



**OPEN MEETING**

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

**Monday, October 28, 2019 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Steve Parsons, Reza Karimi, John Frankel, Lynn Jarrett, Ralph Engdahl, Bunny Carpenter

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:**

**ADVISORS PRESENT:** Mike Butler, Mike Plean

**STAFF PRESENT:** Brett Crane, Alisa Rocha, Gavin Fogg

**1. Call to Order**

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

**2. Acknowledgement of Media**

Not present.

**3. Approval of August 26, 2019 Report**

Director Jarrett moved to accept the report. Advisor Plean seconded. The committee had no objection.

**4. Approval of the Agenda**

Director Jarrett moved to accept the agenda. Director Carpenter seconded. The committee had no objection.

**5. Committee Chair Remarks**

Chair Parsons introduced Members Lynne Corboz (3505-C) and Douglas Ferraro (5598-A).

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

Member Susan Smallwood introduced herself.

**7. Division Manager Update**

Mr. Crane introduced staff. He also mentioned we are currently going through the remaining standards, some do not require revisions, and the remaining requires input from other departments.

Mr. Crane also mentioned we are currently working with the city on the process of permits/inspections. The City is in the process of updating their systems. Director Jarrett commented on a conversation she had with another member regarding the long process at the Permits and Alterations Office and then having to deal with The City. A discussion ensued amongst the committee. Mr. Crane explained every case is unique, depending on the complexity of the variance request, some may take more time than other and the majority of the requests in the Permits & Alterations Office have a 24 hour turn-around time. Mr. Crane also cleared up the rumors of having a city employee seated in the VMS office and vice versa which is a conflict of interest.

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.*

None.

Items for Discussion and Consideration:

Variance Requests:

**8. (A) 5598-A (Casa Palma, 10R) – Extend Entryway onto Exclusive Use Common Area and Replace Planter with Concrete Slab on Previously Extended Common Area**

The committee was in unanimous support to accept staff's recommendation and approve the 1<sup>st</sup> part of the variance request:

Extend the entry way onto Exclusive Use Common Area.

The committee was in unanimous support to accept staff's recommendation and deny the 2<sup>nd</sup> part of the variance request pending further review by the Resident Policy & Compliance Task Force:

To replace the planter with concrete slab on previously extended Common Area.

**(B) 3505-C (picture)**

Chair Parsons is concerned with the dirt patch in front of the slider and electrical panel/meter area. This is an issue with many mutuals and it is a dirt, mud, and safety hazard. Director Carpenter suggested a standard or an agreement should be put in place. A discussion ensued amongst the committee. Regarding the concrete slab, Mr. Crane stated it will depend on what The City's requirements will be and what they address as acceptable material.

Standards Discussion Items:

**9. Review Standard 28: Soft Water**

The committee was in unanimous support to accept staff's recommendation and approve the request.

The committee proposed the following additional change to this Standard and asked staff to send to the Board for approval:

§2.3 to delete the word 'plywood'.

#### **10. Review Standard 42: Ramps**

The committee was in unanimous support to accept staff's recommendation and approve the request.

The committee proposed the following additional changes to this Standard and asked staff to send to the Board for approval:

§3.2.1 correct 914 mm to 1,219 mm.

§3.3.7 correct 1,524 mm to 1,829 mm.

#### Reports

#### **11. Status of Mutual Consents**

Mr. Fogg reviewed this report with the committee.

#### Future Agenda Items:

Hanging plants screwed into wood causing dry rot (there is an existing resolution)

Concrete slabs under electrical panels/meters

#### Concluding Business:

#### **12. Use of Common Area and Exclusive Use**

Director Frankle proposed a task force to address the inflexibility of the mutual's common area usage and the possibility of a policy. A discussion ensued amongst the committee. Director Engdahl, Advisor Plean, Advisor Butler, and Member Susan Smallwood volunteered to be on the task force. The committee was in unanimous support.


#### **13. Committee Member Comments**

Director Frankel thanked everyone regarding his suggestion of the task force.

Director Jarrett inquired about the number of ramp requests over the years. Mr. Crane responded very minimal.

**14.** Date of next meeting – Monday, November 25, 2019

**15.** Adjourned at 11:28 a.m.



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Chair, Steve Parsons  
Brett Crane, Staff Officer  
Alisa Rocha, Alterations Coordinator, 268-2301