANDARD 31: WASHER & DRYER INSTALLATIONS



## **STANDARD 31: WASHER & DRYER INSTALLATIONS**

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED DECEMBER 2018, RESOLUTION 03-18-156

REVISED [DATE], RESOLUTION 03-23-XX

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 SPECIAL REQUIREMENTS**

- 2.1** Location of units and/or plumbing connections must be submitted in writing to the Alterations Division prior to issuance of a Mutual Consent.
- 2.2** A Mutual Consent will be not be issued for the installation of new washers and dryers for manors that do not meet the minimum waste line flow calculations.
- 2.3** All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper or PEX to type L copper in 3<sup>rd</sup> Mutual as required by the current City-adopted Building code.
- 2.4** All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.5** All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.6** Washers and dryers in multi-story buildings on 2<sup>nd</sup> or 3<sup>rd</sup> floors or ground floor manors with common walls, ceiling/floors must be the quietest available on the market at the time of installation, but in no



## ATTACHMENT 4 – FINAL DRAFT STANDARD 31: WASHER & DRYER INSTALLATIONS

case should the washer exceed 73 db and the dryer 65 db. All installations must include commercial grade anti-vibration pads for the legs of the approved appliance.

- 2.7 Any flooring on upper floors which a washer/dryer is being installed must meet field impact insulation class (FIIC) rating of 50 as defined in the American Society for Testing and Materials (ASTM) E 1007 standard as per Standard 11A: Interior Hard-Surface Flooring requirements.

### **3.0 EXTERIOR CABINETS**

- 3.1 All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 3.2 The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements as well as the architecture of the building.
- 3.3 Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 3.4 Cabinets to be painted to match existing color of building.
- 3.5 All penetrations through existing walls shall be properly flashed and caulked to provide a weathertight seal around all protruding plumbing, electrical and vent lines.
- 3.6 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.

### **4.0 INSTALLATION IN THREE-STORY BUILDINGS**

- 4.1 The installation of washers and dryers in three-story buildings may be permitted under one of the following conditions:
  - a. For building with waste lines that have been recently (less than five years) epoxy-lined, a licensed engineer must confirm that the existing waste line has the capacity to handle the additional flow from these appliances.
  - b. For buildings with the original waste lines, a licensed engineer must verify that the existing waste lines have the capacity to handle the additional flow. Any approved installations will require that the waste line be cleared of

## ATTACHMENT 4 – FINAL DRAFT STANDARD 31: WASHER & DRYER INSTALLATIONS

any obstructions and/or build up from the point of connection in the manor to the sewer main line (Building Main). Depending on the condition of the waste line, the Member may be required to repair, replace or epoxy-line the waste line from the washer to the sewer main line (Building Main). The engineer of record must certify that the waste line meets the requirements of the design.

All work must conform to applicable building code requirements and the mutual specifications for waste line epoxy lining. Once the work is completed and has passed City and mutual inspections, the upgraded plumbing stack will become the responsibility of the mutual. Altered waste lines connecting to the main stack become the responsibility of the member as per current policy.

If the applicant is required to epoxy line the waste line due to the condition of the pipe and if the building is scheduled to be epoxy lined within five years after the installation of the washer, the amount paid by the member to epoxy line the waste line will be reimbursed to the member. Funding for this reimbursement will come from the budget allocations for the Epoxy Waste Line Remediation program.

- 4.2** All installations must have an appropriate plastic pan designed to catch any liquid that may inadvertently leak or be spilled. Exception being those units with built in safety pans.
- 4.3** All washer hook ups shall be required to have a leak detecting automatic shut off system installed as per manufacturers requirements and meet current California Plumbing Code at the time of install.
- 4.4** New dryers must be ventless unless unfeasible. If a conventional dryer is the only option, all penetrations through existing walls shall be properly flashed and caulked to provide a weathertight seal and any penetrations made on Mutual-owned flat PVC roofs requires express approval by the Mutual via Mutual Consent. For roofs under warranty, the roofing contractor holding the warranty shall be hired to complete the roof tie-in work.

**RESOLUTION 03-23-XX**

**STANDARD 31: WASHER AND DRYER INSTALLATIONS**

**WHEREAS**, the Architectural Control and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

**WHEREAS**, the Architectural Control and Standards Committee recognizes the need to revise Alteration Standard 31: Washer and Dryer Installations;

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors of this Corporation hereby adopts Standard 31: Washer and Dryer Installations as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 03-18-156 adopted November 29, 2018, is hereby superseded in its entirety and no longer in effect; and

**RESOLVED FURTHER**, all washer and dryers installed in three story buildings with a Mutual Consent prior to [DATE], 2023 continue to be “grandfathered”; and

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

**OCTOBER INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360**

This Page Left Intentionally Blank



## STAFF REPORT

---

**DATE:** October 9, 2023  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Revision to Demolition Consent Requirements & Associated Fees

---

### **RECOMMENDATION**

Staff recommends that the Third Architectural Control and Standards Committee (ACSC) endorse the proposed revisions to the demolition requirements & associated fees.

### **BACKGROUND**

In 2018, in response to a rise in unauthorized alterations which resulted in asbestos materials disturbances, a separate demolition consent was established. The mutual demolition consent was intended to allow for tracking the progress of alteration projects between the demolition and construction phases and to provide staff with the material survey, testing and report while the member continues with the design and City permitting of the project. This practice seems to have created unnecessary steps in the processing and issuance of mutual consents and led to the request by the board to remove this requirement.

The Alteration Fee Schedule (Attachment 1) was last revised in September 2023 by Resolution 03-23-111 (Attachment 2) to update valuation thresholds and to move certain simpler alterations to the flat rate column.

On September 19, 2023, the Third Board reviewed the ACSC recommendation to revise the demolition consent requirements and fees and voted to send the item back to the ACSC for additional revisions.

### **DISCUSSION**

Staff recommends the ACSC consider recommending that the board approve the following revisions to the current demolition requirements and options for members and their consultants and contractors seeking to obtain a Mutual Consent:

#### **Revisions to the Current Demolition Requirements:**

The activities that precede build back work have historically been covered under the Demolition Consent process. Members and board members have requested that this activity, which is believed to imply regulatory actions that may not be required, be revised to a more generic activity. The activities approved under this consent include environmental compliance (surveys, regulatory permitting when required and abatement) and removal of materials. As a result of this, it is proposed to replace “Demolition Mutual Consent” with “Pre-Construction Mutual Consent”. The attached fee schedule (Attachment 1) is the first document to be revised (Attachment 3) and its associated resolution (Attachment 4). Other documents that reference “Demolition Mutual Consents” will be revised after board approval of the proposed change.

1. Process a single Mutual Consent where removal of building materials are incidental to the proposed work.

Processing a single Mutual Consent for an alteration will expedite the processing of the mutual consent for projects that have been completely designed and are ready to be submitted to the City for plan check and saves the member the cost of a separate Pre-Construction Mutual Consent. This action does not, in any way, waive or eliminate any regulatory requirements such as asbestos surveys, testing and reports. Those regulatory requirements will be imposed by the appropriate regulatory agency or the City. However, the mutual should continue to require the member to submit copies of the final air clearance to the mutual when the air clearance is required by the regulatory agency. A copy of the air clearance will allow staff to release any holds placed on the manor entered for the safety of VMS employees and its contractors.

Upon receipt of a complete mutual consent application, staff will collect the appropriate mutual consent fees and issue the mutual consent. The City will not issue any permits until there is an approved mutual consent on file. As per current standard procedure, a 'regulated materials' hold will be placed on a manor at the time the mutual consent for alteration work is issued to the member and will only be removed, once appropriate documents, if required by the regulatory agency, are provided to manor alterations staff showing the manor meets state requirements for re-entry.

2. Process a separate Pre-Construction Mutual Consent followed by a Mutual Consent for the balance of the work.

This is the current practice and offers the advantage of initiating hazardous material surveys, obtaining approvals from regulatory agencies and completing any required abatement while plans are being finalized. This is particularly advantageous for projects that need to be completed within a specified schedule.

### **FINANCIAL ANALYSIS**

Based on the Mutual Consent Processing Analysis, it is anticipated that the projected revenue for 2024 will be reduced by \$4,500. The amount of staff time spent on processing Pre-Construction Mutual consents will be freed up to enhance efficiency for processing other manor alterations functions.

**Prepared By:** Baltazar Mejia, Maintenance & Construction Assistant Director

**Reviewed By:** Manuel Gomez, Maintenance & Construction Director

### **ATTACHMENT(S)**

Attachment 1 – Current Alteration Fee Schedule

Attachment 2 – Current Resolution 03-23-111

Attachment 3 – Redlined Alteration Fee Schedule

Attachment 4 – Revised Resolution 03-23-XX and Alteration Fee Schedule





## **Alteration Fee Schedule (Continued)**

### Notes

- Per Resolution 03-23-111, future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.
- The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License. The processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member.
- Some Alterations may require a Demolition Mutual Consent, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.





**RESOLUTION 03-23-111**

**Alteration Fee Schedule**

**WHEREAS**, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

**WHEREAS**, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

**WHEREAS**, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

**WHEREAS**, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

**NOW THEREFORE BE IT RESOLVED**, September 19, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

**RESOLVED FURTHER**, that the following sections from prior resolutions remain valid:

(1) The mutual consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates; and the mutual consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and

(2) The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and the processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel- prepared and approved boilerplate form at no additional charge to the member;

**RESOLVED FURTHER**, that Resolution 03-23-43 adopted April 18, 2023 and Resolution 03-23-69 adopted June 20, 2023 are hereby superseded and canceled; and

**RESOLVED FURTHER**, that future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the resolution.

# ATTACHMENT 3 – REDLINED ALTERATION FEE SCHEDULE



## Alteration Fee Schedule

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans

All items below require HOA Mutual Consent from Manor Alterations.

A City Permit may also be required. Contact the City Building Permits office for permitting requirements.

For items not listed, please contact Manor Alterations at (949) 597-4616 or [alterations@vmsinc.org](mailto:alterations@vmsinc.org)

\$50 Alteration Processing Fee	
Alteration Type	
Acoustic Ceiling Removal	
Awnings (Standard, Less than 54")	
Awnings (Powered)	
HVAC (No Increase in Amperage)	
Tub Replacement	
Block Walls (Less than 48" H)	
Block Walls (More than 48" H)	
Planter Wall	
Dishwasher (New Installation)	
Door Revision (Exterior)	
Electrical	
Exhaust Fan	
Fences (Less than 84") and Gates	
Floor Coverings (Exterior)	
Flooring (Vinyl)	
Gutters and Downspouts	
Metal Drop Shades	
Modesty Panels (Balcony)	
Patio Slab Revision	
Patio Wall Revision	
Plumbing	
Sliding Glass Doors (Retrofit)	
Soft Water System (Independent)	
Soft Water System (Connected to Water Heater)	
Solar Tubes	
Storage Cabinets (Carpport)	
Tub to Tub Replacement	
Windows (Retrofit)	
Shades (Roll-up)	

Alteration Fees Based on Valuation	
Alteration Type	
Air Conditioner (Through the Wall)	
Bathroom Addition (Split)	
Central HVAC (New Installation)	
Atrium, Balcony, Patio Covers (Replacement or New Installation)	
Doors (New Construction)	
Atrium, Balcony, Patio Enclosures	
French Doors (New Installation)	
Garden Room, Solarium	
Heat Pumps (New Installation through Wall)	
Man Doors (New Installation)	
Plumbing (New Installation or Relocation)	
Room Addition	
Shower to Shower Replacement	
Skylights	
Sliding Glass Doors (New Installation)	
Tub to Shower Installation	
Wall Revisions	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	

Alteration Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$10,000	\$280
\$10,001 to \$20,000	\$392
\$20,001 to \$29,999	\$504
Above \$30,000	\$700

## Other Fees

Type	Fee
<b>Demolition-Fee Pre-Construction Mutual Consent</b>	\$50
Variance Processing Fee	\$150
Unauthorized Alteration Fee (Applicable to alterations that require City of Laguna Woods building permits)	\$300
Solar Application Processing Fee	\$223
Legal Fee for the preparation of a Recordable Exclusive Use of Common Area Revocable License Agreement for the use of common areas that extend beyond the original floorplan to be collected after board approval of the variance	\$750



## Alteration Fee Schedule (Continued)

### Notes

- Per Resolution 03-23-111, future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.
- The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License. The processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member.
- Some Alterations may require a ~~Demolition~~ Pre-Construction Mutual Consent, which carries a \$50 fee. To confirm if your Alteration will require a ~~Demolition~~ Pre-Construction Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + ~~Demolition~~ Pre-Construction Mutual Consent fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.



ATTACHMENT 4 – REVISED RESOLUTION 03-23-XX  
AND ALTERATION FEE SCHEDULE



**Alteration Fee Schedule (Continued)**

Notes

- Per Resolution 03-23-111, future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.
- The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License. The processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member.
- Some Alterations may require a Pre-Construction Mutual Consent, which carries a \$50 fee. To confirm if your Alteration will require a Pre-Construction Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Pre-Construction Mutual Consent fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

ATTACHMENT 4 – REVISED RESOLUTION 03-23-XX  
AND ALTERATION FEE SCHEDULE

**RESOLUTION 03-23-XX**

**Alteration Fee Schedule**

**WHEREAS**, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

**WHEREAS**, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

**WHEREAS**, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

**WHEREAS**, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

**RESOLVED FURTHER**, that the following sections from prior resolutions remain valid:

(1) The mutual consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates; and the mutual consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and

(2) The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and the processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel- prepared and approved boilerplate form at no additional charge to the member;

**RESOLVED FURTHER**, that replacing all references to Demolition Mutual Consents with Pre-Construction Mutual Consents better defines the proposed activity without triggering unneeded regulatory requirements; and

ATTACHMENT 4 – REVISED RESOLUTION 03-23-XX  
AND ALTERATION FEE SCHEDULE

**RESOLVED FURTHER**, that Resolution 03-23-111 adopted September 19, 2023 is hereby superseded and canceled; and

**RESOLVED FURTHER**, that future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the resolution.

**OCTOBER INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360**